

**IEEE Power & Energy Society  
Insulated Conductors Committee**

**Date of Re-Submittal: February 21 2013**

**Date of Acceptance: 6 March 2013**

## Contents

1.	Introduction.....	4
<b>1.1.</b>	<b>IEEE Insulated Conductors Committee (ICC) scope .....</b>	<b>5</b>
<b>1.2.</b>	<b>Organization of the ICC .....</b>	<b>6</b>
2.	Responsibilities of the ICC .....	7
2.1	Sponsorship.....	8
2.1.1	Joint-Sponsor responsibility/accountability .....	8
3.0	Officers .....	8
<b>3.1.</b>	<b>Election or appointment of officers .....</b>	<b>9</b>
<b>3.2.</b>	<b>Temporary appointments to vacancies .....</b>	<b>10</b>
<b>3.3.</b>	<b>Removal of officers.....</b>	<b>10</b>
<b>3.4.</b>	<b>Responsibilities of officers .....</b>	<b>10</b>
3.4.1.	Chair.....	11
3.4.2.	Vice-Chair Treasurer .....	13
3.4.3.	Vice Chair/TreasurerElect .....	14
3.4.4.	Immediate Past Chair.....	14
3.4.5.	Recording Secretary.....	14
3.4.6.	Membership Secretary .....	15
3.4.7.	Awards Chair .....	15
3.4.8.	Standards Coordinator .....	16
3.4.9.	Education/Didactics Chair .....	15
3.4.10.	Webmaster.....	15
<b>3.5.</b>	<b>Terms of Office.....</b>	<b>15</b>
4.0	Membership .....	15
	<b>Participation Classifications.....</b>	<b>15</b>
	<b>Membership Requirements .....</b>	<b>17</b>
	<b>Membership Duties and Privileges .....</b>	<b>17</b>
<b>4.1.</b>	<b>Voting membership roster.....</b>	<b>19</b>
<b>4.2.</b>	<b>Review of membership.....</b>	<b>19</b>
<b>4.3.</b>	<b>Membership roster.....</b>	<b>20</b>
<b>4.4.</b>	<b>Membership public list .....</b>	<b>20</b>
5.0	Subgroups of the ICC.....	20
<b>5.1.</b>	<b>Administrative subgroups .....</b>	<b>20</b>
<b>5.2.</b>	<b>Executive Committee.....</b>	<b>20</b>
<b>5.3.</b>	<b>Administrative Committee.....</b>	<b>21</b>
<b>5.4.</b>	<b>Working groups – Individual Method.....</b>	<b>22</b>
<b>5.5.</b>	<b>Working groups – Entity Method.....</b>	<b>22</b>
<b>5.6.</b>	<b>Standards study groups .....</b>	<b>252</b>
<b>5.7.</b>	<b>Other subgroups.....</b>	<b>25</b>
	ICC Subcommittee.....	24
	Appointment of ICC Subcommittee Chairs and Vice Chairs .....	22
	Qualifications and Eligibility of Subcommittee Chairs and Vice Chairs .....	224
	Duties of ICC Subcommittee Chairs.....	23
	Duties of ICC Subcommittee Vice Chairs .....	235

<b>ICC Subcommittee Discussion Groups</b> .....	<b>21</b>
Purpose.....	26
Qualifications and Eligibility of Discussion Group Members.....	24
Appointment of ICC Discussion Group Chair and Vice Chair.....	24
Qualifications and Eligibility of Discussion Group Chairs and Vice Chairs.....	24
ICC Special Topic and AD HOC Groups.....	26
Purpose.....	25
Qualifications and Eligibility of Special Topic and AD HOC Members .....	257
Appointment of ICC Special Topic and AD HOC Group Chair and Vice Chair .....	26
Qualifications/Eligibility of Special Topic and AD HOC Group Chairs/Vice Chairs.....	268
6. Meetings.....	28
<b>6.1. Quorum</b> .....	<b>29</b>
<b>6.2. Conduct</b> .....	<b>29</b>
<b>6.3. Executive session</b> .....	<b>29</b>
<b>6.4. Meeting fees</b> .....	<b>30</b>
<b>6.5. Minutes</b> .....	<b>30</b>
7. Vote.....	31
<b>7.1. Approval of an action</b> .....	<b>31</b>
<b>7.1.1. Actions requireing approval by a majority vote</b> .....	<b>31</b>
<b>7.1.2. Actions requireing approval by a two-thirds vote</b> .....	<b>31</b>
<b>7.2. Approval of moving a draft standard to Sponsor ballot</b> .....	<b>32</b>
<b>7.3. Proxy voting to Sponsor ballot</b> .....	<b>32</b>
<b>7.4. Voting between meetings</b> .....	<b>32</b>
8.0 Communications .....	32
<b>8.1. Formal internal communication</b> .....	<b>33</b>
<b>8.2. External communication</b> .....	<b>33</b>
<b>8.3. Public statements for standards</b> .....	<b>33</b>
8.3.1. Sponsor public statements.....	33
8.3.2. Subgroup public statements .....	34
8.3.3. Public statements to be issued by other entities.....	34
<b>8.4. Informal communications</b> .....	<b>34</b>
<b>8.5. Standards publicity</b> .....	<b>34</b>
9.0. Appeals.....	35
<b>Purpose</b> .....	<b>32</b>
<b>Complaint</b> .....	<b>32</b>
<b>Response</b> .....	<b>326</b>
<b>Hearing</b> .....	<b>32</b>
Appeals Panel.....	33
Conduct of the Hearing .....	336
Decision... ..	33
Further Appeal .....	33

## **Insulated Conductors Committee Policies and Procedures for Standards Development**

### **1.0 Introduction**

In today's market, 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 Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of the Insulated Conductors Committee (ICC). (Herein after referred to as "the Insulated Conductors Committee" or appropriate related form, ICC.) For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and 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 and Procedures of the Insulated Conductors Committee

Anything the ICC creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the ICC are hierarchically superior to other documents of the ICC. *Robert's Rules of Order Newly Revised (RONR)* 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:

Subcommittee	Subcommittee	Scope
--------------	--------------	-------

<b>Designation</b>	<b>Name</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.
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.

## 2.0 Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:

- 1) Approving Project Authorization Requests (PARs) from a subgroup or the Sponsor
- 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration.  
Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
- 3) Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.
- c) Maintain the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Acting on other matters requiring ICC effort as provided in these procedures
- e) Cooperating with other appropriate standards development organizations
- f) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
- g) Limiting distribution of the membership roster to appropriate parties
- h) Communicating with the IEEE-SA Standards Board on specific ICC activities as needed
- i) Handling appeals as described in Clause 9
- j) Promote and coordinate activities in its field
- k) Sponsor technical sessions either alone or jointly with other committees of the Power & Energy Society (PES) or with other technical organizations
- l) Review and grade technical papers
- m) 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.
- n) Offer cooperation with local sections/chapters of the IEEE PES
- o) Select session chairs and be responsible for presentation of papers at meetings designated by PES
- p) Promote power engineering education through use of tutorial sessions, publications, and other suitable programs
- q) Maintain a list of active standards and guide preparation groups
- r) Report annually to the IEEE-SA Standards Board
- s) Publish minutes of each meeting

## 2.1 Sponsorship

The ICC is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the ICC is responsible for those IEEE-SA Standards Board approved project(s) for which the ICC has been identified or assigned as either the sole sponsor or a joint sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

### **2.1.1 Joint-Sponsor responsibility/accountability**

The ICC shall complete a joint sponsorship agreement for jointly sponsored projects.

## **3.0 Officers**

There shall be a Chair, Vice-Chair/Treasurer, Vice-Chair/Treasurer Elect and a Secretary. A person may simultaneously hold the positions of Vice-Chair/Treasurer and another office, other than Chair.

Terms of office for Chair, Vice-Chair/Treasurer and Vice-Chair/Treasurer Elect are 2 years, 2 years and 1-year, respectively.

Additional officers of the ICC are as follows:

- a) Immediate Past Chair
- b) Vice-Chair Treasurer/Elect
- c) Recording Secretary
- d) Membership Secretary
- e) Awards Chair
- f) Standards Coordinator
- g) Education/Didactics Chair
- h) Webmaster

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA (IEEE-SASB Bylaw 5.2.1) The officers shall organize the ICC; oversee the ICC's compliance with these Policies and Procedures; and submit proposed documents approved by the ICC (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

### **3.1 Election or appointment of officers**

Officers shall be elected in accordance with the procedures of the Technical Council of the IEEE Power and Energy Society [IEEE/PES Technical Council].

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 and qualified candidates for the position of Vice Chair/Treasurer Elect. The Vice-Chair/Treasurer Elect is appointed during the second year of the ICC Chair's appointment. 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 the 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 the 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 and 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 (The ICC employs automatic progression of its officers from Vice-Chair Treasurer/Elect to Vice-Chair/Treasurer to Chair, in a five-year time span.) shall be followed and the Chair shall nominate a candidate for the vacant 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

The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

#### 3.4.1 Chair

The responsibilities of the Chair shall include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhering to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus of the ICC as a means of resolving issues
- k) Prioritizing work to best serve the Sponsor and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7> )
- m) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html> )
- n) Ensuring that each Working group has a set of P&P approved by the Sponsor. The chair will provide the Working group P&Ps to AudCom upon request.
- o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.

- p) 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.
- q) Monitor the necessity of changing the scope of the ICC and obtain Technical Council approval for such changes
- r) Monitor the desirability of forming new Subcommittees and disbanding them as necessary
- s) 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
- t) Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power and Energy Society
- u) 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.
- v) Within the scope of the ICC, initiate the development of standards documents in accordance with the IEEE Standards Manual
- w) Process requests for ICC membership
- x) 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.
- y) Furnish planning support to the Technical Council in the assigned technical areas
- z) Obtain approval from the Technical Council on joint projects with organizations outside of the PES

### **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.

### **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 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 Council 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 Council 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

### 3.4.3 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

### 3.4.4. 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

### **3.4.5 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
- f) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- g) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- h) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- i) Being responsible for the management and distribution of Switchgear Committee documentation
- j) Recording attendance of all attendees at the ICC 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
- d) Recording attendance of all attendees at the ICC meetings
- e) Forwarding all changes to the roster of the ICC voting members to the Chair

### **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 is two years. The term of office for Vice-Chair/Treasurer Elect is one year.

There is automatic (normal) progression from Vice Chair/Treasurer to Chair and from Vice-Chair/Treasurer Elect to Vice-Chair/Treasurer every two years unless unforeseen or extraordinary circumstances dictate or require deviation from this sequence. Circumstances which could cause deviation from the normal progression are, resignation, removal or death of any officer while in the normal progression. Approval of deviation from the normal progression is required by two-thirds vote of the Administrative Committee.

## **4.0 Membership**

### **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

### **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

### **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

### **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.

### **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.

### **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.

### **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.

#### **4.1 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.

##### **4.1.1 Application**

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively.

#### **4.2 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.

#### **4.3 Membership roster**

A current and accurate Sponsor roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board,

and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: for all, name, e-mail address, affiliation and membership status.
- e) For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members
- f) Other voting members: name, email address, postal address, employer, affiliation

#### **4.4 Membership public list**

A current and accurate Sponsor membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: for all -- name, affiliation, membership status

### **5.0 Subgroups, Study Groups and Working groups created by the Sponsor**

#### **5.1 Administrative subgroups**

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

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

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

#### **5.2 Executive Committee (ExCom)**

The Executive Committee shall consist of the following ICC 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 each calendar year. 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 cannot be delayed until a scheduled Administrative Committee meeting

### **5.3 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) Serving as a forum for discussion and communication related to the operation and development of the ICC

### **5.4 Working groups – Individual Method**

Standards working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working group chair.

The Sponsor shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

### **5.5 Working groups – Entity Method**

If a Working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards Working group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups. In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

### **5.6 Standards study groups**

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

### **5.7 Other subgroups**

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
- 2) The subgroup is responsible for assisting the Sponsor (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

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

### **ICC Subcommittees**

#### **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.

#### **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.

#### **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.

### **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

### **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

**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.

#### **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.

#### **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.

#### **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.

**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).

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

### **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.

### **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.

### **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.

### **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:

- a) 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.
- b) 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.
- c) 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.

## **6.0 Meetings**

Sponsor 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. Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the meeting. Meetings of subgroups may be held as decided upon by the members

or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

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).

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.

## **6.1 Quorum**

A quorum shall be identified before the initiation of Sponsor 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 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 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**

Meeting attendees shall demonstrate respect and courtesy toward 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.

All Working group participants shall act in accordance with all IEEE Standards policies and procedures.

### **6.3 Executive session**

Meetings to discuss personnel or sensitive 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.

### **6.4 Meeting fees**

The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

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.

### **6.5 Minutes**

The minutes shall record the essentials, including the following:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
  - 1) Brief summary of discussions and conclusions
  - 2) Motions, including the names of mover and seconder.
- i) Items reported out of executive session
- j) Next meeting--date and location

Copies of handouts and subcommittee reports may be included in the minutes or made available as separate items.

## **7.0 Vote**

### **7.1 Approval of an action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority), and 7.1.2 (two-thirds). The “majority, two-thirds vote” is defined as one of the following:

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

#### **7.1.1 Actions requiring approval by a majority vote**

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Delegation to a sub-group for Authorization of a Sponsor ballot
- e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1

#### **7.1.2 Actions requiring approval by a two-thirds vote**

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Sponsor scope\*
- d) Approval of termination of the Sponsor\*
- e) Removal of an officer except the Chair

\* Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board.

## **7.2 Approval of moving a draft standard to Sponsor ballot**

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

## **7.3 Proxy Voting**

Not Applicable

## **7.4 Voting between meetings**

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the 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).

## **8.0 Communications**

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

### **8.1 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.

### **8.2 External communication**

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

### **8.3 Public statements for standards**

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

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

### **8.3.1 Sponsor public statements**

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures. All ICC public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

### **8.3.2 Subgroup public statements**

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

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 Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

### **8.3.3 Public statements to be issued by other entities**

If the Sponsor wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

### **8.4 Informal communications**

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

### **8.5 Standards publicity**

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

## 9.0 Appeals

The Insulated Conductors Committee recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the Subcommittee or Working group. Every effort shall be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Insulated Conductors Committee is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.

### 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.

### 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 effects
- 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

### 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.

### 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.

### **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.

### **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.

### **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.

### **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.