



2014



Technical Committee Power Conversion Systems & Components Policies & Procedures

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IEEE Power Electronics Society

Policies and Procedures for

TC 2 – Technical Committee on Power Conversion Systems and Components

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IEEE Power Electronics Society Policies and Procedures for:

Technical Committee on Power Conversion Systems and Components

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 Conversion Systems and Components** 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 conversion systems and components, 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 are 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.

Each TC shall have at least three elected officers: Chair, a Vice-chair, and Secretary, each of whom must be members of the IEEE Power Electronics Society or an IEEE Power Electronics Society Affiliate. Student Members are not permitted to serve as elected TC officers. At the discretion of the TC, there may be additional elected or appointed (non-officer) positions. In no case shall there be more than eight (8) elected officers; there may be as many appointed positions as is necessary for proper operation of the TC.

One additional required position, that can be either appointed or elected, is that of TC Standards Liaison. This individual will represent the TC on the Power Electronics Society Standards Committee (PELSC) and be a voting member of the PELSC.

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 term (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 within the same TC for more than eight years.

Nomination & Election Procedures

To facilitate the election of officers, a TC may have an ad hoc Nominations & Elections Committee, made up members of the TC. Each TC shall establish their own procedure for selecting members of the N&E Committee. 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 desirable that the N&E Committee identifies at least two candidates for each officer position.

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, Secretary, or directly to the TC N&E Committee. It is desirable that such “write-in” candidates receive a number of 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.

TCs elections may be held electronically (e.g., email). Approval of this measure is by simple majority. It is necessary to register to vote and two-thirds of those registered must vote. An officer of the TC shall take responsibility for conducting 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.

TC elections shall be administered by the TC Chair, or in his/her absence, any other elected officer.

In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds through a series of elections: at each stage, the individual garnering the fewest votes is eliminated, until only two remain. In the event of a tie, votes shall again be cast until the tie is broken. If that is not possible, the TC person running the election (any of the elected TC officers) shall cast a tie-breaking vote.

TC elections will normally be open. However, upon the request of any member, the election shall proceed 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, for TCs who have not maintained attendance lists in the past, the provision cannot be instituted until five meetings have elapsed. In that case, a TC shall specify an interim definition of membership and send that information to the VP for Technical Operations. 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, IEEE PELS Affiliate member, 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 be permitted. Each person asking another to vote on her/his behalf shall inform a TC officer of this arrangement prior to the election. An actual voter shall represent no more than three proxies.

Newly elected TC officers assume their positions at the conclusion of the meeting at which they are elected.

It 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 (TCs) 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, and ECCE-Europe.

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

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. Minutes are posted on the Committee web site and are public.

4. Budgets & Expenses

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

When a Committee 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 Committee meeting. (Such discussion can also be carried out via the Committee'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 Committee 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) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC funds to be used for travel purposes. See the Society Travel Policy for travel matters.

5. Supporting Activities

Support of PELS Activities

As appropriate, Technical Committees (TCs) will be active in all of PELS's activities. This will include PELS conferences (such as ECCE, APEC, INTELEC) 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 TCs can individually organize workshops and conferences. 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, a TC will seek to address aspects of these topics relative to its charter, and work with both the Long Range Planning Committee.

Technical Committees 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. A 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

Each 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 their Web page. Technical Committees will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.