



2018



Standing Committee Policies and Procedures

Products Committee

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Constitution and Bylaws Chair

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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 Advisory Committee (AdCom). This document defines the function and procedures that govern the operations for the *Products Committee*. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the *Products Committee* will be to:

Publications

- a. Develop and implement policies and plans for all Society-supported publications;
- b. Review the budgets and publication plans of all Society-supported publications prior to submission to the AdCom for approval;
- c. Provide an interface to IEEE publication organizations and staffs;
- d. Recommend to the President and the AdCom for their approval names of prospective editors for Society supported publications;
- e. Train editors for Society-supported publications; and

Academic Affairs

- a. Establish and maintain formal liaison with the IEEE Student Branch Counselors;
- b. Identify and review opportunities for joint interaction and bring these to the AdCom; and
- c. Promote the Society within the academic community to the end that faculty and students become active in the Society.

Publicity

- a. Make contacts with the various sources of publicity, such as trade and technical journals, newspapers, radio and TV, etc.;
- b. Use the contacts to the best advantage in promoting the interests of the Society concerning its publications, meetings, and other activities; and
- c. Offer counsel and assistance to the other committees of the Society, particularly those concerned with meetings and symposia

Digital Media and Education

- a. Develop digital services to the power electronics society eg. webinars, web-site, social media news, on-line seminars
- b. Develop suitable educational material and promote the educational aims of the Society

Under the Products Committee, there are subordinate editorial boards for

The **IEEE Transactions on Power Electronics** (Editor-in-Chief, Associate Editor-in-Chief and all Associate Editors, VP for products). The operation is described in a separate document.

the **IEEE Transactions on Power Electronics Letters** (Editor-in-Chief and Associate Editors, plus the VP for products). The operation is described in a separate document.

the **IEEE Journal of Emerging and Selected Topics of Power Electronics** (Editor-in-Chief and Associate Editors, plus the VP for products). The operation is described in a separate document.

the **IEEE Transactions of Transportation Electrification** (Editor in Chief and its steering committee); The operation is described in a separate document.

the **IEEE Power Electronics Magazine** will be led by an Advisory Board. The structure of the Power Electronics Magazine Advisory Board (PEMAB) will consist of nine (9) voting members. Six (6) of these members will be appointed by the VP of Products for 3-year appointments. These appointments will be made as two (2) members per year with staggered terms. Further, they will be made to ensure that at least half of the six (6) members are from industry at any given time. One (1) member shall be the Editor-in-Chief. One (1) member shall be the Deputy Editor-in-Chief to be appointed by the President of PELS and serve a term of three (3) years, which can be renewed once for another three (3) years. Further, the Deputy Editor-in-Chief will serve as the PEMAD Chairperson and be from industry. One (1) member shall be the sitting Chairperson of the PELS Industry Advisory Board. The PEMAB shall consist of two (2) non-voting ex-officio members: the PELS VP of Products and the lead Advertising Salesperson.

The Editor-in-Chief, if it is a paid position, cannot serve as Chairman of the PEMAB according to IEEE policies. If the Deputy EIC is temporarily unable to serve as Chair, the PELS Industry Advisory Board Chair shall serve as Chair of the PEMAD. If the Deputy EIC's incapability to serve is pro-longed, the President shall appoint a replacement Deputy EIC.

Digital media and web (Digital Media Editor, The Webmaster Editor-in-Chief and the VP for products). The operation is described in a separate document.

Chair and Membership

The Chair of the *Products Committee* shall be the *Vice President for Products*. The *Products Committee* is composed of the IEEE Transactions of Power Electronics Editor-in-Chief, IEEE Transactions of Power Electronics Letters Editor-in-Chief, IEEE Journal of Emerging and Selected

Topics Editor-in-Chief, IEEE Transactions of Transportation Electrification editor in Chief; IEEE Power Electronics Magazine Editor, Digital Media Editor/Education Chair and The Webmaster Editor-in-Chief. Contact persons for other Inter-society sponsored journals will also be invited but without voting. Presently they are IEEE Trans. Sustainable Energy, IEEE Journal on Photovoltaics, IEEE Trans. Smart Grid, IEEE Electrification Magazine and they are nominated according to the collaboration agreement with the other societies.

The *Vice President for Products* reports directly to the *Society's President*.

2.0 Conduction of Meetings

The *Products 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, SPEC, ECCE, ECCE-Asia, and ECCE-Europe. Meetings will be announced at least two weeks in advance on the committee mailing list. Committee meetings are open to all members of AdCom. Typically, two meetings are held every year.