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Technical Committee on Power Components, Integration, and Power ICs Policies & Procedures

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Policies and Procedures for TC2 – Technical Committee on Power Components, Integration, and Power ICs

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IEEE Power Electronics Society Policies and Procedures for:

Technical Committee on Power Components, Integration, and Power ICs

1. Introduction & Scope

The Power Electronics Society (PELS) consists of Technical Committees and subcommittees that function in specific technical areas with a scope approved by the PELS Advisory Committee (AdCom). These Technical Committees are the primary mechanism through which technical activities including, but not limited to, seminars, conferences, workshops, standards, special sessions, and special issues in transactions are carried out. This document defines the policies and procedures that govern the operations for the Technical Committee on Power Components, Integration, and Power ICs, also known as TC2. The IEEE PELS Constitution and Bylaws each take precedence over these procedures.

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

TC2 fosters the timely dissemination of technical information through small- and large-scale technical events on power components, integration, and power ICs, that are of high interest to PELS members and students. It encourages and provides assistance to members with common interest in this cross-cutting core areas of the Power Electronics Society.

The scope of TC2 is:

- a) To provide general direction and coordination to the work of the subcommittees;
- b) To approve the Terms of Reference and Work Programs of the technical subcommittees and ensure that these documents are consistent with PELS guidelines and programs;
- c) To serve as liaison between the AdCom and the technical subcommittees, and to inform the AdCom, regarding the work performed by the TC and the subcommittees under its responsibility;
- d) To coordinate with other technical committees the accomplishment of PELS objectives;
- e) To create and dissolve *ad-hoc* groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
- f) To monitor regional and international activities and document generation related to the scope of the technical committee, and to propose to the AdCom actions to be taken;
- g) To organize some technical activities at conferences organized by PELS;
- h) To support technical activities organized by PELS;
- i) To nominate Associate Editors for PELS publications;
- j) To support reviews of PELS publications.

2. Nominations & Elections

Elected & Appointed Officers (Defined)

Technical Committee (TC) Chairs report directly to the VP for Technical Operations, in accordance with the PELS Bylaws.

If a TC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC. If such a special election is not held before or during the next regularly scheduled meeting, the VP for Technical Operations, in consultation with the President, shall appoint someone to serve the remaining term.

Positions filled shall be for completion of the interrupted term.

This TC shall have at least four elected officers: Chair, two Vice-chairs, and Secretary, each of whom must be members of the IEEE Power Electronics Society (or affiliate member) and a voting member of the TC. Student Members are not permitted to serve as elected TC officers. It is expected that each TC officer will be able to attend at least two TC meetings (either in-person or virtually) in each year.

Additional officers can be appointed. The total number of elected and appointed officers shall not exceed eight (8). The suggested appointed officers are chair for Nominations and Elections (in case the past TC chair cannot serve the position), Liaisons for Standards, Publications, Conferences, Awards, etc. Additional ad hoc committee may also be appointed, based on the needs of TC.

It is expected that normally the Chair of the Nomination and Election Committee will serve two main tasks: (1) set up an ad hoc committee for the election of new TC officers, and (2) coordination of IEEE Fellow nomination each year from the TC.

The Publication Liaison will coordinate publications of conferences sponsored by the TC and special issues to be published in IEEE journals, such as the IEEE Transactions on Power Electronics (TPEL) and IEEE Journal of Emerging and Selected Topic on Power Electronics (JESTPE).

The Standards Liaison will represent the TC on the IEEE Power Electronics Society Standards Committee (PELSC).

The Conference Liaison will represent the TC on the Organizing Committee (or equivalent) for any event directly sponsored (or co-sponsored) by the TC.

The nominal term for Chair, Vice-chair(s), and Secretary shall be two years. Any officer can be elected to the same position for two additional, contiguous terms (i.e., continuously serve in any particular officer position for a maximum of six years). TC officers can be elected to a different officer position, but in no case shall one person continuously serve as a TC officer at the same position within the same TC for more than eight years.

Nomination & Election Procedures

To facilitate the election of officers, the TC will have an ad hoc Nominations & Elections Committee (N&E Committee), made up of members of the TC. The past TC chair will serve as the Chair of this Nomination & Elections Committee. Until such time as the past TC chair cannot serve in this position, the Chair of the TC will appoint the N&E Committee Chair. The Chair of N&E committee will select two additional members to form a three-person committee. The chair of N&E Committee cannot vote during the election. The chair of N&E Committee will vote to break a tie.

The N&E Committee shall come into existence at the TC meeting first preceding the actual election and shall be dissolved after the election and installation of officers.

The purpose of the N&E Committee is to offer candidate names for officer positions. It is required that the total number of candidates should be at least 50% more than the total number of positions.

The N&E Committee shall announce its slate of candidates at least two weeks before an election is to be held. Such announcement shall be via email (preferred) or “snail-mail.” At any point, members shall be able to submit nominations via email/snail-mail by communicating to the current Chair, Vice-chair(s), and/or Secretary, or directly to the TC N&E Committee. It is desirable that such “write-in” candidates receive three or more supporting “signatures.”

During an election, actual nominations from the floor shall also be invited. All candidates, however they are identified, will have consented to being nominated and will have shown a willingness to serve, if elected. Again, it is desirable that extemporaneous, from-the-floor nominations, receive support from three or more members at the meeting.

TC elections may be held electronically (e.g., email). For the election to be valid, more than half of those voting TC members must vote. The Chair of the N&E Committee shall take responsibility for the election and reporting election results to the TC membership, VP for Technical Operations, President, and PELS administrators.

It is desirable that biographies and position statements of candidates be available to members. Candidates shall be permitted to “advertise” their candidacy on the TC email distribution list. All candidates shall be informed of election results and be permitted to appeal the outcome within 30 days of announcing the results by submitting such written appeal request to the TC Chair.

In the case of two or more candidates for a position, election is by simple majority. In the event of a tie, votes shall again be cast until the tie is broken. Only the candidates tied in the immediate previous election are to be included in the ballots for the tie-breaking additional elections. No additional new candidates can be added to tie-breaking elections. If the tie persists or if it is not possible to hold the additional elections for breaking the tie, the chair of N&E committee shall cast a tie-breaking vote.

TC elections will be conducted by secret ballot. Votes will be counted by at least one officer of the TC and any other member (officer or not). A record of votes cast must be retained for post-election audit purposes.

A TC voting member shall be any individual who has: 1) “attended” (physically present, by teleconference, or via electronic means for virtual TC meetings) two or more of the prior five regularly scheduled TC meetings; or 2) contributed substantially to the TC activities. The TC Secretary shall maintain an attendance list for each such meeting. That attendance list shall be part of the Meeting Minutes prepared and issued by the Secretary. Understandably, if the TC has not maintained attendance lists in the past, the provision cannot be instituted until two years have elapsed. In that case, any member who has attended TC meetings once will be considered as the Voting Member. A list of members shall also be maintained and appended to Meeting Minutes. In addition to the above, TC voting members must be an IEEE PELS Member (including affiliates), Sister Society member, or IEEE PELS Student Member.

TC members shall be permitted to vote electronically for a specific individual and position. (This has obvious limitations if live elections are held and the list of candidate’s changes during the course of the meeting.)

Proxy voting shall not be permitted.

Newly elected TC officers assume their positions January 1 of the following year when they are elected. Positions end on December 31st. The first elected is desirable that TC officers’ terms run concurrently with that of the VP for Technical Operations. This may require transitional planning.

3. Conduction of Meetings

Planning, Announcement & Conduction of Meetings

Technical Committees (TC) will normally meet two times a year, at APEC and ECCE. Additional meetings can be arranged if needed.

Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to all.

The Committee Chair or a designated substitute, typically another TC officer, will chair meetings. Any Committee member can suggest items for the agenda.

The TC Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TC mailing list at which point TC members have one month to request potential corrections to such minutes. Once corrections are made the minutes will be posted on the Committee website and are public.

4. Budgets & Expenses

The Vice President for Technical Operations will inform each Technical Committee (TC) of its budget.

When the TC feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TC Officers for discussion and approval at a TC meeting. (Such discussion can also be carried out via the TC's email list.) The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the TC agrees to the proposal, it will be submitted to the VP for Technical Operations for his/her approval. If approved, funds will be used in accord with PELS procedures (refer to Section 6.7 in the PELS Bylaws regarding Financial Arrangements). The Secretary of the TC will maintain a record of expenses. Invoices are sent to the VP for Technical Operations for approval, and then to PELS administration for payment or reimbursement.

Expenses will normally be incurred for maintaining the TCs information infrastructure (e.g., volunteer maintenance of its website), showing appreciation for volunteer support, or supporting TC activities. Recognition will not include awarding money, nor will TC funds be used for travel purposes. See the Society Travel Policy for travel matters.

5. Major Activities

Description of conferences tied to TC

The flagship conference for this TC is the International Workshop on Power-Supply-on-Chip (PwrSoC). This conference is held every other even year. Every other odd year, this TC organizes the International Workshop on Integrated Power Packaging (IWIPP). The details of these conferences, such as general chair, location, date, budget, will be approved by the TC.

The TC also provides technical expertise and support through selected TC members serving as liaisons at a number of other conferences in the field, including the High-Frequency Magnetics Workshop and the Capacitor Workshops that are organized annually and co-located with APEC, the International Energy Harvesting Workshop (Enerhav), and the International Symposium on Power Semiconductor Devices and ICs (ISPSD).

Awards tied to this TC

The IEEE PELS Technical Achievement Award for Integration and Miniaturization of Switching Power Converters of the IEEE Power Electronics Society that is administered by this TC is to recognize innovators and researchers who have made outstanding technical contributions to the advancement of power electronics circuits, components, devices, and/or systems toward a higher level of integration and/or miniaturization of switching power converters.

Candidates for the award should be nominated, using an appropriate nomination form with the required indications and an adequate amount of space to describe the merits of the nominee. This is available on PELS website. There will not be any restrictions on who could act as a nominator.

An Award Committee consisting of

- TC2 Award Chair (Past TC2 Chair)
- Last four recipients of the Award

will carry out selection. The term of this committee is limited to the selection process in the current year. In case of conflict of interest (e.g., that a designated member of the Award Committee would be nominated for the award) he/she will not become a member of the Award Committee. If necessary, the chairperson of PELS awards committee will appoint substitutes instead (e.g., a past President or past Vice Presidents) to make sure that the Award Committee consists of at least five members.

Nominations will be solicited from January 1 through March 31st each year utilizing the PELS Open Water Platform.

If an award is given, it will be presented once a year at the International Workshop on Power-Supply-on-Chip (PwrSoC) or at the IEEE Energy Conversion Congress and Exposition (ECCE).

Special Issue for JESPTPE

From time to time, the TC might propose special issue for IEEE Journal of Emerging and Selected Topics in Power Electronics (JESTPE). The exact topic might be dependent on the theme of the TC conference in each year. The TC will propose the guest editor (or guest editors) for the special issue and will support the organization and review of these special issues.

Support of PELS Activities

As appropriate, the TC will be active in all of PELS's activities. This will include PELS conferences (such as ECCE, APEC) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the Committee. Further, the TC can individually organize workshops and conferences in addition to the TC flagship conference indicated above. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, the TC will seek to address aspects of these topics relative to its charter, and work with the Long Range Planning Committee.

The TC will further support PELS journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The TC will seek ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics

and Special Issues of PELS journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

6. Information Dissemination

The Technical Committee will maintain an Internet Web page. This Web page will be accessible from the main PELS Web page. Announcements distributed to the Technical Committee's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in committee-sponsored activities, as well as election-related issues, will be made available on the Web page. The Technical Committee will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.