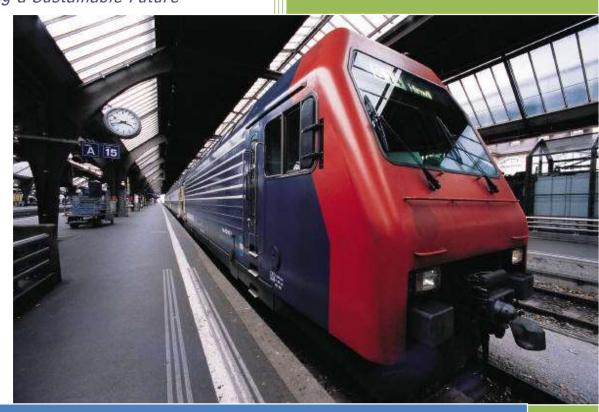


2020



Technical Committee Baseline Policies & Procedures

TC5 - Sustainable Energy Systems 11/2/2020



IEEE Power Electronics Society

Policies and Procedures for

TC5 - Sustainable Energy Systems

Date of Approval: Nov. 10, 2020



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 (TCs) and subcommittees that function in specific technical areas with a scope approved by the PELS Advisory Committee (AdCom). These TCs are the primary mechanism through which technical activities including, but not limited to, seminars, conferences, workshops, special sessions, 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)

TC Chairs report directly to the VP for Operations, in accordance with the PELS Bylaws.

If a TC5 officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC5. 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 at least three elected officers: Chair, Vice-chair(s), 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 TC5, 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 TC5. A TC5 officer shall attend regular TC5 meetings at least once a calendar year, and failure to do so shall be regarded as tendering resignation from the TC5 position.



TC5 Chair shall be responsible for the overall execution of TC's operation, representation of TC5 at PELS and other organizations. TC5 Chair will also appoint the Chair for TC5 Award Committee.

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

TC5 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.

TC5 Standards Liaison shall be appointed by the TC5 Chair. This individual will represent the TC5 on the Power Electronics Society Standards Committee (PELSC) and be a voting member of the PELSC.

The nominal term for TC5 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).

Nomination & Election Procedures

To facilitate the election of officers, TC5 may have an ad hoc Nominations & Elections (N&E) Committee, made up of members of the TC5, chaired by a past TC5 officer or a TC5 member who does no seek nominations for TC5 officers. The N&E Committee shall come into existence at the TC5 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 TC5 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.

TC5 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 TC5 shall take responsibility for conducting the election and reporting election results to the TC5 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 TC5 email distribution list. All candidates shall be informed of election results and be permitted to appeal the outcome.

TC5 elections shall be administered by the TC5 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 TC5 N&E Chair shall cast a tie-breaking vote.

TC5 elections shall proceed by secret ballot. Votes will be counted by at least one officer of the TC5 and any other member (officer or not). A record of votes cast must be retained for post-election audit purposes.

A TC5 voting member shall be any individual who has: 1) "attended" (physically present, by teleconference, or via electronic means for virtual TC5 meetings) two or more of the prior five regularly scheduled TC meetings; or 2) contributed substantially to the TC5 activities. (TC5 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 TC5 member attended a previous TC5 meeting in the past three TC5 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, TC5 voting members must be an IEEE PELS Member, IEEE PELS Affiliate member, Sister Society member, or IEEE PELS Student Member.

TC5 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 candidates 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 TC5 officer of this arrangement prior to the election. An actual voter shall represent no more than three proxies.

Newly elected TC5 officers assume their positions at the conclusion of the meeting at which they are elected.

It is desirable that TC5 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

TCs shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE PELS 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.

TC5 Chair or a designated substitute, typically another TC5 officer, will chair meetings. Any Committee member can suggest items for the agenda.

TC5 Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TC5 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 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 TC5 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 TC5 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 TC5's information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC5 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, TC5 will be active in all of PELS' 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, TC5 can individually organize workshops, special sessions, 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, TC5 will seek to address aspects of these topics relative to its charter, and work with the Long Range Planning (LRP) Committee.

TC5, as appropriate, 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. TC5 will seek ways to increase active participation of its members in information exchange related to the charter of this TC, such as: stimulating Feature Topics and Special Issues of PELS journals and magazines; and by sponsoring workshops, special sessions, 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 a PEDG 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 area 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.