



IEEE PES Insulated Conductors Committee Policies and Procedures for Working Groups

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- **Power and Energy Society (PES) is comprised of a number of Technical Committees.**
- **Each Technical Committee of PES is considered a “Sponsor” by the IEEE Standards Association.**
- **The words “Sponsor” or “Technical Sponsor” refers to the responsible Technical Committee of PES, and in our case specifically, the Insulated Conductors Committee (ICC).**



- **New York State Not-for-Profit Corporation Law**
- **IEEE Certificate of Incorporation**
- **IEEE Constitution**
- **IEEE Bylaws**
- **IEEE Policies**
- **IEEE Board of Directors Resolutions**
- **IEEE Standards Association Operations Manual**



- **IEEE-SA Board of Governors Resolutions**
- **IEEE-SA Standards Board Bylaws**
- **IEEE-SA Standards Board Operations Manual**
- **IEEE-SA Standards Board Resolutions**
- **Policies and Procedures of the IEEE Power and Energy Society**
- **Policies and Procedures of the Insulated Conductors Committee**



Fundamental Principles of Operation

Right to participate by:

- **Attending Working Group meetings (in person or electronically)**
- **Becoming a member of the Working Group**
- **Becoming an officer of the Working Group**
- **Expressing a position and its basis,**
- **Having that position considered, and**
- **Appealing if adversely affected.**

Working Group Responsibilities



- **Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval, within the allotted time (normally 48 months)**
- **Use the IEEE Standards document template format**
- **Submit to the responsible Subcommittee any documentation required; e.g., a project schedule or a periodic status report**

Working Group Responsibilities



- **Notify the responsible Subcommittee of the draft development milestones**
- **Notify the responsible Subcommittee when the draft is ready to begin IEEE Standards Sponsor ballot**



- **Chair of respective Subcommittee, with input from his/her Vice-Chair, appoints Chair and Vice-Chair of Working Group with approval of candidate by Administrative Committee and notification to Chair of ICC.**
- **Subcommittee Chair shall ensure and enforce that Chair and Vice-Chair do not allow any direct commercial interest to unduly influence guide or standard being developed.**



- **Subcommittee Chair should also seek balance, if practical, in professional affiliation between Chair and Vice-Chair.**
- **General practice is for Working Group Chairs and Vice-Chairs to serve for duration of PAR, or for suggested term of four years for standing Working Groups.**
- **At end of four-year period for standing Working Group, Vice-Chair would become Chair and new Vice-Chair should be appointed.**



- **If an office becomes vacant due to resignation, removal, or for another reason, temporary appointment shall be made for period of up to six months.**
- **In the case of Chair or Vice-Chair, Chair of respective Subcommittee, with input from his/her Vice-Chair, shall make temporary appointment subject to approval of candidate by Administrative Committee.**



- **Working Group Officer may be removed either by approval of two-thirds of members of Working Group or by Chair of respective Subcommittee, with input from his/her Vice-Chair, subject to approval by Administrative Committee.**
- **Grounds for removal shall be included in any motion to remove officer of Working Group.**
- **Officer suggested for removal shall be given opportunity to make rebuttal prior to vote on motion for removal.**



- **Leading standards development activity according to all relevant Policies and Procedures**
- **Forming Study Groups, as necessary**
- **Being objective**
- **Entertaining motions, but not making motions**
- **Not biasing discussions or allowing biased discussions to continue**
- **Delegating necessary functions**



Responsibilities of Chair

- **Ensuring all parties have the opportunity to express their views**
- **Setting goals and deadlines and adhering to them**
- **Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that processes and procedures are followed**
- **Seeking consensus as means of resolving issues**



- Prioritizing work to best serve the group and its goals
- Complying with [IEEE-SA Intellectual Property Policies](#), including but not limited to **IEEE-SA Patent Policy** (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.htm>) and **IEEE-SA Copyright Policy** (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)



Responsibilities of Chair

- **Fulfilling any financial reporting requirements of IEEE, in absence of Treasurer.**
- **Participating as needed in meetings of Sponsor to represent Working Group**
- **Being familiar with training materials available through IEEE Standards Development Online**



Responsibilities of Vice-Chair

- **Carrying out Chair's duties if Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)**
- **Distributing agendas at least **14** calendar days before meeting**
- **Recording minutes of each meeting within **14** working days of the end of meeting**
- **Creating and maintaining IEEE-SA Working Group membership roster**



Responsibilities of Vice-Chair

- **Recording participant attendance at each meeting**
- **Scheduling and announcing meetings in coordination with Chair with at least **21** calendar days notice**
- **Being responsible for management and distribution of Working Group documentation in compliance with IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards.**



Responsibilities of Vice-Chair



- **Maintaining lists of unresolved issues, action items, and assignments**
- **Being familiar with training materials available through IEEE Standards Development Online**
- **Participating as needed in meetings of the Sponsor to represent the Working Group.**

Working Group Membership



- Membership shall be granted automatically to those participants attending the meeting of **newly chartered** Working Group and upon their request.
- Membership shall be granted after participant attends two consecutive meetings of **existing** Working Group, and also requests membership status.
- Number of members may be limited in order to ensure Working Group balance and improve efficiency.

Working Group Membership



- **Working Group members need not be Member of Power & Energy Society (PES) but are encouraged to be members in good standing of PES and must demonstrate competency in subject addressed by Working Group.**
- **Chair of the Working Group appoints Working Group members with notification to Chair of Subcommittee.**

Working Group Membership



- **Each member is expected to attend meetings as required by these procedures.**
- **Vice-Chair records attendance at meetings. Attendance credit is granted to those who attend at least **50%** of a meeting's duration.**
- **Attendance at meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards attendance requirements.**

Working Group Membership



- **Membership status is maintained through consistent participation at meetings and through Working Group votes.**
- **If Working Group member misses two consecutive meetings, or two consecutive Working Group letter ballots, his or her membership status may be revoked.**
- **Chair shall notify, in writing, member who fails to attend two consecutive meetings and who has therefore lost his or her membership.**

Working Group Membership



- **Member who lost his or her voting privileges shall have his or her voting privileges reinstated after attendance at two consecutive meetings of the Working Group and upon request for re-instatement to member status.**
- **All voting privileges and rights shall be restored after attending second consecutive meeting.**



- **If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the Working Group Chair will be consulted on the status of the member.**
- **The Chair shall review voting membership list at least annually.**
- **Voting members are expected to fulfill obligations of active participation as defined in Clause 4.1.1.**

Working Group Membership



- **When voting member is found in habitual default of these obligations, the Chair shall consider matter for appropriate action, which may include termination of membership.**



Working Group Membership Roster

- **Working Group roster is vital aspect of standards development.**
- **Serves as record of members and participants in Working Group and is initial tool if issue of indemnification arises during process of standards development.**
- **Working Group Officer, usually Vice-Chair, shall maintain current and accurate roster of members and participants in Working Group.**



Working Group Membership Roster

- **Roster shall include at least following:**
 - **Title of Sponsor (Technical Committee) and its designation**
 - **Title of Working Group and its designation**
 - **Officers - Chair and Vice-Chair**
 - **Members and participants (including names, email addresses, employers and affiliations for all members)**



Working Group Membership Roster

- **Working Group members are required to review their information contained in roster following each meeting they attend.**
- **If Working Group meets only virtually (e.g., via teleconferencing, Webinar, etc.), it shall determine schedule to check accuracy of roster periodically.**
- **Copy of Working Group roster shall be supplied to IEEE Standards Association at least annually by Working Group Officer, usually Vice-Chair.**



Working Group Membership Roster

- Due to privacy concerns, roster shall not be distributed, except to IEEE-SA staff, IEEE-SA Board of Governors, IEEE-SA Standards Board, and Standards Coordinator of the Technical Sponsor, unless **all** Working Group members and participants have submitted their **written** approval for such distribution.



Working Group Membership Public List

- **Working Group Officer or designee shall maintain current and accurate list of Working Group members and interested guests.**
- **Membership list can be posted on committee web site and can be publically distributed.**
- **It shall not be distributed for commercial purposes.**



Working Group Membership Public List

- **Membership list shall be limited to following:**
 - **Title of the Working Group and its designation**
 - **Scope of Working Group**
 - **Officers: Chair, Vice-Chair**
 - **Members: name, employer, affiliation (but no contact information)**
 - **Guests: name, employer, affiliation (but no contact information)**

Subgroups of Working Group



- **Working Group may, from time to time, form subgroups for conduct of its business.**
- **Only Working Group members appointed to subgroup shall vote on questions within such subgroups.**
- **Such formation shall be explicitly noted in official record, such as meeting minutes.**

Subgroups of Working Group



- **At the time of formation, Working Group shall determine scope and duties delegated to subgroup.**
- **Any changes to its scope and duties will require approval of Working Group.**
- **Any resolution of subgroup shall be subject to confirmation by Working Group.**
- **Chair of the Working Group shall appoint the chair of subgroup.**



- **Working Group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means.**
- **Meeting notice shall be distributed, by Working Group Officer or designee, to all participants **30** calendar days in advance to all participants.**



- Meeting agenda shall be distributed to all participants at least **14** calendar days in advance of a meeting.
- Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 15% or more of voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.



- **Notification of potential for action shall be included on any distributed agendas for meetings.**
- **While having balance of all interested parties is not official requirement for a Working Group, it is a desirable goal.**
- **As such, officers of Working Group should consider issues of balance and dominance that may arise and discuss them with responsible Subcommittee officers or Technical Sponsor.**



- **Quorum shall be identified and announced before initiation of Working Group business at meeting, but if quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Subclause 7.2, or at the next Working Group meeting.**
- **Unless otherwise approved by Sponsor, quorum shall be defined as one-half or **50%** of the Working Group members in good standing.**



- Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant fair and equal opportunity to contribute to meeting, in accordance with [IEEE Code of Ethics](#).
- All Working Group participants shall act in accordance with all IEEE Standards policies and procedures. Where applicable, Working Group participants shall comply with [IEEE Policies Section 9.8](#) on Conflict of Interest.



- **Minutes shall record following items at a minimum:**
 - **Name of group**
 - **Date and location of meeting**
 - **Officer presiding, including the name of the person who wrote the minutes**
 - **Attendance, including affiliation**
 - **Call to order, Chair's remarks**
 - **Approval of minutes of previous meeting**



- **Approval of agenda**
- **Technical topics**
 - **Brief summary of discussion and conclusions**
 - **Motions, including the names of mover and seconder**
- **Items reported out of executive session**
- **Next meeting--date and location**



- **Approval of action requires approval by majority (or two-thirds) vote follows:**
 - **At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by voting members in attendance.**
 - **By electronic means (including email), vote carried by majority (or two-thirds) of votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided majority of all voting members of the Working Group responded.**



- **Following actions require approval by a majority vote:**
 - **Formation or modification of subgroup, including its procedures, scope, and duties**
 - **Disbandment of subgroups**
 - **Approval of minutes**
 - **Approval of Working Group actions other than those requiring a two-thirds vote**



- **Following actions require approval by a two-thirds vote:**
 - Approval of change of Working Group scope
 - Establishment of fees, if necessary
 - To request responsible Subcommittee for approval to move draft standards project to Sponsor for IEEE Standards Sponsor ballot
- **These actions are subject to confirmation by responsible Subcommittee.**



- At discretion of Chair, Working Group shall be allowed to conduct votes between meetings by use of letter or electronic ballot. If such actions are to be taken, they shall follow rules of [IEEE Bylaw I-300.4\(4\)](#).



- **Formal inquiries relating to Working Group should be directed to Chair and recorded by Vice-Chair.**
- **All replies to such inquiries shall be made through Chair.**
- **These communications shall make it clear that they are responses from the Working Group.**
- **Communications shall be in compliance with Sponsor's communication requirements.**



- **Working Group recognizes right of appeal.**
- **If technical or procedural appeals are referred back to Working Group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on part of the Working Group is performed in an identifiable manner.**
- **If Working Group must conduct an appeal hearing, it shall follow the appeals process of the IEEE-SA Standards Board.**