



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS  
POWER & ENERGY SOCIETY

**INSULATED CONDUCTORS COMMITTEE  
OPERATIONS AND PROCEDURES MANUAL**

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# IEEE PES Insulated Conductors Committee Operations Manual

## 1. Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Operating Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of activities of *the IEEE Insulated Conductors Committee*. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

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/Procedures of the *IEEE Power and Energy Society*

Policies/Procedures of the *Insulated Conductors Committee*

*Robert's Rules of Order (Revised)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

### **1.1. IEEE Insulated Conductors Committee scope**

As used in this document, the term sponsor refers to the Insulated Conductors Committee (ICC) of the IEEE.

The scope of the ICC includes:

Treatment of all matters in which the dominant factors are the design, manufacture, installation, operation, testing and maintenance of conductors, including fiber cores, having applied insulation or covering and their required materials, accessories and structures used in the generation, transmission, distribution and utilization of electric energy.

Included is the treatment of conductors, insulations, shields or screens, sheaths and coverings, accessories, structures, tests and measurements and other components for insulated conductor application. Insulations that are an integral part of machinery, such as magnet wire, are excluded.

Also included is treatment of the insulated conductors and facilities required for cable systems at power generating stations, substations, transmission, distribution and utilization levels, and cable and cable systems for special purposes or applications, including all cables identified in the National Electrical Code and associated documents, but not excluding international standards, as necessary to further the proper development of products specified in the first paragraph.

Joint or coordinated treatment of certain subjects or applications as it relates to insulated conductors may be required when the subject or application is covered by another Society or Committee having a particular scientific interest or a specific emphasis on particular materials or requirements of the application. This coordinated effort includes similar or identical standards development work of recognized international organizations.

The ICC currently has seven technical subcommittees and one administrative subcommittee. The ICC Subcommittees and scopes are provided in the following table:

<b>Subcommittee Designation</b>	<b>Subcommittee Name</b>	<b>Scope</b>
A	Cable Construction and Design	All issues related to materials, construction, design and manufacturing of insulated cables.
B	Cable Accessories	All issues related to cable terminations, joints, junctions, and ancillary cable equipment.
C	Cable Systems	All issues related to installation and operation of cable systems, and all testing and diagnostics of cables tested in the factory/laboratory and cable systems tested under controlled conditions such as pre-qualification tests.

<b>Subcommittee Designation</b>	<b>Subcommittee Name</b>	<b>Scope</b>
D	Generating Station and Industrial Cables	All issues with cable systems for power, control, signal, data, communication, and fiber optic applications for use in generating stations, substations, industrial facilities, shipboards, military installations, submarines, mining, and transit/locomotive cars.
E	Administrative	All issues related to the effective, efficient operation of the ICC and the development and presentation of special ICC related activities. The Administrative Subcommittee includes activities of both the Executive Committee and the Administrative Committee.
F	Field Testing and Diagnostics of Cable Systems	All issues related to testing and diagnostics of cable systems installed in the field for service use, i.e., systems exposed to or intended for real service aging. This includes acceptance, installation, and maintenance testing, as well as tests done in the laboratory on service-aged equipment removed from the field.
G	Transnational Activities	Reporting of construction and operation of large cable system installations worldwide. Interfacing of the ICC with national and international standards organizations outside of the IEEE.

## 1.2. Organization of the ICC

The ICC shall consist of officers (see clause 3) and other members.

## 2. Responsibilities of the ICC

The ICC shall be responsible for the following:

- a) Developing proposed IEEE standards and ensuring that they are within its scope
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort, as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without proper authorization
- h) Limiting distribution of the membership roster to appropriate parties
- i) Promote and coordinate activities in its field
- j) Sponsor technical sessions either alone or jointly with other committees of PES or with other technical organizations
- k) Review and grade technical papers

- l) Initiate, propose, and/or process awards for committee, subcommittee, or working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other committee sources.
- m) Offer cooperation with local sections/chapters of the IEEE PES
- n) Select session chairs and be responsible for presentation of papers at meetings designated by PES
- o) Promote power engineering education through use of tutorial sessions, publications, and other suitable programs
- p) Maintaining a list of active standards and guide preparation groups
- q) Report annually to the Standards Board
- r) Publish minutes of each meeting

### 3. Officers

The officers of the ICC consist of:

- a) Chair
- b) Immediate Past Chair
- c) Vice Chair/Treasurer
- d) Vice Chair/Treasurer Elect (Appointed during second year of ICC Chair's appointment)
- e) Recording Secretary
- f) Membership Secretary
- g) Awards Chair
- h) Standards Coordinator
- i) Education/Didactics Chair
- j) Webmaster

Officers shall be members of any grade of the IEEE and members of the IEEE-SA. They shall organize the ICC, oversee compliance with these Operating Procedures, and oversee submission of proposed standards approved by the ICC balloting group(s) (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers should read the training material available through [IEEE Standards Development Online](#).

#### 3.1. Election or appointment of officers

Officers shall be appointed/elected in accordance with the following procedures:

The Chair in collaboration with the Past Chair and the Vice Chair/Treasurer shall identify potential qualified candidates for the position of Vice Chair/Treasurer Elect. The Chair shall contact the proposed candidate(s) and determine if they are willing to serve. The Chair in collaboration with the Past Chair and Vice Chair/Treasurer shall recommend a qualified candidate for the position of Vice Chair/Treasurer Elect and recommend a nominee to the Administrative Committee (AdCom) for confirmation by vote. A two-thirds majority vote is required for confirmation. Once confirmed by the Administrative Committee, the ICC Chair must submit in writing the nomination for a new ICC Vice Chair/Treasurer Elect to the Technical Council of the IEEE Power and Energy Society, who approves the candidate unless he/she is aware of a reason(s) for rejection.

The Chair in collaboration with the Vice Chair/Treasurer shall identify potential qualified candidates for vacancies in the following officer positions:

- a) Recording Secretary
- b) Membership Secretary
- c) Awards Chair
- d) Standards Coordinator
- e) Education/Didactics Chair
- f) Webmaster

The Chair shall contact the proposed candidate(s) and determine if they are willing to serve. The Chair shall recommend a qualified candidate for each vacant position to the Administrative Committee for confirmation by vote. A two-thirds majority vote is required for confirmation.

Nominees shall be eligible to hold the office for which they are appointed/elected. A person shall be nominated for no more than one office. Upon written notification, the nominee shall have up to 30 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

### **3.2. Temporary appointments to vacancies**

If an office other than Chair or Vice Chair/Treasurer becomes vacant due to resignation, removal, lack of nomination at an election, or for another reason, a temporary appointment shall be made by the Committee Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.1.

For vacancies in the office of Chair and/or Vice Chair/Treasurer, the normal path of officer progression shall be followed and the Chair shall nominate a candidate for the office of Vice Chair/Treasurer Elect for confirmation at the next Administrative Committee meeting.

### **3.3. Removal of officers**

An officer may be removed by a two-thirds approval vote of the ICC. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

### **3.4. Responsibilities of officers**

#### **3.4.1. Chair**

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming Study Groups, as necessary
- c) Appointing a person or group with responsibility for interpretations of all approved standards

- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the ICC as a means of resolving issues
- l) Prioritizing work to best serve the group and its goals
- m) Ensuring that the ICC and all subgroups comply with the [IEEE-SA Patent Policy](#)
- n) Have general supervision of the affairs of the ICC. The Chair shall preside at the meetings of the ICC and shall be an ex officio member of all of the Committee's subcommittees.
- o) Monitor the necessity of changing the scope of the ICC and obtain Technical Council approval for such changes
- p) Monitor the desirability of forming new Subcommittees and disbanding them as necessary
- q) Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes
- r) Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power and Energy Society
- s) Encourage members of the committee to schedule and participate in technical sessions at general and regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- t) Within the scope of the ICC, initiate the development of standards documents in accordance with the IEEE Standards Manual
- u) Process requests for ICC membership
- v) Promote power-engineering education within the scope of the ICC. With the aid of the Power & Energy Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state-of-the-art of power engineering and request (through the Power & Energy Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power & Energy Education Committee.
- w) Furnish planning support to the Technical Council in the assigned technical areas
- x) Obtain approval from the Technical Council on joint projects with organizations outside of the PES

#### **3.4.1.1. Other Responsibilities**

The Chair will be responsible for the following activities, but may reassign them to other ICC members.

- a) Serve as Chair of the Administrative Subcommittee of the ICC
- b) Be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory

- c) Review IEEE position papers as assigned by the Chair of the Technical Council
- d) Promote individual and committee recognition of significant achievements in the Committee
- e) Provide training for new Working Group Chairs and Vice Chairs and orientation for new members
- f) Record the minutes of the ICC meetings and distribute them to the ICC members
- g) Prepare ICC meeting agendas and send them to all ICC members in advance of meetings
- h) Plan, prepare, and issue notices of ICC meetings to all ICC members
- i) Keep the ICC Subcommittee and Working Group rosters up to date and distribute them to all ICC members annually
- j) Keep records of attendance at all ICC meetings
- k) Represent the ICC on all Technical Council Standing Committees except the Standards Coordinating Committee and the Technical Sessions Committee. (The ICC Chair may elect to appoint a separate individual to serve on individual Technical Council Standing Committees.)
- l) Seek out and secure meeting locations for the duration of the Chair's term. Direct the Vice Chair/Treasurer to secure meeting locations for their term as Chair. This should be performed approximately two to three years in advance. The only ICC Officers authorized to sign legal contracts for the ICC, i.e. hotel contracts, are the ICC Chair and Vice Chair/Treasurer.

#### **3.4.1.2. Contracted Duties**

The Chair may choose to contract some of the administrative duties mentioned above to Assistant Secretaries who may or may not be ICC members. The ICC will pay for these contract services. These administrative services are limited to:

- a) Recording and publishing the minutes of each meeting
- b) Recording and publishing the attendance of each meeting
- c) Coordinate ICC meeting registration activities
- d) Maintain a current and accurate ICC roster and distribute it to the members at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:
  - Members and Guests: Name, Address, Society(ies) and Business affiliations
  - Interest category of each member and guest

#### **3.4.2. Immediate Past Chair**

The Immediate Past Chair will be responsible for the following duties and may assume other duties as assigned by mutual agreement with the Chair.

- a) Serves as a mentor for the current chair, providing guidance in carrying out the duties of office
- b) Provides leadership on special projects as assigned by the Chair
- c) Assists in organizing and maintaining operations at meetings
- d) Assists with tracking of ICC equipment and assignment of equipment to usage areas
- e) Provides the orientation session for new members and attendees

- f) In conjunction with the Vice Chair/Treasurer Elect, performs an annual review of the ICC Operations and Procedures Manual for accuracy and completeness, providing recommendations for changes

### **3.4.3. Vice Chair/Treasurer**

The Vice Chair/Treasurer shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

The Vice Chair/Treasurer will, in general, be responsible for the following duties assigned by the Chair of the ICC:

- a) Assist the Chair in all duties
- b) Be a Member of the Technical Program Committee for the IEEE PES General Meeting, as well as Special Technical Conference Meetings
- c) Coordinate attendee registration for all ICC Meetings
- d) Perform the function of Technical Committee Program Chair (TCPC) and represent the ICC on the IEEE Editorial Board and the Technical Sessions Committee. (The ICC Chair may elect to appoint a separate individual to serve on the IEEE Editorial Board.)  
TCPC duties include:
  - 1. Processing the review of technical papers sent to the Committee by the PES Editorial Board
  - 2. Planning the number of technical paper and panel sessions for the IEEE PES General Meetings, as well as Special Technical Conference Meetings, that relate to the ICC mission and scope
  - 3. Planning joint sessions with other technical committees, coordinating these plans with PES Special Services, and arranging for a Session Chair for each session sponsored by the ICC
- e) Maintain a budget for all meetings and other ICC activities
- f) Control all funds into and out of the ICC bank account
- g) Follow IEEE policies concerning standards meetings and finances
- h) Adhere to the *IEEE Finance Operations Manual*
- i) Maintain complete records of ICC financial transactions
- j) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- k) Distributing the agenda at least 14 calendar days before the meeting
- l) Assigns ICC equipment to usage areas and maintains tracking of equipment
- m) Perform a financial audit of the ICC in conjunction with the Vice Chair/Treasurer Elect prior to each meeting

### **3.4.4. Vice Chair/Treasurer Elect**

The responsibilities of the Vice Chair/Treasurer Elect include:

- a) Assisting the Vice Chair/Treasurer
- b) Perform a financial audit of the ICC in conjunction with the Vice Chair/Treasurer prior to the beginning of each meeting

- c) In conjunction with the Past Chair, performs an annual review of the ICC Operations and Procedures Manual for accuracy and completeness, providing recommendations for changes
- d) Other duties as assigned by the Chair and Vice Chair/Treasurer

#### **3.4.5. Recording Secretary**

The responsibilities of the Recording Secretary include:

- a) Recording minutes of each meeting and publishing them at least 30 days prior to the following scheduled meeting
- b) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- c) Being responsible for the management and distribution of Sponsor documentation
- d) Maintaining lists of unresolved issues, action items, and assignments from the Executive and Administrative Committee meetings
- e) Recording attendance at the Executive and Administrative Committee meetings

#### **3.4.6. Membership Secretary**

The responsibilities of the Membership Secretary include:

- a) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- b) Forwarding all changes to the roster of voting members to the Chair
- c) Review of the voting membership list on at least an annual basis

#### **3.4.7. Awards Chair**

The responsibilities of the Awards Chair include:

- a) Identification of PES awards that may be available to ICC and its membership
- b) Coordination of the nomination of award candidates
- c) Recommendation of ICC members for award nominations
- d) Placement of award information on the ICC web site
- e) Publicity for all award recipients within the ICC

#### **3.4.8. Standards Coordinator**

The responsibilities of the Standards Coordinator include:

- a) Provide assistance to Subcommittee and Working Group Chairs and Vice-chairs in promulgating standards and guides through the administrative processes of the IEEE-SA
- b) Maintenance of a list of ICC sponsored standards due to expire within the next year
- c) Coordination of all standards activity within the ICC

- d) Represent the ICC at meetings of the Technical Council Standards Coordinating Committee

### **3.4.9. Education/Didactics Chair**

The responsibilities of the Education/Didactics Chair include:

- a) Oversight and coordination of all activities intended to educate the members of the ICC
- b) Selection of topics and speakers for the educational sessions at the general meetings
- c) Organization and management of the general meeting educational sessions

### **3.4.10. Webmaster**

The responsibilities of the Webmaster include:

- a) Maintenance of the ICC web site
- b) Posting of all web site documents and pages
- c) Periodic review to ensure that web site postings are current

## **3.5. Terms of Office**

The term of office for the Chair, Immediate Past Chair, Vice Chair/Treasurer, and Vice Chair/Treasurer Elect is two years.

There is an automatic progression from Vice Chair/Treasurer Elect to Vice-Chair/Treasurer and from Vice-Chair/Treasurer to Chair every two years unless the current officer has reason (or extraordinary circumstances demand) deviation from this sequence.

## **3.6. Executive Committee (ExCom)**

The Executive Committee shall consist of the following officers:

- a) Chair
- b) Immediate Past Chair
- c) Vice Chair/Treasurer
- d) Vice Chair/Treasurer Elect (Appointed during second year of ICC Chair's appointment)
- e) Recording Secretary
- f) Membership Secretary
- g) Awards Chair
- h) Others as designated by the Chair for a specific purpose and with a limited term of participation, such as advisors or consultants on a specific issue

The Executive Committee shall meet at least once a year and typically is the first meeting of the ICC. The Executive Committee is responsible for:

- a) Coordination of final meeting arrangements with personnel at the meeting facilities
- b) Transaction of urgent ICC business that requires immediate action and can not be delayed until a scheduled Administrative Committee meeting

### **3.7. Administrative Committee (AdCom)**

The Administrative Committee shall consist of the following:

- a) All officers of the ICC as listed in Clause 3
- b) Chairs and Vice-chairs of the ICC Subcommittees
- c) Others as designated by the Chair for a specific purpose and with a limited term of participation, such as advisors or consultants on a specific issue

The Administrative Committee shall meet at least once a year and is responsible for:

- a) Coordinating the activities of the Subcommittees
- b) Serves as a forum for discussion and communication related to the operation and development of the ICC

## **4. Membership**

### **4.1. Participation Classifications**

The Insulated Conductors Committee is structured to provide recognition for participation and achievement in accomplishing the mission and goals of the committee. The following participation classifications are provided:

- a) ICC Senior Member
- b) ICC Member
- c) Guest
- d) Appointed Consultant

#### **4.1.1. ICC Senior Members**

To be an ICC Senior Member, an individual must:

- a) Be a Member of IEEE
- b) Be a Member of the IEEE Standards Association (to encourage members to ballot standards)
- c) Be approved by the ICC Chair and Vice Chair/Treasurer
- d) Have attended at least two of the last four ICC Meetings as an ICC Member
- e) Be recommended as an ICC Senior Member by an ICC Officer or Subcommittee Chair or Vice Chair
- f) Submit a request in writing, Senior Membership Application, to the ICC Chair

#### **4.1.2. ICC Members**

To be an ICC Member, an individual must:

- a) Be a Member of IEEE
- b) Be a Member of the IEEE Standards Association (to encourage members to ballot standards)
- c) Be approved by the ICC Chair

- d) Have attended at least two of the last four ICC Meetings as a Guest
- e) Submit a request in writing, Membership Application, to the ICC Chair

#### **4.1.3. Guests**

Anyone with an interest that is within the scope of the ICC may attend any of the Working Group meetings, Subcommittee meetings or participate in any general activities that take place at ICC meetings. All meeting attendees must register in order to attend an ICC meeting. However, at the discretion of the ICC Chair, an invited speaker who does not otherwise generally attend the ICC may be granted a complimentary registration to attend a single day.

#### **4.1.4. Appointed Consultant**

Non-members of IEEE may be appointed as consultants to the ICC Subcommittees and Working Groups. For example, physicists, mathematicians, chemists and metallurgists are frequently called upon from the basic science fields to supplement the work of Committees and Subcommittees. Therefore, individual experts and liaison representation from other organizations are encouraged where appropriate.

With approval of the IEEE Standards Association Board of Governors, non-IEEE members who are representatives of other organizations or are invited experts, may be consultants to the ICC and Working Groups developing standards. As a non-member, they may participate only on matters relating to writing of the standard(s) for which their expertise was sought.

### **4.2. Membership Requirements**

Membership in the Insulated Conductors Committee requires compliance with the requirements for ICC Senior Member and ICC Member classifications. ICC members shall be members in good standing of the IEEE Power and Energy Society and meet the respective requirements of membership in the Power and Energy Society. The ICC Chair appoints ICC Senior Members and ICC Members after application and recommendation per the requirements for the membership classification. Notification of membership in the ICC is given to the Chair of the Technical Council of the Power and Energy Society. This notification occurs by submittal of a Committee membership list to the Technical Council annually. Selection for and continuation of ICC membership shall be determined by meeting all of the following qualifications, which demonstrate active participation:

- a) Technical competence in the particular branch of engineering as specified in the scope of the ICC
- b) Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof
- c) Willingness to devote time and effort to contribute to the advancement of engineering and science by attending meetings, reviewing assigned papers for approval of presentations and publications, and suggesting, when possible, improvements in Committee operations
- d) Continued participation in ICC functions, such as serving as an officer, liaison member, liaison delegate, Subcommittee Member or Working Group Member

- e) Contributing regularly as a Subcommittee Member
- f) Returning all ballots on ICC issues regularly and on time
- g) Regular attendance at meetings. When an ICC Senior Member or ICC Member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Committee of the ICC.

### **4.3. Membership Duties and Privileges**

ICC Senior Members and ICC Members may participate in all Committee, Subcommittee, and Working Group activities and may vote on all Committee, Subcommittee, or Working Group ballots related to issues of interest to the member.

Only ICC Senior Members may be Chairs of Working Groups or Subcommittees. All officers of the ICC must be ICC Senior Members.

The Insulated Conductors Committee follows the IEEE policies for indemnification as outlined in IEEE Bylaw I-300.3.

#### **4.3.1. Voting membership**

Each ICC Senior Member and ICC Member is granted the privilege of voting membership, giving them the right to participate in balloting on an unlimited number of individual standards projects. This privilege is granted as long as membership in the IEEE Standards Association is maintained in good standing.

ICC Senior Members and ICC Members may vote on all Committee, Subcommittee, or Working Group ballots related to issues of interest to the member and on business matters that come before the Subcommittee, Working Groups, Discussion Groups, or other subgroups within the Insulated Conductors Committee.

Voting membership requires active participation within the ICC as defined in Clause 4.2.

### **4.4. Review of membership**

The Membership Secretary shall review the membership list at least annually. Members are expected to fulfill the obligations of active participation as defined in Clause 4.2. When a member is found in habitual default of these obligations, the Membership Secretary shall consider the matter for appropriate action, which may include termination of membership, and make a recommendation to the Chair for further action.

The ICC Chair may elect to discontinue the membership of an inactive member. The ICC Chair may also elect to discontinue the membership of a member that exhibits seriously inappropriate behavior by sending written notification to the affected member, stating the specific reasons for termination, and copying the ICC Membership Secretary. At the ICC Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A

written appeal for membership reinstatement may be submitted to the ICC Chair specifically stating why he/she should be reinstated.

A member may discontinue his/her ICC membership by sending a letter of resignation to the ICC Chair.

#### **4.5. Voting membership roster**

The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: [name, email address, postal address, employer, affiliation]
- d) Other voting members: [name, email address, postal address, employer, affiliation]

### **5. Subgroups of the ICC**

As used in this document, the term Subgroup of the ICC refers to the officially approved and sponsored Subcommittees, Working Groups, Discussion Groups, Special Topic Groups, AD HOC Committees, and other suborganizations within the Insulated Conductors Committee.

When one or more subgroups (subcommittees, working groups, discussion groups, writing groups, etc.) are formed specifically to expedite the standards development work of the ICC, their formation (and later disbandment) shall require approval by a majority vote of the Administrative Committee and shall be in accordance with the procedures of the Power & Energy Society. The chair of such working, discussion, special topic, or AD HOC subgroup shall be appointed by the respective Subcommittee Chair of the ICC and approved by the Administrative Committee. The chair of a Subcommittee shall be appointed by the ICC Chair and approved by the Administrative Committee. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the ICC Administrative Committee. The scope, duties, and membership of all standards development subgroups shall be reviewed by the respective ICC Subcommittee Chair annually. The duties of the officers of the subgroup are the same in context as that for ICC officers or as defined in this document. Meetings of subgroups may be held as decided upon by the voting members or chair of the subgroup.

Subgroups of the ICC are its technical and administrative subcommittees, which consists of:

Officers

Executive Committee

Administrative Committee

Subcommittee Chairs and Vice Chairs

Working Group and Discussion Group Chairs

Working and Discussion Group Members

Appointed Consultants

Guests

Others as appointed by the Committee Chair or Subcommittee Chair

**Subcommittees** are formed to coordinate ICC activities within a defined scope.

**Working Groups** are generally subsets of Subcommittees and are formed to expedite the work of the ICC within a specific interest category, such as the preparation of guides and standards. Working Groups are formed when a Project Authorization Request (PAR) is approved by the IEEE.

**Discussion Groups** are generally subsets of Subcommittees and are formed to serve as a forum for the exchange of information related to a specific topic. They may be formed for the purpose of exploring the need for a new standard or guide.

**Special Topic Groups** are formed to address issues related to a specific topic with an end goal in mind. Such groups may be a subset of a Subcommittee or formed by the ICC Chair with approval of the Administrative Committee. The output of a special topic group will typically be a position paper on an issue or a set of recommendations for action on a specified topic.

**AD HOC Groups** are generally formed for a limited duration to gauge the level of interest in a topic or issue or to introduce a new topic area to the ICC. Such groups are typically a subset of a Subcommittee, being formed by the Subcommittee Chair and approved by the Administrative Committee, but may be formed by the ICC Chair with approval of the Administrative Committee.

The scope and duties delegated to Subcommittee, Working, Discussion, Special Topic, and AD HOC subgroups shall be approved by a majority vote of the Administrative Committee at the time the subgroup is formed. Subsequent changes in scope or duties shall also require approval.

The scope, duties, and membership of all subgroups shall be reviewed by the ICC regularly. The charge to the subgroup shall clearly state which of the following is appropriate:

- a) The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
- b) The subgroup is responsible for assisting the ICC (for example, drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory or administrative functions).

## **5.1. ICC Subcommittees**

### **5.1.1. Purpose**

Subcommittees are forums for organizing Working, Discussion, Special Topic, and AD HOC Groups with scopes that fall within the scope of the subcommittee. They are also a forum for the dissemination of technical information related to the subcommittee scope.

### **5.1.2. Appointment of ICC Subcommittee Chairs and Vice Chairs**

The Chair of the ICC appoints the Vice Chair of a Subcommittee with recommendation from the current Subcommittee Chair, with approval of the Administrative Committee, and with notification given to the Chair of the Technical Council. The Vice Chair of the Subcommittee shall become the Subcommittee Chair upon completion of the current Chair's term of office or should the current Chair be unable to fulfill assigned duties. The Chair and Vice Chair term of office is a maximum of five years.

### **5.1.3. Qualifications and Eligibility of Subcommittee Chairs and Vice Chairs**

A subcommittee chair shall have demonstrated strong leadership and organizational skills, shall be a Member in good standing of the Power & Energy Society, and shall meet the requirements for ICC Senior Member. Furthermore, a Subcommittee Chair and Vice Chair should possess the following:

- a) **Technical Ability** – The Subcommittee Chair and Vice Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He/she must have a reasonable level of expertise within the Working Group's subject of assignments.
- b) **Procedural Experience** – The Subcommittee Chair and Vice Chair should be an active participant in technical committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until completed. Ideally, a Subcommittee Chair should have served as an ICC Working Group Chair.
- c) **Personal Characteristics** – The Subcommittee Chair and Vice Chair should be articulate and an innovative contributor. He/she should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have excellent verbal and written communication skills.

### **5.1.4. Duties of ICC Subcommittee Chairs**

The duties of the Subcommittee Chairs are:

- a) Supervise the affairs of their subcommittee under the general direction and guidance of the ICC Chair. Monitor and supervise the activities of the Working and Discussion Groups under the direction of the Subcommittee.
- b) With the approval of the Administrative Committee, select one or more persons as Vice Chair to assist with the administration of the Subcommittee
- c) Call and preside over the meetings of the Subcommittee
- d) Promote technical papers pertaining to the objectives of the subcommittee and its working groups
- e) Be alert to new technical problems that need to be worked on by the subcommittee
- f) Recommend the establishment of new working and discussion groups and the dissolution of old ones when they have served their purpose

- g) Handle the review of technical papers sent to the subcommittee by the ICC Vice Chair/Treasurer
- h) Recommend appropriate papers each year for consideration of awards
- i) Report on the activities of the subcommittee and its working groups, either verbally at meetings of the ICC or in writing to the ICC Chair when so requested
- j) Submit minutes of the meetings of the subcommittee and its working groups for inclusion in the ICC meeting minutes
- k) Recommend attendees of the subcommittee for membership in the ICC
- l) With the concurrence of the ICC Chair, issue a letter of appointment to each newly appointed Discussion Group or Working Group Chair
- m) Assist the Working and Discussion Group Chairs and Vice Chairs with IEEE and ICC procedural issues related to ICC activities

### **5.1.5. Duties of ICC Subcommittee Vice Chairs**

The duties of the Subcommittee Vice Chairs are:

- a) Assist the Subcommittee Chair with the affairs of the subcommittee under the general direction and guidance of the Subcommittee Chair. Monitor and supervise the activities of the Working and Discussion Groups under the direction of the Subcommittee Chair.
- b) Assist the Subcommittee Chair with the administration of the subcommittee
- c) Call and preside over the meetings of the subcommittee in the Chair's absence
- d) Promote technical papers pertaining to the objectives of the subcommittee and its working groups
- e) Be alert to new technical problems that need to be worked on by the subcommittee and report these to the Subcommittee Chair
- f) Recommend to the Subcommittee Chair the establishment of new working and discussion groups and the dissolution of old ones when they have served their purpose
- g) Assist the Subcommittee Chair in the review of technical papers sent to the subcommittee by the ICC Vice Chair/Treasurer
- h) Recommend appropriate papers each year for consideration of awards
- i) Assist the Subcommittee Chair in the reporting of activities of the Working and Discussion groups within the Subcommittee, either verbally at meetings of the ICC or in writing to the Subcommittee Chair when so requested
- j) Assist the Subcommittee Chair in the submission of minutes of the subcommittee and its working and discussion groups for inclusion in the ICC meeting minutes
- k) Recommend members of the subcommittee for membership in the ICC
- l) Assist the Working and Discussion Group Chairs and Vice Chairs with IEEE and ICC procedural issues related to ICC Activities

## **5.2. ICC Subcommittee Working Groups**

### **5.2.1. Purpose**

Working groups are formed for the purpose of preparing an ICC standards, guides, or special position or white papers.

### **5.2.2. Qualifications and Eligibility of Working Group Members**

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

A Working Group Member may discontinue his/her membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of a continually inactive person or non-participating Member by sending written notification to the affected member.

### **5.2.3. Appointment of ICC Working Group Chair and Vice Chair**

The Chair of the respective Subcommittee, with concurrence from his/her Vice Chair, appoints the Chair and Vice Chair of a Working Group with notification to the Chair of the ICC and approval of the candidate by the Administrative Committee. The Subcommittee Chair shall ensure and enforce that the Chair and Vice Chair do not have a direct commercial interest in the guide or standard being developed and meets the qualification requirements specified in Clause 5.2.4.

The Subcommittee Chair should also seek balance, if practical, in the professional occupation between the Chair and Vice Chair. The general practice is for Working Group Chairs and Vice Chairs to serve for the duration of the Project Authorization Request, or for a suggested term of four years for standing working groups. At the end of the four-year period for a standing working group, the Vice Chair would become the Chair and a new Vice Chair should be appointed.

### **5.2.4. Qualifications and Eligibility of Working Group Chairs and Vice Chairs**

The Chair of the Working Group shall be a Member in good standing of the Power and Energy Society and the IEEE-SA and meet the ICC Senior Membership requirements. The Vice Chair of the Working Group shall be a Member in good standing of the Power & Energy Society and the IEEE-SA and meet the ICC Member requirements. Furthermore, the Working Group Chair and Vice Chair should possess the following:

- a) Technical Ability – The Working Group Chair and Vice Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He/she must have a high level of expertise within the Working Group's subject of assignments.
- b) Procedural Experience – The Working Group Chair and Vice Chair should have demonstrated the willingness to accept and complete assignments and follow through until finished.

- c) Personal Characteristics – The Working Group Chair and Vice Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have reasonable verbal and written communication skills.

### **5.3. ICC Subcommittee Discussion Groups**

#### **5.3.1. Purpose**

Discussion Groups are formed for the purpose of exchanging information on a specific topic related to the scope of the appropriate Subcommittee. They may be formed for the initial purpose of exploring the need to develop a standard or guide. Once a Project Authorization Request (PAR) for such a document is issued, the group shall become a Working Group.

#### **5.3.2. Qualifications and Eligibility of Discussion Group Members**

Discussion Group members need not be a Member of the Power and Energy Society but are encouraged to be members in good standing of the Society. Discussion Group membership does not have to be defined unless desired by the Chair of the Discussion Group.

#### **5.3.3. Appointment of ICC Discussion Group Chair and Vice Chair**

The Chair of the respective Subcommittee, with input from his Vice Chair, appoints the Chair and Vice Chair of a Discussion Group with notification to the Chair of the ICC. The Subcommittee Chair should ensure and enforce, as appropriate and necessary, that the Chair and Vice Chair do not have a direct commercial interest in the guide, standard, or topic being discussed and meets the qualification requirements specified in Clause 5.3.4. The Subcommittee Chair should also seek balance, if practical, in the professional occupation between the Chair and Vice Chair. The general practice is for the Discussion Group Chair to serve for a suggested term of four years. The Vice Chair would then become the new Chair and a new Vice Chair should be appointed.

#### **5.3.4. Qualifications and Eligibility of Discussion Group Chairs and Vice Chairs**

The Chair and Vice Chair of the Discussion Group shall be a Member in good standing of the Power and Energy Society and meet the membership requirements of the ICC. Furthermore, the Discussion Group Chair and Vice Chair should possess the following:

- a) Technical Ability – The Discussion Group Chair and Vice Chair should have demonstrated technical ability through participation in Subcommittee and Discussion Group activities and discussions. He/she must have a high level of expertise within the Discussion Group's subject of assignments.
- b) Procedural Experience – The Discussion Group Chair and Vice Chair should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- c) Personal Characteristics – The Discussion Group Chair and Vice Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have reasonable verbal and written communication skills.

## **5.4. ICC Special Topic and AD HOC Groups**

### **5.4.1. Purpose**

Special Topic Groups are formed to address issues related to a specific topic with an end goal in mind. Such groups may be a subset of a Subcommittee or formed by the ICC Chair with approval of the Administrative Committee. The output of a special topic group will typically be a position paper on an issue or a set of recommendations for action on a specified topic. AD HOC Groups are generally formed for a limited duration to gauge the level of interest in a topic or issue or to introduce a new topic area to the ICC. Such groups are typically a subset of a Subcommittee, being formed by the Subcommittee Chair and approved by the Administrative Committee, but may be formed by the ICC Chair with approval of the Administrative Committee.

### **5.4.2. Qualifications and Eligibility of Special Topic and AD HOC Members**

Special Topic and AD HOC Group members need not be a Member of the Power and Energy Society but are encouraged to be members in good standing of the Society. Special Topic and AD HOC membership does not have to be defined unless desired by the Chair of the Group or if specified by the Administrative Committee when the group is formed.

### **5.4.3. Appointment of ICC Special Topic and AD HOC Group Chair and Vice Chair**

The Chair responsible for the formation of the group, with input from his/her Vice Chair, appoints the Chair and Vice Chair of the Group with notification to the Chair of the ICC. The Chair responsible for formation of the group should ensure and enforce, as appropriate and necessary, that the group Chair and Vice Chair do not have a direct commercial interest in the assigned purpose of the group and meets the qualification requirements specified in Clause 5.3.4. The Chair responsible for forming the group should also seek balance, if practical, in the professional occupation between the group Chair and Vice Chair. The general practice is for the Group Chair and Vice Chair to serve for the duration of the group's assigned responsibility.

### **5.4.4. Qualifications and Eligibility of Special Topic and AD HOC Group Chairs and Vice Chairs**

The Chair and Vice Chair of the Special Topic or AD HOC Group shall be a Member in good standing of the Power and Energy Society and the IEEE-SA and meet the membership requirements of the ICC. Furthermore, the Group Chair and Vice Chair should possess the following:

- d) **Technical Ability** – The Chair and Vice Chair of a Special Topic or AD HOC Group should have demonstrated technical ability through participation in related activities and discussions at the ICC. He/she must have a high level of expertise within the Group's subject of assignment.

- e) Procedural Experience – The Chair and Vice Chair of a Special Topic or AD HOC Group should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- f) Personal Characteristics – The Chair and Vice Chair of a Special Topic or AD HOC Group should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have reasonable verbal and written communication skills.

## 6. Meetings

ICC general meetings shall be held as decided by the Chair with input from the Administrative Committee. Meeting sites and approximate dates shall be determined in collaboration with the Executive Committee and approved by the Administrative Committee. Meetings are held to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A thirty-day notice, including an agenda, date, time, and meeting location, should be provided to all members, observers, experts, and other interested parties. Such notice may be provided by mail, electronically via email, or by posting to a publically accessible web site.

Working and Special Topic groups may choose to hold additional meetings outside the venue of the ICC general meeting at the discretion of the Working Group or Special Topic Group Chair. Such meetings would typically be held via teleconferencing or in conjunction with another meeting sponsored by the Power and Energy Society. However, working groups are expected to hold a meeting in conjunction with the ICC general meetings unless the activities of the Working Group are on hold pending completion of in-process IEEE-SA administrative procedures.

The ICC may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session [see Clause 6.3].

### 6.1. Quorum

A quorum must be identified before the initiation of ICC business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.1. For ICC Committee, Subcommittee, and Group meetings with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For ICC Committee, Subcommittee, and Group meetings with 50 or more voting members, a quorum shall be defined as 25% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

## **6.2. Conduct**

Participants shall demonstrate respect and courtesy towards each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

## **6.3. Executive session**

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

## **7. Vote**

Approval of an action requires approval by a majority vote of the responsible ICC Committee, Subcommittee, or Group. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- a) Adoption of new or revised ICC Committee, Subcommittee, or Group procedures, interest categories, or revisions thereof
- b) Formation of a subgroup, including its scope and duties
- c) Disbandment of subgroups
- d) Approval of minutes
- e) Approval of public statements
- f) Approval of change of the ICC Committee, Subcommittee, or Group scope
- g) Approval of termination of the ICC Committee, Subcommittee, or Group

### **7.1. Voting between meetings**

The ICC and its subgroups shall be allowed to conduct ICC business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#).

### **7.2. Proxy voting**

ICC does not allow proxy voting.

### **7.3. Voting on ICC Issues**

When asked to vote on ICC-related issues by the ICC Chair, those voting shall vote with one of the following positions:

- a) Affirmative
- b) Negative, with reasons. The reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection.

- c) Abstain, with reasons

### **7.3.1. Actions Requiring Approval by a Majority of Those Voting**

The following actions require approval by a majority of the Administrative Committee of the ICC, either at a meeting, provided that notification of the action has been included on the distributed agenda for the meeting, or by either letter or electronic ballot:

- a) Formation of Subcommittees and Working Groups, including their scope and duties
- b) Disbandment of Subcommittees and Working Groups
- c) Approval of ICC minutes

### **7.3.2. Actions Requiring Approval by Two-Thirds of Those Voting**

The following actions require a letter ballot or an equivalent formal recorded vote at a meeting, provided that notification of the action has been included on the distributed agenda for the meeting, with approval by 2/3 majority of the Administrative Committee:

- a) Approval of public statements
- b) Approval of change of the ICC scope
- c) Approval of termination of the ICC

## **8. Balloting group for a standard**

For approval of proposed standards, the ICC shall form a balloting group. This group shall be formed using the [invitation process](#) in accordance with the *IEEE-SA Standards Board Operations Manual*.

## **9. Communications**

All correspondence on behalf of the ICC shall contain identification of the ICC as the source of the correspondence.

### **9.1. Formal internal communication**

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, all affected subgroup vice chairs, the Recording Secretary, and the ICC officers.

### **9.2. External communication**

Inquiries relating to the ICC should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

### **9.3. Public statements for standards**

All ICC public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

Requests for interpretations shall be submitted or confirmed in writing to the Secretary of the IEEE-SA Standards Board, who shall forward the request to the appropriate Sponsor.

Upon receipt, the ICC shall screen all such requests to separate those that require formal interpretation from those requesting an explanation. An interpretation provides meaning to a clause, phrase, or sentence when it is open to more than one reading or is ambiguous. An explanation does not attempt to resolve ambiguities, but tries to elucidate the reasons for a particular concept or approach. The ICC shall notify the Secretary of the IEEE-SA Standards Board in writing, including electronic mail, preferably within 10 working days but no more than 30 days from the date of receipt of the request, of which classification has been assigned to the request.

The Secretary of the IEEE-SA Standards Board shall notify the requestor within 10 working days of the ICC's written notification of the classification of the request and the anticipated response date.

#### **9.3.1. Requests for an “Explanation”**

Requests for an “explanation” shall be directed to the current active Working Group Chair and Vice Chair responsible for the standard in question. If no working group is currently active, the request shall be directed to the prior working group Chair and Vice Chair, if these individuals are currently active in the ICC.

An appropriate “explanation” shall be developed based on consultation between the Chair and Vice Chair with additional input from industry experts chosen at the discretion of the Chair and Vice Chair. Once an “explanation” has been developed, it shall be reviewed by the responsible Subcommittee Chair and Vice Chair along with the ICC Chair and Vice Chair. Following review and approval by the responsible Subcommittee Chair and Vice Chair, as well as the Committee Chair and Vice Chair, the “explanation” shall be provided on official letterhead and signed by the Subcommittee Chair and the Working Group Chair or prior Working Group Chair.

Barring availability of the prior working group Chair and Vice Chair, a request for an “explanation” shall be directed to the responsible Subcommittee Chair and Vice Chair. An appropriate “explanation” shall be developed based on consultation between the Chair and Vice Chair with additional input from industry experts chosen at the discretion of the Chair and Vice Chair. Once an “explanation” has been developed, it shall be reviewed by the ICC Chair and Vice Chair. Following review and approval by the responsible Subcommittee Chair and Vice Chair, as well as the Committee Chair and Vice Chair, the “explanation” shall be provided on official letterhead and signed by the Subcommittee Chair and Vice Chair.

The response shall clearly explain that this is an “explanation” of an IEEE Standard. “Explanations” provided in this manner shall be copied to the Secretary of the IEEE-SA Standards Board and/or to the person currently designated in the IEEE-SA Operations Manual.

### **9.3.2. Requests for “Interpretations”**

Requests for an “interpretation” shall be directed to the current active Working Group Chair and Vice Chair responsible for the standard in question. If no working group is currently active, the request shall be directed to the prior working group Chair and Vice Chair, if these individuals are currently active in the ICC. Barring availability of the prior working group Chair and Vice Chair, a request for an “interpretation” shall be directed to the responsible Subcommittee Chair and Vice Chair.

An appropriate “interpretation” shall be developed based on consultation between the Chair and Vice Chair with additional input from industry experts chosen at the discretion of the Chair and Vice Chair. Once an “interpretation” has been developed, it shall be presented for discussion and vote to the members of the active and prior working group (which shall serve as the interpretations group of the ICC) for a vote or modification. Once a consensus “interpretation” is approved by a majority vote, the interpretation shall be submitted to the responsible Subcommittee Chair and Vice Chair, as well as the Committee Chair and Vice Chair for approval. If only editorial changes are requested, the “interpretation” shall be provided on official stationery and signed by the Committee Chair, Subcommittee Chair, and the Working Group Chair. For other than editorial changes, the “interpretation” shall be routed back to the responsible Chair or Vice Chair for further consideration and re-balloting.

The response shall clearly explain that this is an official “interpretation” of an IEEE Standard. “Interpretations” provided in this manner shall be copied to the Secretary of the IEEE-SA Standards Board and/or to the person currently designated in the IEEE-SA Operations Manual

### **9.3.3. Subgroup public statements**

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the ICC.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup chair and shall include the ICC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the ICC logos.

## **9.4. Informal communications**

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the ICC.

## **10. Interpretations**

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations shall be approved by *at least a two-thirds* approval vote of *the designated Working Group*.

## **11.Appeals**

The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.

### **11.1. Purpose**

Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within a Sponsor's jurisdiction, or by the lack thereof, shall have the right to appeal procedural actions or inaction of the ICC or its officers. Appeals first shall be made to the Chair of the ICC before escalation to the Power & Energy Society Technical Council.

Every attempt should be made to resolve concerns informally, since it should be recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among individuals. If the informal attempts to resolve a concern are unsuccessful, the following formal procedure shall be invoked.

### **11.2. Complaint**

The appellant shall file a written complaint with the ICC Chair as soon as possible after an action, but not later than ninety (90) days after the appellant knew, or reasonably should have known, of the action to be appealed. The complaint shall state the following:

- a) The nature of the objection(s), including any adverse affects
- b) The sections(s) of those procedures or the standard(s) that are at issue
- c) Actions or inactions that are at issue
- d) The specific remedial action(s) that would satisfy the appellant's concerns
- e) Previous efforts to resolve the objection(s) and the outcome of each shall be noted

If available, the following additional documentation should be provided:

- a) The official record of all challenged actions

### **11.3. Response**

Within thirty (30) days after receipt of the complaint, the respondent (Chair, Vice Chair or Vice Chair/Treasurer) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

## **11.4. Hearing**

If the appellant and the respondent are unable to resolve the written complaint in a manner consistent with these procedures, the Chair or the Vice Chair/Treasurer of the ICC shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days notice.

### **11.4.1. Appeals Panel**

The appeals panel shall consist of three (3) individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made, or to be made, in the dispute. At least two (2) members shall be acceptable to the appellant and at least two (2) shall be acceptable to the respondent.

### **11.4.2. Conduct of the Hearing**

The appellant has the burden of documenting adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the Sponsor and the ICC Officers took all actions in compliance with these procedures, and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

### **11.4.3. Decision**

The appeals panel shall render its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the ICC Committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.
- c) Finding that new, substantive evidence has been introduced and remanding the entire action to the ICC for appropriate reconsideration.

### **11.4.4. Further Appeal**

If the appellant gives notice that further appeal is intended, a full record of the complaint, response, hearing, and decision shall be submitted to the Chair of the Power & Energy Society Technical Council. The appeal may proceed through each level of committee up to and including [Highest Level Committee] for standards projects that have not yet been approved by the IEEE Standards Board. For Projects that have already been approved by the IEEE Standards Board, the appeals process described in the IEEE Standards Operations Manual shall apply and shall be directed to the IEEE Standards Board.

## **12.Changes**

The Immediate Past Chair and the Vice Chair/Treasurer Elect shall review this document annually for accuracy and completeness. If an ICC member would like to suggest changes, he/she should inform the Immediate Past Chair or any member of the ICC Administrative Committee. If changes are needed, the Immediate Past Chair and Vice Chair/Treasurer Elect shall prepare a revised document with input from the current ICC Chair, Vice Chair/Treasurer, and with input from the ICC Administrative Committee as needed. Approval of these Operating Procedures is the responsibility of the IEEE Power & Energy Society Technical Council.