



2018



Standing Committee Policies and Procedures

***Technical Operations
Committee***

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Pat Wheeler

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 *Technical Operations Committee*. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the *Technical Operations Committee* will be to:

- a. Create and promote interest in the Sections for the formation of Chapters of the Society;
- b. Assist existing Chapters, particularly on special projects;
- c. Work with Chapters and Sections to provide plans and methods for promoting successful Section or Chapter meetings;
- d. Assist in providing topics, media or speakers for Section or Chapter meetings;
- e. Develop materials to assist Chapters and Sections in support of Student Branch activities and other educational programs; and
- f. Maintain appropriate liaison with IEEE Regions and Sections and report to the AdCom on plans or issues.
- g. Provide liaison with IEEE and other professional educational organizations and staffs;
- h. Develop policies and guidelines for educational programs.

2.0 Chair and Membership

The Chair of the *Technical Operations Committee* shall be the *Vice President for Technical Operations*. Committee members consist of all the Chairs of the Technical Committees and Chair of Academic Affairs Committee. Chairs of Technical Committees are selected based on the Procedures and Policy of each Technical Committee. The Chair of the Academic Affairs Committee are appointed by Vice President of Technical Operations. Committee Members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair. The *Vice President for Technical Operations* reports directly to the *Society's President*.

3.0 Conduction of Meetings

The *Technical Operations 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. All meetings are open to all members of AdCom and are generally open to all other PELS or IEEE members. Committee chair can limit the attendance of the meeting to its members and PELS AdCom members if needed.