



**IEEE POWER
ELECTRONICS SOCIETY**
Powering a Sustainable Future

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Technical Committee Baseline Policies & Procedures

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IEEE Power Electronics Society

Policies and Procedures for TC7: Critical Power and Energy Storage Systems

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IEEE Power Electronics Society Policies and Procedures for:

TC7: Critical Power and Energy Storage Systems

Introduction

The IEEE 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 (TC) are the primary structure through which the technical activities of the Society, including, but not limited to, events, seminars, conferences, workshops, standards, and special publications, 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 (**TC7**). The IEEE PELS Constitution and Bylaws take precedence over these procedures.

TC7 Scope

The purpose and scope of TC7 shall be to advance and promote the scientific theory and engineering practice related to critical power and energy storage systems and to maintain a point of reference of the highest professional standing to those practicing in the field.

TC7 shall develop and implement activities such as international conferences, workshops, publications, webinars, standards, *etc.*, to help disseminate the research, design and development, application and life-cycle management of mission-critical power and energy storage systems, and related subject matter.

TC7 membership

Membership of TC7 is open to all (globally) and free of charge. Interested individuals who wish to become a TC7 Member can register via the PELS website.

TC7 Members wishing to participate and influence TC7 activities can do so by choosing to become a TC7 Voting Member. TC7 Voting Members are those members that have participated (physically or virtually) in at least two TC meetings in the past two years.

TC7 Voting Members must be an IEEE PELS Member, IEEE PELS Affiliate member, or IEEE PELS Student Member.

TC7 maintains an email list of TC7 Voting Members. It is up to each TC7 Member to ensure that the TC7 Secretary has been provided with a current email contact address for the member.

TC7 Governance

TC7 shall be governed by a management team of elected office bearers and appointed officers.

4.1 Elected Officers

TC7 shall have four (4) Elected Officers – one to each of the position of TC7 Chair, TC7 Vice-Chair – Membership and Student Activities, TC7 Vice Chair – Conferences, and TC7 Secretary.

- Elected Officers must be a Voting Member of TC7.
- Student Members are not permitted to serve as Elected Officers.

The 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 shall one person serve as an Elected Officer in the same position for more than 8 years.

Elected Officers commence their term on January 1st following election, and their term ends on 31st December of the year following commencement.

If the term of an Elected Officer position becomes interrupted, the remaining term shall be filled by special election. If such a special election is not conducted in a timely manner, the PELS VP for Technical Operations, in consultation with the PELS President, shall appoint someone to serve until the completion of the interrupted term.

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.

4.2 Appointed Officers

The TC7 Chair shall appoint six (6) officers (Appointed Officers) from the Voting Members of TC7 to various positions & roles within TC7. These six (6) positions and roles are:

- i. the chair of the TC7 Nomination and Election (N&E) sub-committee,
The chair of the N&E sub-committee will:
 - establish an *ad hoc* committee for the election of new TC7 Officers, and
 - co-ordinate IEEE Fellow nominations from the TC7 each year.
- ii. the TC7 Conference Liaison
The TC7 Conference Liaison will represent the TC7 on the Organizing Committee (or equivalent) for any event directly sponsored (or co-sponsored) by TC7.
- iii. the TC7 Publication Liaison
The TC7 Publication Liaison will coordinate publications of conferences sponsored by TC7 and special issues to be published in IEEE journals, as well as coordinate TC7-offered webinars and other educational or dissemination activities.
- iv. the TC7 Standards Liaison
The TC7 Standards Liaison will represent TC7 on the Power Electronics Society Standards Committee (PELSC).
- v. the TC7 Awards Liaison.

The TC7 Awards Liaison will be responsible for overseeing the processes involved in recommending recipients of awards that are sponsored by TC7.

- vi. the TC7 Collaboration and Engagement (C&E)/Women in Engineering (WiE) Liaison.

The TC7 C&E/WiE Liaison will represent the TC on the Collaboration and Engagement (C&E) and Women in Engineering (WiE) committees within PELS.

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.
- If the TC7 Chair is vacated (for any reason) mid-term, the Appointed Officers shall continue in office until the end of the term as would have occurred if the chair position was not vacated.

4.3 Election procedures

TC7 only has elections to fill the Elected Officer positions.

Only TC7 Voting Members can vote in the Elected Officer election.

TC7 elections shall be conducted by secret ballot online.

4.3.1 Establishment of an election sub-committee

The chair of N&E sub-committee shall select two (2) additional TC7 members to form a three-person election sub-committee. The election sub-committee shall:

- (i) prepare a slate of candidates for election to the Elected Officer positions, and
- (ii) subsequently conduct the election to fill the Elected Officer positions.

There must be least two candidates on the slate for each Elected Officer position.

- None of the members of the N&E sub-committee can be a candidate for any of the Elected Officer positions.
- The chair of the N&E sub-committee only has a tie-breaking vote and shall not vote in the election. The other members of the N&E sub-committee are entitled to vote in the election if they are TC7 voting members.

4.3.2 Normal Election

Excluding Special Elections, a ballot of for Elected Officers shall occur every two (2) years.

The election process, involves three (3) sequential periods – a Nominations Period, an Exposure Period, and a Voting Period – which collectively takes a minimum of 7 weeks.

The election process must be completed no earlier than September 30 and no later than November 30 of the second year of the current term. The chair of the N&E sub-committee shall implement the steps of the election process in a timely, but discretionary, manner to satisfy this completion rule.

Preparation of the slate of candidates – *Nominations Period*

The N&E sub-committee shall broadcast a notice of election and solicit eligible nominations for a slate of candidates.

- Nomination is made by simple email to the N&E sub-committee.
- Nomination of a person to the slate can be made by any TC7 member.
- Self-nomination is allowed.

The N&E sub-committee must obtain confirmation from a nominated person that they agree to stand for election and to have their name on the slate of election candidates.

The *Nominations Period* shall remain open for a period of no less than 10 days but not exceeding four (4) weeks.

The N&E sub-committee shall ask nominated persons who have agreed to stand for election to provide a short (half-page) Candidate Statement in support of their candidacy.

Preparation of the slate of candidates – *Exposure Period*

The N&E sub-committee shall expose the slate of election candidates to the TC7 membership for a minimum of 2 weeks. During the Exposure Period, additional eligible candidates can be added to the slate via simple email notification to the N&E sub-committee. The N&E sub-committee shall confirm that any Additional candidates agree to stand for election, and if agree the Additional Candidate shall promptly provide a Candidate Statement to the N&E sub-committee.

The *Exposure Period* shall be closed not less than one (1) week before the beginning of the *Voting Period*.

Conducting the election to fill the Elected Officer positions

After the Exposure Period has closed, the N&E sub-committee shall then prepare a Ballot Form.

- The Ballot Form will list the final slate of election candidates, specific instructions on how to cast votes and the closing date for receipt of returned ballot forms.

The N&E sub-committee shall send the Ballot Form, and any Candidate Statements, to all TC7 Voting Members via email.

- The election process shall not be delayed based on waiting for a candidate statement, and the election can proceed in the absence of one or more Candidate Statements.

The Voting Period

The Voting Period is the time from the date the Ballot Form is issued to voters and the date specified on the Ballot Form as the closing date of the ballot.

- The Voting Period shall not be less than 14 days and shall not exceed 28 days.

A valid Returned Ballot is a Ballot Form delivered consistent with published ballot return instructions within the Voting Period from a voting TC7 member.

- A Ballot Form received after the expiration of the Voting Period shall not be considered a valid Returned Ballot and shall not be used in the election.
- A Ballot Form received where the voting intention is unclear to the N&E sub-committee shall be considered a valid Returned Ballots for the purposes of counting the number of valid Returned Ballots but shall not be used in the tally count of votes for the position(s) in which the voting intention is unclear.

The number of valid Returned Ballots shall be counted by the election proctor identified by the N&E subcommittee. The election proctor does not need to be a TC7 member but must be an IEEE Member or an IEEE employee. The election is valid if the number of valid Returned Ballots is at least 50% of the eligible TC7 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 PELS VP for Technical Operations.

If it is a valid election, the election proctor shall count and tally the votes cast for each candidate on the slate.

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.

Individual ballots must remain secret.

A record of votes cast must be retained for post-election audit purposes.

The chair of the N&E sub-committee shall take responsibility for the conduct of the election and reporting of the election results to the TC7 membership and the VP for Technical Operations. Any voting TC7 member can appeal the outcome within 30 days of notification of the election results by submitting a written appeal request to the TC7 Chair. Except in the case of being a candidate, the TC7 Chair alone shall consider the merits of the appeal and determine if the appeal is to be upheld and the subsequent course of action. If the TC7 Chair is a candidate, the appeal will be considered by PELS VP for Technical Operations.

4.3.3 Special Elections

A Special Election must be held if any of the Elected Officers vacates the position (for any reason) after their election and before July 31 of the second year of their elected term. The Special Election must be called not later than 30 days after the position is vacated. A Special Election shall follow the same election processes (steps) as a Normal Election (as described in 4.3.2 above).

The member elected to fill a vacated position shall commence immediately, if the term has already commenced, or if the term of the vacated position has not yet commenced, on Jan 1, and will serve until the normal end of the term.

If the Elected Officer vacancy occurs after July 31, the vacancy shall be handled by the Normal Election cycle. The normal election cycle must be commenced within 30 days of the Elected Officer position being vacated. The vacated position will remain unfilled until the completion of the election, and then the newly elected candidate to the position that was vacated will commence their term immediately, (rather than wait until Jan 1 of the next year), and then continue for 2 years after Jan 1 of the next year.

4.4 Meetings

TC7 shall conduct at least one annual meeting each year. Meetings are open to any attendee. Attendance can be physical or virtual (*i.e.* via remote access).

At least two (2) weeks prior to the scheduled meeting, a Notice of Meeting, together with a draft agenda, shall be sent to TC7 Members via the official IEEE PELS TC7 mailing list.

Any TC7 Member can suggest items for the agenda.

The TC7 Chair, or a designated substitute, will chair the meetings.

The TC7 Secretary will ensure that draft minutes are available within one (1) month of the meeting via the TC7 mailing list. TC Members who attended the meeting then have one (1) month to request corrections to the draft minutes. Once accepted corrections are made, the minutes will be posted on the TC7 website and are public.

4.5 Operating Funds

The TC7 Officers will prepare, on behalf of the TC membership, an annual budget for submission to the PELS VP Technical Operations.

TC7 shall access any approved funds in accordance with PELS procedures. The TC Secretary shall maintain a record of expenses in line with approved budget items.

4.6 Amendment to Policies and Procedures

Amendments to these Policies and Procedures must be approved by a simple majority (50% + 1) of the voting members TC7. Notice of the proposed amendment shall be sent to each voting member of TC7 at least 28 days prior to conducting a vote. The vote shall be conducted by electronic ballot and the method of casting a ballot and the ballot period shall be declared with the issue of the notice of the proposed amendment.

A copy of the amended Policies and Procedure shall be submitted to the PELS VP of Technical Operations for approval.

Major TC7 Activities

5.1 TC7 Flagship conference

TC7 will be responsible for organizing an international technical conference (which at the time of approving this document, is represented by INTELEC). The TC7 Conference Liaison shall be responsible for administering PELS requirements in relation conference organisation.

Proposals for the TC7 flagship conference must be prepared in a timely manner and reflect the conference planning and approval times specified by PELS. Generally, organization of the conference should be based on a lead-time of at least two (2) years.

The TC7 Conference Liaison shall establish an ad-hoc sub-committee with two other TC7 members. It is the role of this conference sub-committee to develop firm plans of options about the conference to bring to the TC7 membership.

- This includes, but is not limited to, soliciting interest from TC7, PELS, and IEEE members from various regions to assist in staging a conference in a particular location, nature and scope of the conference, scoping possible venues, firm, but not final, budget estimates, proposed dates, possible conference chairs, and committee leaders, administer proposals for organizing TC7 sponsored or co-sponsored conferences, assist with organizing conferences sponsored or co-sponsored by TC7, etc.

Once firm options have been developed, the TC7 Conference Liaison shall expose the proposal or proposals to the TC7 membership.

- This can be either done at a general TC7 meeting or out-of-session.
- Selection of proposals in relation to the TC7 flagship conference will be based on a simple majority vote of the TC membership.

Once a proposal is approved by TC7 vote, the TC& Conference Liaison then proceeds to have the conference approved by the PELS Conference Committee, and once approved, the TC7 Conference Liaison works with the conference chair to ensure all IEEE conference administration requirements are fulfilled.

5.2 Joseph J. Suozzi INTELEC Fellowship

Each year the TC will be responsible for evaluating submissions for the Joseph J. Suozzi Fellowship and for recommending a recipient of such award. The TC7 Awards Liaison shall co-ordinate a blind assessment process for evaluating submissions. The process is detailed in Appendix A and is consistent with requirements prescribed in the PELS Awards Procedure Manual.

5.3 Special Issue for JESPTE and other PELS Journals

From time to time, the TC7 might propose a special issue for the IEEE Journal of Emerging and Selected Topics in Power Electronics (JESTPE) or articles for publication in other PELS Journals. The topics will be contemporary to the scope of TC7. The TC7 Publications Liaison shall co-ordinate this effort, including helping identify guest editors and reviewers.

5.4 Support of PELS Activities

As appropriate, TC7 will be active in other PELS's activities. This will include PELS webinars, conferences and other technical events by providing representatives to the technical program committees of those events, by soliciting such assistance from among the TC7 membership for professional review of submitted papers, and by organizing mini-conferences, symposia, panels, short courses, tutorials, *etc.*, as deemed appropriate.

Information Dissemination

TC7 will maintain an Internet Web page. This Web page will be accessible from the main PELS Web page. Announcements distributed to the TC7 membership, notably meeting agendas and meeting minutes, opportunities for membership participation in TC7-sponsored activities, as well as election-related issues, will be made available on the TC7 Web page.