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# Technical Committee Baseline Policies & Procedures

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TC5 - Sustainable Energy Systems

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# IEEE Power Electronics Society

## Policies and Procedures for TC5 - Sustainable Energy Systems

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# IEEE Power Electronics Society Policies and Procedures for:

## *TC5 - Sustainable Energy Systems*

### **1.0 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 Sustainable Energy Systems also known as TC5. 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.

*The scope of TC5 covers sustainable energy system technologies relevant to the applications of power electronic principles, controls, components, apparatuses, and systems.*

### **2.0 Nominations & Elections**

#### **Elected & Appointed Officers (Defined)**

Technical Committee (TC) Chairs report directly to the VP for 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 Operations, in consultation with the President, shall appoint someone to serve the remaining term.

Positions filled shall be for completion of the interrupted term.

TC5 shall have 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, and *shall be a voting member of TC5*. 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. A TC officer shall attend regular TC meetings at least once a calendar year, and failure to do so shall be regarded as tendering resignation from the TC position.

*TC Chair* shall be responsible for the overall execution of TC's operation, representation of TC5 at PELS and other organizations.

*TC Vice-Chair* shall be responsible for supporting PELS conferences (APEC, ECCE, etc.), representing TC5 on the conference organizing committee if needed. TC Vice-Chair shall be the *TC5 Award Committee Chair*.

*TC Secretary* shall be responsible for the record of TC activities, including maintaining a roster of TC members and voting members, meeting minutes, TC budget and expenses.

*TC Standards Liaison* shall be appointed by the TC Chair. 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, chaired by a past TC officer or a TC member who does not seek nominations for TC officers. 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 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, any TC member attended a previous TC meeting in the past three TC meetings is regarded as a 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, 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 Operations. This may require transitional planning.

## **3.0 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 TC 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.

## **4.0 Budgets & Expenses**

The Vice President for 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 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 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.

## **5.0 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.

## **Specific Activities of TC5**

The flagship conference initiated by TC5 is the annual IEEE International Symposium on Power Electronics for Distributed Generation Systems (PEDG). While the actual organization and management of PEDG's is the responsibility of the PEDG Steering Committee, TC5 will be active in promoting, engaging and supporting PEDG activities to ensure its success. TC5 will report the activities of PEDG's and other TC5 sponsored conferences to PELS AdCom.

TC5 maintains a list of awards in the areas of power electronics in sustainable energy systems, as managed by the TC5 Award Committee. TC5 may add or delete awards in these areas following a due process as defined by the PELS operation procedures.

TC5 will initiate, maintain, and support other initiatives pertinent to the scope of TC5.

## **6.0 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.