

# Institute of Electrical and Electronics Engineers

## **POWER ELECTRONICS SOCIETY**

### **BYLAWS**

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## 1. BYLAWS OBJECTIVES

These Bylaws provide detailed guidance for the supervision and management of the affairs of the IEEE Power Electronics Society (PELS), hereinafter referred to as "the Society", in accordance with the Society Constitution. Amendments or additions may be made by means of the procedures described in the Constitution of the Society.

## 2. SOCIETY ADMINISTRATIVE COMMITTEE (ADCOM)

The AdCom is responsible for governing and administering the Society under the Society Constitution and Bylaws, in the best interests of the IEEE, the PELS members, and the scientific and professional worldwide communities in the areas of the PELS field of interest.

### 2.1 AdCom Responsibilities

In particular, but not limited to the following, the AdCom is responsible for:

- a. Approving strategic and development plans for PELS activities
- b. Approving governance regulations, including amendments to the Constitution and Bylaws
- c. Approving agreements with other entities for joint activities
- d. Electing the Officers and supervising the organizational structure of the Society
- e. Delegating to its Officers such authority as may be necessary to carry out the objectives of the society within the rules and regulations of IEEE
- f. Approving the annual budget and authorizing the expenditure of funds
- g. Approving plans for creating, developing, and terminating Technical Committees
- h. Approving plans for technical meetings
- i. Approving plans for publications and appointing the Editors-in-Chief of the IEEE archival journals sponsored or co-sponsored by the PELS
- j. Approving plans for educational initiatives
- k. Approving plans for members activities

## 2.2 AdCom Membership

AdCom shall consist of 18 elected Members-at-Large with vote, the Officers, plus ex-officio members with voting rights and ex-officio members without voting rights, as detailed in this clause. The term of all AdCom members shall commence on January 1 following their election or appointment.

### 2.2.1 Members-at-Large

Members-at-Large shall be elected by the members of the Society in accordance with Clause 3.3. The term of each Member-at-Large is for three years.

Six new Members-at-Large shall be elected each year. Members-at-Large shall not be eligible for re-election after two terms of office until two years have elapsed.

### 2.2.2 President

The Society President shall chair the AdCom. The President is appointed by the AdCom in accordance with Clause 3.4 for a term of two years. After serving for one term, the President shall not again be eligible for reappointment to the Presidency until three years have elapsed.

The President shall have no vote on the AdCom except if the vote is by secret ballot or unless the President's vote can change the outcome of the vote.

### 2.2.3 President-Elect

The Society President-Elect shall be a non-voting member of the AdCom. The President-Elect is appointed by the AdCom in accordance with Clause 3.4, to take office during the second year of the President's term.

### 2.2.4 Vice-Presidents

The Vice-Presidents will be elected by the AdCom in accordance with Clause 3.4 for a term of two years. Vice-Presidents can be re-elected for a maximum of 2 additional terms, and shall then not be eligible for re-election until at least 2 years have elapsed.

There shall be six Vice-Presidents, designated as:

Vice-President for Technical Operations

- Vice-President for Conferences
- Vice-President for Products
- Vice-President for Industry and Standards
- Vice-President for Educational Activities
- Vice-President for Membership

**2.2.5 Treasurer**

The Society Treasurer shall be a voting member of the AdCom. The Treasurer is appointed by the President-Elect with the concurrence of the AdCom for a term of two years. The Treasurer may be reappointed for a maximum of 2 additional terms, and shall then not be eligible for re-appointment until at least 2 years have elapsed.

**2.2.6 Past-Presidents**

The most recent retired Society President shall be known as the Immediate Past-President, and the second most recent retired Society President shall be known as the Senior Past-President. Both Past-Presidents shall be members of the AdCom with vote.

All other retired Society Presidents shall be members of the AdCom without vote.

**2.2.7 Ex-officio Members with Vote**

The Chair of the Constitution & Bylaws Committee and up to six representatives of the Technical Committee Chairs selected as defined in the Technical Operations Committee’s ‘Policies and Procedures’ document shall be ex-officio members of the AdCom with vote.

Ex-officio members with vote are appointed by the President in accordance with Clause 6.2 or 7.1 as appropriate, for a term of office as defined in Clause 6.3 or 7.2 as appropriate.

**2.2.8 Ex-officio Members without Vote**

Except as specified in Section 2.2.7, the chairs of all AdCom committees, PELS periodical editors, and all Region Liaison Officers, shall be ex-officio members of the AdCom without vote, unless they are currently elected as Members-at-Large.

Special appointees made by the President shall be non-voting members of the AdCom, unless they are currently elected as Members-at-Large.

Ex-officio members without vote are appointed by the President in accordance with Clause 7.1, for a term of office as defined in Clause 7.2.

**2.3 Removal of AdCom members**

Members may be removed for reasons deemed appropriate, including, sustained non-participation in their AdCom role, Appointed members can be removed by 2/3 of the votes in an AdCom meeting.

Elected Members-at-Large can be removed either by

- (i) 2/3 affirmative vote of the AdCom members present provided a quorum is present, or
- (ii) petition by at least 10% of the voting members of the Society and then approval by a majority vote of voting AdCom members.

AdCom vacancies created by member removal shall be filled as Ad Hoc appointments in accordance with Clause 3.5.

**3. NOMINATIONS AND ELECTION OF ADCOM**

**3.1 Nominations Committee**

The Nominations Committee shall consist of a chair and nine distinguished Members of the Society.

- a. The chair of the Nominations Committee shall be the Immediate Past-President of the AdCom. In the event of the incapacity or conflict of interest of the chair, the most recent past chair of the Nominations Committee available shall be the chair of the Nominations Committee. Under extenuating circumstances, a different individual may be appointed to this position by the President of the Society with the approval of the AdCom.
- b. The chair shall not be eligible to be elected to the AdCom during their term of service.
- c. The members appointed to the Nominations Committee shall be selected by the Society President and approved by the AdCom. The

term of each Nominations Committee member shall be for no more than three years, with at least three new members being appointed each year.

- d. A member of the Nominations Committee may be nominated and run for a position for which the Nominations Committee makes nominations, only on the following conditions:
  - (i) the nomination is not made by a member of the Nominations Committee and
  - (ii) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination is made.

### **3.2 Management of Nominations**

The chair of the Nominations Committee shall prepare each year a slate of nominees for the AdCom positions that become vacant in the following year. The preparation shall be managed so as to ensure orderly progress and completion of the election and appointment procedures before the end of the year.

In the preparation of the slate of nominees for election or appointment, proper consideration shall be given to geographical representation, professional, and technical interest.

### **3.3 Members-at-Large**

#### *3.3.1 Nomination Slate*

A slate of nominees for Members-at-Large vacancies of the AdCom shall be prepared by the Nominations Committee for approval by the AdCom. There will be at least one-and-a-half nominees for every vacancy. A request for such nominations shall be solicited by a letter to all members of the then existing AdCom. In addition, the chair of the Nominations Committee shall cause a Call for Nominations by petition including information on deadlines to be published and distributed to the entire Society membership by 30 June of the election year.

#### *3.3.2 Petitions*

A Nominations petition signed by a minimum of 2% of the eligible Society Members, excluding Student Members and Affiliates, shall automatically place

that nominee for AdCom Member-at-Large on the slate to be presented to the AdCom. The deadline for receipt of the Nominations petition is 28 days before date of the election.

The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

#### *3.3.3 Willingness to Serve*

The chair of the Nominations Committee shall ensure that each person named on the slate of persons being considered for Member-at-Large election is willing to serve if elected.

#### *3.3.4 Election*

The slate of nominees for AdCom Members-at-Large shall be submitted to the membership of the Society for election. All members in good standing are eligible to vote. Voting will be conducted according to IEEE policies and procedures and may take the form of electronic or mail ballot.

### **3.4 President-Elect, and Vice-Presidents**

#### *3.4.1 Nomination Slate*

The Nominations Committee shall prepare slates of nominees for President-Elect and the Vice-Presidents as their terms become vacant. There will be at least two nominees for each vacancy.

The nominations for President-Elect shall be from elected AdCom members serving in the current year and Vice Presidents serving in the current year or previous two years. The successful

candidate shall become President at the expiration of the current President's term.

The nominations for the Vice-Presidents shall be from voting AdCom members of the current year or previous **four** years.

### 3.4.2 Willingness to Serve

The chair of the Nominations Committee shall ensure that each person named is willing to serve.

### 3.4.3 Appointment

At the relevant Annual Meeting of the AdCom, the slate of nominees for Society Vice-Presidents and President-Elect will be presented to the AdCom.

The Nominations Committee Chair, or a designated representative, shall preside over the appointment of the President-Elect and the Vice-Presidents by the AdCom. Secret ballots will be used and the positions will be filled by those nominees receiving the greatest number of votes. The results of the appointment process shall be communicated promptly to all candidates by the Nominations Committee Chair.

Those nominees who did not receive sufficient votes to be appointed shall be considered as contingent members (ranked by votes received), to become effective if an appointed member is unable to accept the office. When this occurs, the President shall send written notification of appointment to the ranking contingent member.

### 3.4.4 Mail Ballots

At the discretion of the President and the Nominations Committee Chair, and with the consent of the AdCom, appointments of Vice-Presidents and President-Elect may instead be carried out by mail or electronically. In this case, ballots presenting the slate of nominees must be sent to all voting members at least 30 days in advance of a specified closing date for the appointment process. A majority vote of voting members shall determine the appointment.

## 3.5 Ad Hoc Appointments

If a Member-at-Large AdCom position becomes vacant during a year, it shall remain vacant until the end of the year, and shall be then filled by increasing the number of candidates on the

nomination slate so that the number of Members-at-Large will be restored as specified in Clause 2.2.

If a President-Elect or Vice-President position becomes vacant during a year, the President of the Society shall recommend as soon as possible an individual to fill the remainder of the term of the position, and shall have this appointment approved by the AdCom at the next available meeting. If the appointment is not approved, the AdCom shall fill the position according to the regular process. If an ex-officio position becomes vacant during a year, the President of the Society shall make an interim appointment as soon as possible. This appointment shall then be approved by the AdCom. If the appointment is not approved, the AdCom shall fill the positions according to the regular process.

| Position                              | Selection | ByLaws Clause | Years of Term | Max.No. of Office Terms                              |
|---------------------------------------|-----------|---------------|---------------|--|
| President                             | Default   | 2.2.2         | 2             | (3-year gap before eligible for re-nominations)      |
| Immediate Past President              | Default   | 2.2.6         | 2             | 1  |
| Senior Past President                 | Default   | 2.2.6         | 2             | 1  |
| VP Technical Operations               | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| VP Conferences                        | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| VP Products                           | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| VP Industry Standards                 | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| VP Educational Activities             | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| VP Membership                         | Balloted  | 2.2.4         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| Treasurer                             | Appointed | 2.2.5         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| Constitution & Bylaws Committee Chair | Appointed | 2.2.7         | 2             | 3<br>(2-year gap before eligible for re-appointment) |
| 6 representatives                     | Balloted  | 2.2.7         | 2             | As specific in the Technical Committee Policies      |

|  |         |       |   |   |
|--|---------|-------|---|---|
| selected from the (Technical Committee Chairs) |         |       |   | and Procedures or 3 (2-year gap before eligible for re-appointment) |
| 18 Members-At-Large                            | Elected | 2.2.1 | 3 | 2 (2-year gap before eligible for re-appointment)                   |
| Total: 35                                      |         |       |   |   |

#### 4. ADCOM OFFICER RESPONSIBILITIES

The AdCom Officers shall be as follows: President, President-Elect, Immediate Past President, Senior Past President, Vice-President for Technical Operations, Vice-President for Membership, Vice-President for Conferences, Vice-President for Products, Vice-President for Educational Activities, Vice-President for Industry and Standards, Treasurer and Constitution and Bylaws Chair, all serving as the society's Executive Committee (ExCom).

##### 4.1 Plans and Objectives

The ExCom shall prepare a set of plans and objectives as part of the responsibilities of their office. All Officers shall continue to serve until their successors take office.

##### 4.2 Duties

###### 4.2.1 President

The President shall supervise the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others.

###### 4.2.2 President-Elect

The President-Elect shall assist the President in the administration of the Society and shall attend meetings of the IEEE Technical Activities Board. In the absence or incapacity of the President, the duties of the President's office shall be performed by the President-Elect.

###### 4.2.3 Vice-President for Technical Operations

The Vice-President for Technical Operations shall fulfill the duties of the President-Elect in his/her absence or incapacity. The Vice-President for Technical Operations shall chair the Technical Operations Committee.

###### 4.2.4 Vice-President for Conferences

The Vice-President for Conferences serves as the Conferences Committee Chair and is an ex-officio member of steering committees for major Society conferences.

###### 4.2.5 Vice-President for Products

The Vice-President for Products chairs the Products Committee.

###### 4.2.6 Vice-President for Membership

The Vice-President for Membership has the direct overall responsibilities for the development, operation, and improvement of the Society's membership as well as being chair of the Membership Committee.

###### 4.2.7 Vice-President for Industry and Standards

The Vice-President for Industry and Standards chairs the Industry committee and Standards committee and ensures its alignment with the IEEE PELS strategic plan.

###### 4.2.8 Vice-President for Educational Activities

The Vice-President for Educational Activities chairs the Educational Activities Committee.

###### 4.2.9 Treasurer

The Treasurer shall be responsible for the financial control and records of the Society. The Treasurer shall compile financial and budget data, analyze and make appropriate recommendations to the AdCom and other committees on such items as publication costs, meeting expenses, the total annual operation and long-term solvency of the Society. The Treasurer shall prepare reports, budgets and other documents useful in maintaining the financial health of the Society. The Treasurer shall solicit from the Technical and Standing Committees and the editors, inputs for establishing the budget. The Treasurer shall report to the AdCom on the financial status of the Society.

###### 4.2.10 Constitution and Bylaws Chair

The Constitution and Bylaws chair is responsible for keeping the Society governing documents up

to date and ensuring that the Society operates according to its governing documents.

## **5. SOCIETY BUSINESS**

The President and Officers shall conduct the Society affairs, subject to the advice and consent of the AdCom, except where other authorization is specified.

### **5.1 AdCom Meetings**

The AdCom shall hold at least two meetings each year; one of these meetings shall be designated as the Annual Meeting. The Annual Meeting shall be held in conjunction with a conference sponsored or co-sponsored by the PELS. AdCom members shall be notified at least 30 days prior to the scheduled date of any meeting held to transact business.

All voting members of the AdCom are expected to attend at least two AdCom meetings each year.

After two consecutive absences at AdCom meetings, voting AdCom members will have their membership suspended in the absence of extenuating circumstances.

Suspended AdCom members may be reinstated with AdCom approval

- a. Temporarily, for the first AdCom they attend after suspension, and
- b. Permanently, by attending two consecutive AdCom meetings after suspension.

At his discretion, the President may seek AdCom approval to initiate removal of the suspended AdCom members under Clause 2.3.

### **5.2 Rules of Order**

Robert's Rules of Order shall govern the conduct of the AdCom meetings on all matters not otherwise specified in these Bylaws or in the Constitution.

### **5.3 Voting**

- a. Individuals holding more than one voting position on the AdCom and its committees shall be limited to one vote on each matter

being considered by the AdCom and its committees.

- b. The AdCom and its committees may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment that allows all persons participating in the meeting to hear each other at the same time.
- c. The AdCom and its committees may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom and its committees. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
- d. Proxy voting is not allowed.

### **5.4 Effective Date of Action**

#### *5.4.1 With Quorum*

If a duly-called meeting achieves a quorum of attendees, actions taken and passed in accordance with the rules for the conduct of business become effective immediately unless otherwise required in the Constitution.

#### *5.4.2 Without Quorum*

If a duly-called meeting fails to reach a quorum of attendees, actions may not be taken.

#### **5.4.1 AdCom Invitations**

All AdCom members, Chapter and Committee chairs, and IEEE ex-officio members shall be invited to AdCom meetings. Other persons, at the discretion of the President, may be invited to attend the AdCom.

## 6. TECHNICAL COMMITTEES

A Technical Committee, operated solely by PELS or jointly by a group of societies including PELS, functions in a specific technical area with a scope to be approved by the AdCom.

### 6.1 Creation or Abolition of a Technical Committee

A Technical Committee may only be established or abolished by recommendation from a specially structured Ad Hoc Committee, appointed by the Society President. This committee shall make a duly constituted report and recommendations to AdCom. The implementation of these recommendations requires a two-thirds majority AdCom vote. Voting can be either at a regularly scheduled AdCom meeting, or electronic, in accordance with Section 5.3.

### 6.2 Appointment

Where a Technical Committee has had bylaws and a committee member selection process approved by the AdCom, the Chair and committee members shall be appointed according to this selection process.

Where this is not the case, the Chair of each PELS Technical Committee shall be appointed by the President with the advice and consent of the AdCom. Committee members shall then be appointed with the consent of the AdCom on the recommendation of the Committee Chair.

### 6.3 Term of Office

Where a Technical Committee has had bylaws or a *Policies and Procedures* document and a committee member selection process approved by the AdCom, the terms of office for the Chairs and members shall be as defined in these bylaws.

Where this is not the case, the term of office of the Chairs and committee members shall be for not more than two years. Technical Committee chairs appointed by the President can serve a maximum of 2 additional terms, and shall then not be eligible for re-appointment until 2 years have elapsed. Committee members can serve additional terms without limit.

## 6.4 List of Technical Committees

The Technical Committees of the Society are

- Control and Modeling of Power Electronics
- Power Components, Integration and Power ICs
- Electrical Machines, Drives and Automation
- Electrified Transportation Systems
- Sustainable Energy Systems
- Emerging Power Electronic Technologies
- Critical Power and Energy Storage Systems
- Electronic Power Grid Systems
- Wireless Power Transfer Systems
- Design Methodologies
- Aerospace Power
- Energy Access and Off-Grid Systems

## 6.5 Functions

Each Technical Committee shall promote activities in its field and shall provide the expert knowledge and assistance.

### 6.5.1 Plans

Each Technical Committee chair shall prepare a set of plans and objectives as part of the obligation in assuming the responsibilities of the position.

### 6.5.2 Papers

Each Technical Committee shall generate and promote papers within its scope in cooperation with the Transactions Editor.

### 6.5.3 Seminars

Each Technical Committee may organize and operate independent symposia, seminars, workshops, or sessions at meetings of other organizations with which the Society is cooperating in accordance with IEEE rules and the rules in effect at such meetings.

### 6.5.4 Publications

Each Technical Committee may arrange through appropriate editors for publishing pertinent papers in IEEE publications.

### 6.5.5 Standards

Each Technical Committee shall generate and assist in the development of appropriate standards in its field for consideration by the IEEE Standards

Board, transmitted through the Society Standards Committee in accordance with IEEE policies.

#### 6.5.6 Conferences

Each Technical Committee shall promote, organize and conduct peer reviews of digests and/or papers submitted for selected PELS-sponsored conferences in cooperation with the conference technical program chair.

### 6.6 Technical Operations

The operation of each Technical Committee shall be in accordance with AdCom rules and policies.

### 6.7 Financial Arrangements

Subject to Society AdCom approval, a Technical Committee that is established from a group with a pre-existing financial structure may maintain an operating fund as a separate account in the Society books. This account will exist until such time as it is exhausted of funds or the AdCom abolishes the Technical Committee. In the latter case, any balance in the account will revert to the Society's reserve account. A Technical Committee with this arrangement shall submit a budget proposal annually to the Society to request expenditure of assets from its operating fund, for activities to be sponsored by the committee during the following calendar year. Any budgeted deficit must be equal to or less than the committee's current operating fund balance, not encumbered by current or prior year's commitments.

Surplus revenue generated by an activity of a Technical Committee that has such an operating fund, will be evenly divided between the operating fund of the Technical Committee and the general reserves of the Society. Any loss suffered by such a Technical Committee beyond the approved budget limit for the year will be absorbed equally by the society reserves and the available reserves in the Technical Committee's operating fund. If the loss is so large as to exhaust the operating fund, the Society will absorb the remainder of the loss. The combined amount of all such Technical Committee's operating funds shall not exceed 60% of the Society reserves. In addition, the annual operating fund amount for any one Technical

Committee shall not exceed 25% of the Society Reserves.

## 7. STANDING COMMITTEES

A Standing Committee may only be established or abolished by recommendation from a specially structured Ad Hoc Committee, appointed by the Society President. This committee shall make a duly constituted report and recommendations to AdCom. The implementation of these recommendations requires a two-thirds majority AdCom vote. Voting can be either at a regularly scheduled AdCom meeting, or electronic, in accordance with Section 5.3.

### 7.1 Chair Appointments

The Chairs of Standing Committees shall be appointed by the Society President, unless otherwise stated in the committees AdCom approved 'Policies and Procedures' document in accordance with Section 7.5.

Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair.

### 7.2 Term of Office

The term of office of the Chairs and members shall be for not more than two years.

Chairs of Standing Committees with AdCom vote (2.2.7) can serve a maximum of 2 additional terms, and shall then not be eligible for re-appointment until 2 years have elapsed.

Chairs of Standing Committees without AdCom vote can serve additional terms without limit, or until a successor is appointed and takes office.

Committee members can serve additional terms without limit, or until a successor is appointed and takes office.

### 7.3 Ad Hoc Committees

Special or Ad Hoc committees may be created by the AdCom. For each such case, the AdCom shall specify the number of members the committee shall have and how the members are to be selected. Special or Ad Hoc committees shall be

automatically dissolved after one year unless the AdCom sets an expiration date.

#### **7.4 List of Standing Committees**

Standing Committees of the Society are Committees on:

- a. Constitution and Bylaws
- b. Fellow Evaluations
- c. Awards
- d. History
- e. Global Relations
- f. Standards
- g. Membership
- h. Conferences
- i. Products
- j. Technical Operations
- k. Nominations
- l. Strategic Planning
- m. Industry
- n. Access, Collaboration & Engagement
- o. Energy Access
- p. Educational Activities

#### **7.5 Responsibilities of Standing Committees**

The responsibilities, purpose, function and procedures for each standing committee, with the exception of the Nominations Committee, shall be defined in an AdCom approved '*Policies and Procedures*' document.

### **8. WORKING GROUPS**

A Working Group may only be established or abolished by recommendation from an Ad Hoc Committee, appointed by the Society President. This Ad Hoc committee shall make a duly constituted report and recommendations to AdCom. The implementation of these recommendations requires a two-thirds majority AdCom vote. Voting can be either at a regularly scheduled AdCom meeting, or electronic, in accordance with Section 5.3.

#### **8.1 Chair Appointments**

The Chair of a Working Group shall be appointed by the Society President, unless otherwise stated in the committee's AdCom approved '*Policies and Procedures*' document in accordance with Section 8.4.

#### **8.2 Working Group Committees**

Working Group committee members shall be appointed with the consent of the AdCom on the recommendation of the Working Group Chair.

#### **8.3 Term of Office**

The term of office of the Chairs and members shall be for not more than two years. Chairs of Working Groups can serve a maximum of 2 additional terms, and shall then not be eligible for re-appointment until 2 years have elapsed.

Committee members can serve additional terms without limit, or until a successor is appointed and takes office.

#### **8.4 Responsibilities of Working Groups**

The responsibilities, purpose, function and procedures for Working Groups shall be defined in an AdCom approved '*Policies and Procedures*' document.

### **9. MEMBERSHIP**

Membership in the Society is described in the following paragraphs.

#### **9.1 Members**

All IEEE members in any grade shall be eligible for membership in the Society, upon payment of the annual dues. The annual Society membership dues and fees shall be established by the AdCom in accordance with the IEEE guidelines.

#### **9.2 Student Members**

Student membership in the Society is open to all members upon payment of the annual dues. The annual Student membership dues shall be established by the IEEE.

### **9.3 Affiliates**

Affiliate qualification is based on the specific rules and requirements established for affiliation by the IEEE. Affiliates are not eligible for election or nomination to offices in the Society. The annual dues for Affiliates shall be the dues required for Society Members plus the Affiliate dues set by the IEEE.

An Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the IEEE.

### **9.4 Society Honorary Life Members**

Such membership, exempt from the annual dues of this Society, shall be based on the recommendation of the Society Awards Committee, and the endorsement of the Society AdCom. Unless expressly limited to a specific term, Honorary Membership shall be for life, provided the individual remains a member of the IEEE and IEEE Power Electronics Society.

## **10. SOCIETY FUNDS**

Society funds shall be derived from annual Society fees, income from conferences, interest on assets, sale of conference records, sale of the Transactions of the Society, etc.

All financial processes must be in accordance with IEEE financial policies.

### **10.1 Bursar**

IEEE shall act as a bursar for all Society funds.

### **10.2 Symposia and Conferences**

The general committee for a symposium or technical conference may, with the advice and consent of the AdCom, authorize the symposium treasurer or fiscal officer to open an account to be used for the deposit and disbursement of funds related to the symposium or conference. In each case the AdCom shall be advised of the name of the bank, the anticipated size of the account, the names of the account signatories and of arrangements for insurance and bonding. Symposia and conferences jointly sponsored with other technical societies are excluded from the above provisions where a charter of operations for those societies is approved by the AdCom and the IEEE.

### **10.3 Disbursement of Society Funds**

Budgeted funds shall be disbursed on the recommendation of the Treasurer or the President of the Society. Discretionary funds not previously designated may be disbursed with the approval of the AdCom.

