



2017



Standing Committee Policies and Procedures

Constitution and Bylaws Committee

Date of Approval: March 2017

1.0 Introduction & Function

The Power Electronics Society (PELS) has a number of Standing Committees which are listed in the Bylaws with a scope approved by the PELS Administrative Committee (AdCom). This document defines the function and procedures that govern the operations for the *Constitution and Bylaws Committee*. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the *Constitution and Bylaws Committee* will be to:

- a. Maintain records of the Constitution and Bylaws;
- b. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of the IEEE Headquarters;
- c. Make recommended changes in the Constitution or Bylaws as necessary to conform to the developments of its Society, its AdCom, membership and its mode of operations.

The Chair should review this document towards the end of his term of office and report the need for any changes to the Society's *President*.

2.0 Chair and Membership

The Chair of the *Constitution and Bylaws Committee* shall be appointed by the Society President with the advice and consent of the AdCom. Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair. The *Constitution and Bylaws Committee* Chair reports directly to the *Society's President*.

3.0 Conduction of Meetings

The *Constitution and Bylaws Committee* shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Power Electronics Society conferences, currently APEC, INTELEC, ECCE, ECCE-Asia, SPEC and ECCE-Europe. Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are only open to committee members.