



Updated  
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# Standing Committee Policies and Procedures

## *Conferences Committee*

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Constitution and Bylaws Chair

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## 1.0 Introduction & Function

The IEEE 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 of the Conferences Committee. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the Conferences Committee will be to:

- a) Develop policies and procedures, guidelines and templates for the organization and management of Society-sponsored conferences and events (technical and financial);
- b) Define and support the execution of new initiatives and strategic developments for the overall conference portfolio of the Society;
- c) Act as the focal point for the coordination as well as the exchange of experiences and best practice among different conferences;
- d) Maintain a current conference email list;
- e) Review the proposals, budgets, and financial reports of all Society-sponsored conferences and events prior to submission to AdCom for approval;
- f) Screen proposals for involvement by the Society in new conferences and events prior to submission to AdCom for approval;
- g) Act as consultant and functional supervisor to Treasurers of various conferences and events sponsored by the Society;
- h) Propose requirements for co-sponsorship or cooperation of conferences and events; and
- i) Ensure proper and timely closing of financially sponsored conferences and events.

## 2.0 Chair and Membership

The Chair of the Conferences Committee shall be PELS Vice President of Conferences. Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair.

The Conference Committee shall comprise the following members (9):

- 1) Voting Members (9):
  - a) Vice President of Conferences
  - b) Immediate past Vice President of Conferences
  - c) Treasurer
  - d) Three (3) appointed members selected from past and current Steering Committee Chairs of PELS society-level conferences (ECCE, APEC and SPEC)
  - e) Three (3) additional appointed members selected among past and current Technical Committee (TC) Chairs

- 2) Non-voting Members (1):
  - a) PELS Executive Director (1)

PELS President shall serve as an ex officio member of the Conference Committee. The President shall not vote except when there is a tie.

Each of the six (6) appointed members shall serve a two-year term and may be reappointed for a second term.

### **3.0 Conduction of Meetings**

The Conference Committee shall meet quarterly in order to provide timely review and approval for the large number of conferences organized by PELS each year. The meetings can be in-person or online. In-person meetings will typically be held in conjunction with PELS meeting series at APEC, ECCE or other major conferences. Additional meetings may be called by the Chair between quarterly meetings to discuss and vote on urgent matters. Meetings will be announced at least two weeks in advance. Committee meetings are open to all members of AdCom.

Representatives from the steering committees, coordination committees and technical committees that oversee PELS-sponsored conferences are invited to present site, budgetary, and other proposals and requests that require AdCom approval, as well as to provide status reports of past, current and future conferences. These representatives do not participate in the voting at the meeting.

Robert's Rules of Order shall govern the conduct of Conferences Committee meetings. The quorum is set at 50% of the voting members. A motion is regarded as carried when it receives a consensus by a simple majority of the voting members attending a meeting.

A PELS sponsored conference is approved and managed with the process presented by the following flow chart.

## Approval and Management Process of PELS Sponsored Conferences

(Financially or Technically Sponsored)

