Technical Committee Baseline Policies & Procedures

Original version author: Brian Zahnstecher, TC7 of Critical Power and Energy Storage Systems
9/15/2020
## Document Version Tracker

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Author</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1</td>
<td>September 21st, 2020</td>
<td>Brian Zahnstecher</td>
<td>Original version -Draft</td>
</tr>
<tr>
<td>V2</td>
<td>September 26th, 2020</td>
<td>Alexis Kwasinski</td>
<td>Draft</td>
</tr>
<tr>
<td>V3</td>
<td>September 30th, 2020</td>
<td>Alexis Kwasinski</td>
<td>Draft</td>
</tr>
<tr>
<td>V4</td>
<td>September 30th, 2020</td>
<td>Alexis Kwasinski</td>
<td>Draft</td>
</tr>
<tr>
<td>V5</td>
<td>October 7, 2020</td>
<td>Yan-Fei Liu</td>
<td>Draft, based on version 4</td>
</tr>
<tr>
<td>V6</td>
<td>October 28th, 2020</td>
<td>Alexis Kwasinski</td>
<td>Draft based on comments at the meeting on 10/26.</td>
</tr>
</tbody>
</table>
IEEE Power Electronics Society

Policies and Procedures for

TC7: Critical Power and Energy Storage Systems

Date of Approval: Month Year
IEEE Power Electronics Society Policies and Procedures for:

TC7: Critical Power and Energy Storage 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 Administrative Committee (AdCom). These Technical Committees are the primary mechanism through which technical activities including, but not limited to, events, 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 Critical Power and Energy Storage Systems also known as TC7. 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.

Membership of TC7 is open to all (globally) IEEE PELS or PELS affiliate members. Interested individuals who wish to be identified as a TC7 Member can do so by choosing to join the TC7 mailing list, or attending TC7 meetings or by participating in other TC7 activities. TC7 Members wishing to participate and influence TC7 activities can do so by choosing to become a TC7 Voting Member as described below. TC7 maintains an email list of TC Members and TC Voting Members. It is up to each TC Member to ensure that the TC7 Secretary has been provided with a current email contact address for the member.

The scope of TC7 is focused on the development and implementation of international conferences and other activities (such as workshops, publications, webinars, standards, etc.) as required to treat all matters in which the dominant factors are the research, sustainability, fundamental development, design, application and management of critical power, energy storage, and related systems. This includes consideration of materials and components used therein, standardization of definitions, nomenclature, symbols and operating characteristics and exchange of information by technical papers, conferences, workshops and demonstrations. All activities are done in the best interests of PELS members and in the spirit of increasing the value of PELS membership.

TC7’s technical areas of focus shall be the following –

- Power systems for information and communications technology (ICT) applications, such as data centers, communication networks, internet applications, or other critical infrastructure systems.
- Batteries and associated interface circuitry
- Other energy storage system
- Resilient, reliable and highly available power infrastructure for mission critical applications (e.g., healthcare, finances, security, industrial, telecom, broadband, renewables, etc.).
- Sustainable power electronics-enabled energy systems for critical applications.
2.0 Nominations & Elections

**Governance**

TC7 shall be governed by a management team of elected office bearers and appointed officers. The Technical Committee (TC) Chair report directly to the VP for Technical Operations, in accordance with the PELS Bylaws.

If a TC officer position(s) 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(s).

Positions filled shall be for completion of the interrupted term.

This TC shall have three (3) Elected Officers – one to each of the position of TC Chair, TC Vice-Chair, and TC Secretary. Elected Officers must be a Voting Member of TC7. 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.

The TC Chair shall appoint five (5) officers (Appointed Officers) from the Voting Members of the TC7 to various roles within TC7. These are (i) the chair of the Nomination and Election (N&E) sub-committee, (ii) the Standards Liaison, (iii) the Publication Liaison, (iv) the Conference Liaison, and (v) the Awards Liaison.

The chair of the N&E sub-committee will (i) establish an ad hoc sub-committee for the election of new TC Officers, and (ii) co-ordinate IEEE Fellow nominations from the TC each year. This TC appointed officer is not eligible to vote in an election they are administrating unless they are required to cast a tie-breaking vote.

The Awards Liaison will be responsible for handling the awards that are being sponsored by the TC, such as the Joseph J. Suozzi INTELEC Fellowship.

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

The TC Publication Liaison will coordinate publications of conferences sponsored by TC7, such as INTELEC, and special issues to be published in IEEE journals, such as IEEE Transactions on Power Electronics (TPEL), Journal of Emerging and Selected Topic on Power Electronics (JESTPE), and Open Journal of Power Electronics (OJ-PEL).

The TC 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 Elected Officers shall be two years. Any officer can be elected to the same position for two additional, contiguous term (i.e., continuously serve in a particular officer position for a maximum
of six years). In no case, one person shall serve as an Elected Officer in same position for more than 8 years.

After the TC7 Chair has completed his or her final term, he or she will be an Ex-officio member of the TC for two years with vote.

The term for Appointed Officers shall be the same as the term of the TC7 Chair making the appointment, and so shall not exceed 2 years. Persons may be re-appointed to the same position without limitation.

Nomination & Election Procedures
The Chair of N&E sub-committee will select two additional members of the TC to form a three-person committee. None of the members of the N&E sub-committee can be a candidate. The chair of the N&E sub-committee only has a tie-breaking vote.

The N&E sub-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 sub-committee is to prepare a slate of candidates for election. It is desirable that the N&E sub-Committee identifies at least two candidates for each Elected Officer position.

The N&E sub-Committee shall announce its slate of candidates at least two weeks before an election is to be held [exposure period] to the voting membership of TC7 via email. In the Exposure Period, additional eligible candidates can be added to the slate via simple email nomination to the N&C sub-committee. Self-nomination is allowable.

At the close of the Exposure Period, the N&C sub-committee shall prepare the final ballot slate, and then issue the final ballot slate via email to all TC7 voting members as defined below. This marks the commencement of the Election Ballot Period. The Election Ballot Period is for a period specified by the N&E sub-committee, and this period shall be explicitly declared on the final ballot, and shall not be less than two weeks. All TC7 elections shall be conducted by secret ballots via email. The election is completed at the close of the Election Ballot Period. Eligible ballots received by the N&E sub-committee within the Election Ballot Period are accepted as Returned Ballots. The election is valid if the number of Returned Ballots is at least 50% of the eligible TC voting member pool plus one. If the election is invalid, the N&C sub-committee must conduct the election again. If this subsequent election remains invalid, the chair of the N&C sub-committee must refer the matter to the VP for Technical Operations. Votes will be counted by the N&E sub-committee. Individual ballots must remain secret. A record of votes cast must be retained for post-election audit purposes.

Election to a position is by a simple majority of votes in a valid election. In the event of a tie, the chair of the N&E sub-committee shall cast a deciding vote. The Chair of the N&E sub-Committee of the TC 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. The TC Chair alone shall consider the merits of the appeal and determine if the appeal is to be upheld and the subsequent course of action.

TC elections will be conducted by secret ballots. Votes will be counted by the TC person running the election and any other member (officer or not) not on the ballot. 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 regularly scheduled TC meetings in previous two calendar years; or 2) contributed substantially to the TC activities and who is approved to vote by a simple majority of votes by the TC7 Elected Officers. 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. 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, or IEEE PELS Student Member.

Newly elected TC officers assume their positions January 1st of the following year when they are elected. Positions end on December 31st.

3.0 Conduction of Meetings

Planning, Announcement & Conduction of Meetings

TC7 shall conduct at least one annual meeting each year. Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to any 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 at which point TC members have one month to request potential corrections to such minutes. Once corrections are made minutes will be posted on the Committee web site and are public.

4.0 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 or Expenses Report Forms 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. See the Society Travel Policy for travel matters.

5.0 Major Activities

Joseph J. Suozzi INTELEC Fellowship
Each year the TC will be in charge of evaluating submissions for the Joseph J. Suozzi award and for recommending a recipient of such award. The process for evaluating submissions will be set by the designated TC7 Awards Liaison.

TC Flagship conference
Each year the TC will be in charge of organizing the TC7 international flagship conference, which, at the time of approving this document is represented by INTELEC. Yearly selection of a proposal for organizing this conference will be based on a simple-majority vote from the TC7 members. The TC7 Conference Liaison shall be responsible for administering PELS requirements in relation conference organization.

Special Issue for JESPTE and Other PELS Journals
From time to time, the TC might propose a special issue for the IEEE Journal of Emerging and Selected Topics in Power Electronics (JESTPE). The exact topic will be dependent on the theme of INTELEC or other TC conferences 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, TC7 will be active in all of PELS’s activities. This will include PELS conferences (such as ECCE, APEC, COMPEL, 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 miniconferences, 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 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. 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.

6.0 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.