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Technical Committee Baseline Policies & Procedures

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IEEE Power Electronics Society

Policies and Procedures for TC 4 PELS Technical Committee on Vehicle and Transportation Systems

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IEEE Power Electronics Society Policies and Procedures for:

PELS Technical Committee on Vehicle and Transportation 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 PELS Technical Committee on Vehicle and Transportation Systems also known as TC4. 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 TC4 is to provide strong technical focus in the theory, design and application of power electronic components, systems, standards, and grid interface technologies, related to efficient power conversion for all types of electrified transportation, including electric vehicles, hybrid electric vehicles, and plug-in hybrid vehicles (EVs, HEVs and PHEVs) as well as heavy-duty, rail, and off-road vehicles, airplanes and ships. As the home technical committee for transportation electrification, TC4 of the Power Electronics Society leads technical activity for the IEEE's Transportation Electrification Community (TEC), which spans land, sea and air transportation vehicles.

2.0 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 terms (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 TC website. At any point prior to the close of nominations as determined and announced by the N&E Chair, members shall be able to submit nominations via email by communicating to the current TC N&E Committee Chair or in a TC meeting. All candidates, however they are nominated, either at a meeting or via e-mail to the N&E Chair, will have consented to being nominated and will have shown a willingness to serve, if elected.

TCs elections will be held electronically (e.g., online ballot). It is necessary to be a valid voting member of the TC and two-thirds of those eligible voters must vote. The N&E Committee 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.

For every open position, the candidate who has the most number of votes wins

TC elections will normally be closed and conducted online. Votes will be certified 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.

Newly elected TC officers assume their positions at the conclusion of the meeting at which they are elected or at the beginning of the next calendar year as specified in the ballot.

It is desirable, but not necessary, that TC officers’ terms run concurrently with that of the VP for Technical 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 ITEC, APEC, and ECCE.

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.

4.0 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. Budget requests from TC Chairs are due by APEC for the following year. For example, 2016's budget request is required by APEC 2015. This long lead time is due to IEEE's long budgeting approval cycle (several months). 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 (or Treasurer if the TC has one) 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.

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 ITEC, APEC and ECCE) 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 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.

6.0 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.