

## Operating Policies and Procedures for the IEEE Power Electronics Society Standards Committee

### 1. Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result of a violation of procedures.

Adherence to these Operating Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of activities of the Power Electronics Society Standards Committee (PELSC). For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance, i.e., the standards development process should strive to have a balance of interests and not be dominated by any single interest category. However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over this document in the following order:

- a) New York State Not-for-Profit Corporation Law
- b) IEEE Certificate of Incorporation
- c) IEEE Constitution
- d) IEEE Bylaws
- e) IEEE Policies
- f) IEEE Board of Directors Resolutions
- g) IEEE Standards Association Operations Manual
- h) IEEE-SA Board of Governors Resolutions
- i) IEEE-SA Standards Board Bylaws
- j) IEEE-SA Standards Board Operations Manual
- k) Policies/Procedures of the IEEE Power Electronics Society that established PELSC

*Robert's Rules of Order (Revised)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

## 1.1 PELSC Scope

The purpose of the PELSC is to promote the development of standards in the Power Electronics industry. Such standards are beneficial to the designers in this industry since they provide mechanisms for defining common protocols, interfaces, and performance for power electronic systems. The PELSC acts as the administrator for the working groups under its scope that develop and maintain the standards. In this role the PELSC also provides liaison to the governing bodies of the IEEE and represents the interests of the working groups in these bodies.

Further, the PELSC is responsible for

- Recommending to the PELS Board of Governors all policies and procedures with respect to standards,
- Monitoring all PELS standards activities to assure conformance to approved policies and procedures,
- Serving as the sponsor for all PELS standards.

(Reference : *IEEE-SA Standards Board Bylaws*, Subclause 4.3.1)

## 1.2 Organization of the PELSC

The PELSC shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and the Chairs of working groups formed under the PELSC, and ex-officio members who may be chosen for the sake of continuity or coordination with related groups. The Chair of a working group shall not become a voting member of the PELSC until his or her election or appointment is confirmed. The ex-officio members shall be selected by the PELSC and shall be voting members. When staff resources permit, the PELSC shall be supported by a Standards Staff Liaison.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.4.1)

## 2.0 Responsibilities of the PELSC

PELSC, as Sponsor, accepts responsibility for oversight of any of its assigned standards, including overseeing coordination, balloting, and making annual activity reports to the IEEE-SA Standards Board.

When the breadth of interest in a standard is great enough so that more than one technical committee wishes to have a role in its formation, a joint working group (WG) of the two or more interested committees may be formed to create the standard jointly. That joint committee, whose membership shall be determined by mutual agreement, shall assume all of the duties of the WG.

PELSC, as Sponsor, shall be responsible for the following:

- a) Developing proposed IEEE standards and ensuring that they are within its scope
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope
- c) Maintaining the standards developed by PELSC in accordance with the *IEEE-SA Standards Board Operations Manual*

- d) Responding to requests for interpretations of the standards developed by PELSC
- e) Acting on other matters requiring PELSC effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of PELSC without proper authorization

Specific duties of the PELSC are:

- a) Administering the operation of the PELSC according to these procedures,
- b) Establish budgets as appropriate to carry out its responsibilities,
- c) Formation and disbandment of standards subgroups (e.g., working groups) within PELS,
- d) Confirmation of election of Chairs and Vice-Chairs of standards subgroups within PELS,
- e) Be a forum for discussion of Committee and common WG issues and procedures,
- f) Mediate between WGs in the event of an inter-WG dispute,
- g) Approve 'un-named' PELS Service Awards based on criteria approved by PELSC and notified to the PELS awards committee,
- h) Promote mutually beneficial relationships between standards WGs and other organizations within the PELS,
- i) Recommend policies and procedures for developing and maintaining standards and consensus documents that are not standards to the PELS Board of Governors.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclauses 4.3.1 and 5.2.1 and *IEEE-SA Standards Board Operations Manual*, Subclauses 4.3.2, 4.5, and 5.1)

### 3.0 Officers

There shall be a Chair, Vice-Chair, Secretary and Treasurer. These officers shall be appointed/elected in accordance with the procedures of the PELS Advisory Committee (AdCom). In the absence of such procedures, the Chair and Vice-Chair shall be elected by the members of the PELSC, and the Secretary and Treasurer shall be appointed by the Chair. They all may serve consecutive terms.

Officers shall be members of any grade of the IEEE and members of the IEEE-SA. They shall organize PELSC, oversee compliance with these Operating Procedures, and submit proposed standards approved by the PELSC balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers shall read the training material available through [IEEE Standards Development Online](#).

### 3.1 Election or appointment of officers

Officers shall be appointed/elected in accordance with the procedures of the IEEE Power Electronics Society. In the absence of such procedures, the Chair and Vice Chair shall be elected by the voting members of PELSC; and the Secretary and Treasurer, if any, shall be appointed by the Chair for a term of up to three (3) years. They may serve consecutive terms. A person may simultaneously hold the positions of Secretary and Treasurer.

The Chair shall appoint an Elections Officer, whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

Voting members shall nominate to the Elections Officer one or more voting members for the Chair and Vice Chair offices to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A person shall be nominated for no more than one office. Upon written notification, the nominee has at least 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each balloter may cast one approval vote for as many nominees for an office as they choose. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

### **3.2 Temporary appointments to vacancies**

If an office becomes vacant due to resignation, removal, lack of nomination at an election, or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.1.

### **3.3 Removal of officers**

An officer may be removed by a two-thirds approval vote of the PELSC. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

### **3.4 Responsibilities of officers**

#### **3.4.1 Chair**

The Chair shall

- Lead the activity according to all of the relevant policies and procedures
- Form study groups, as necessary
- Appoint a person or group with responsibility for interpretations for all approved standards
- Be objective
- Entertain motions, but not make motions
- Not bias discussions
- Delegate necessary functions
- Ensure that all parties have the opportunity to express their views
- Set goals and deadlines and adhere to them

- Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- Seek consensus of the PELSC as a means of resolving issues
- Prioritize work to best serve the group and its goals
- Ensure that the PELSC and all subgroups comply with the [IEEE Patent Policy](#)

### 3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

### 3.4.3 Secretary

The Secretary shall

- a) Schedule meetings in coordination with the Chair and distribute a meeting notice at least 30 calendar days before the meeting
- b) Distribute the agenda at least 14 calendar days before the meeting
- c) Record minutes of each meeting and publish them within 60 calendar days of the end of the meeting
- d) Create and maintain the participant roster and submit to the IEEE Standards Department annually in electronic form
- e) Be responsible for the management and distribution of Sponsor documentation
- f) Maintain lists of unresolved issues, action items, and assignments
- g) Record attendance of all attendees
- h) Maintain a current and accurate roster of voting members and distribute it to the members upon request
- i) Forward all changes to the roster of voting members to the Chair

### 3.4.4 Treasurer

If needed, a Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the Sponsor's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the [IEEE Finance Operations Manual](#)

The Standards Staff Liaison may perform, as a service, administrative work including:

1. Secretarial services
2. Making meeting arrangements
3. Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards
4. Maintenance of adequate records, including the Committee roster

## **4.0 Membership**

### **4.1 Voting Membership within PELSC**

Each member is expected to attend two of the four planned PELSC meetings. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) shall count towards the attendance requirements.

Voting Membership in the PELSC is granted to all officers, WG chairs, and ex-officio members in accordance with Section 1.0 of this document.

### **4.2 Application**

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work and willingness to participate actively.

### **4.3 Review of Membership**

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

### **4.4 Interest Categories**

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Committee.

If the PELSC, as Sponsor constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause 7).

(Reference: *IEEE-SA Standards Board Operating Manual*, Subclause [5.4.1](#))

### **4.5 Membership Roster**

The Secretary shall maintain a current and accurate roster and shall distribute it to the members upon request or at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Name of member
2. Member designation: WG Chair or ex-officio or PELSC officer or at-large
3. Title of WG and its designation if WG member

4. Scope of the WG
5. Employer or Affiliation

## 5.0 Subgroups Created by the PELSC

### 5.1 Subgroups of the PELSC

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the PELSC, their formation (and later disbandment) shall be in accordance with the following procedures of the PELSC:

Formation (and later disbandment) of such standards development subgroups requires approval by a majority vote of the PELSC. The Chair of such subgroup shall be appointed by the Chair of PELSC. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of PELSC. The scope, duties, and membership of all standards development subgroups shall be reviewed by the PELSC annually. The duties of the officers of the subgroup are the same in context as that for PELSC officers. Meetings of subgroups may be held as decided upon by the voting members or chair of the subgroup.

The charge to any subgroup engaged in standards development shall clearly state which of the following is appropriate:

1. The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
2. The subgroup is responsible for assisting the PELSC (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

Specifically for Working Groups, upon submission of a PAR for a new standard to the IEEE-SA Standards Board, the PELSC shall assign the project either to an existing Working Group or to a new Working Group. The PELSC Chair shall appoint the initial Chair and Vice-Chair of a new Working Group. Within six months of formation of a Working Group, the Working Group shall:

1. Prepare and adopt Policies and Procedures that are in accord with the Policies and Procedures of the PELSC and its higher-level committees
2. Elect a Chair, Vice-Chair and such other officers as it deems necessary
3. Prepare and deliver to the PELSC Chair a roster of members
4. Establish an email list and web site for the conduct of its business

A Working Group shall not continue to work on a new standards project after the PAR for the project has expired.

After approval of a standard by the IEEE-SA Standards Board, the Working Group may, if requested by the Working Group Chair and approved by the PELSC, continue as a subgroup of the PELSC for the purposes of interpreting and maintaining the standard.

The PELSC shall disband a Working Group if:

1. The Working Group is unable to complete preparation of all new standards assigned to it and the Working Group has no approved standards assigned to it and the Chair of the Working Group requests disbandment, or
2. All approved standards assigned to the Working Group are withdrawn and all PARs for the Working Group have expired.

## **5.2 Balloting Group**

For approval of proposed standards, the PELSC shall form a balloting group. This group may be the PELSC, provided that it meets the criteria for Composition given in subclause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The PELSC may also delegate balloting to a specific balloting group in accordance with subclause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

## **6.0 Meetings**

PELSC meetings shall be held, as decided by the PELSC, the Chair, or by petition of five (5) or more PELSC members, to conduct business. A 30-day notice, including an agenda, shall be distributed to all members. All IEEE Standards meetings are open to anyone who wishes to attend.

There shall be at least four meetings held in each calendar year.

### **6.1 Quorum**

There shall be a quorum for conducting business at a meeting. Notwithstanding the withdrawal of enough voting members to leave less than a quorum, the voting members remaining at a duly called or held meeting at which a quorum was initially present may continue to do business until adjournment, so long as any action taken (other than adjournment) is approved by at least a majority of the voting members required to constitute a quorum. A quorum is considered to be 50% of the voting members of the PELSC. If a quorum is not present at a meeting, including those present using teleconferencing facilities, the chair may choose to conduct certain business of the meeting via letter or electronic ballot as appropriate.

### **6.2 Conduct**

All participants to a PELSC meeting shall demonstrate respect and courtesy towards officers and each other, in accordance with the IEEE code of Ethics.

### **6.3 Executive session**

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriately non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

## **7.0 Vote**

Approval of an action requires approval by a majority vote of PELSC. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- 1) Adoption of new or revised procedures of the PELSC, interest categories, or revisions thereof
- 2) Formation of a subgroup, including its scope and duties
- 3) Disbandment of subgroups
- 4) Approval of minutes
- 5) Approval of public statements
- 6) Approval of change of the Sponsor scope
- 7) Approval of termination of the Sponsor

## **7.1 Voting between meetings**

The PELSC, as Sponsor shall be allowed to conduct business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

## **7.2 Proxy voting**

The PELSC, as Sponsor may elect to allow proxy voting. If the PELSC, as Sponsor, elects to allow proxy voting, the following procedures shall apply.

Members of the PELSC, as Sponsor, may employ proxy voting only when other methods of participation have been exhausted. The PELSC Chair must be informed of all proxies prior to the start of the meeting in which the proxies are to be in effect. Each appointment of a proxy shall be sent to the PELSC Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy. A proxy shall not be valid without written acknowledgment from the PELSC Chair and the member serving as proxy of receipt of the appointment.

Any one member of the PELSC may hold no more than two proxy votes in addition to his or her vote. Proxy voting shall be allowed only for those members who cannot attend the entire meeting; proxies may not be appointed for parts of meetings. A member may appoint a proxy for no more than two meetings of the PELSC, as Sponsor, within an established six-meeting period. Proxy voting shall not count towards maintenance of membership by the member who appoints a proxy. The chair shall announce all proxy voting to the PELSC, as Sponsor members at the start of the meeting in which the proxies are to be in effect.

Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter himself or herself may also choose to abstain prior to any formal decision of the chair.

A person appointed as proxy may not appoint another person to act in his or her stead.

### **8.0 Balloting group for a standard**

For approval of proposed standards, the Sponsor shall form a balloting group. This group shall be formed using the invitation process in accordance with the IEEE-SA Standards Board Operations Manual.

### **9.0 Communications**

All PELSC officers should use the PELS letterhead if available, or email notification, when corresponding on behalf of PELSC activities.

#### **9.1 Formal Internal Communication**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the Secretary, and the PELSC officers.

#### **9.2 External Communication**

Inquiries relating to the PELSC should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

#### **9.3 Public statements for standards**

All Sponsor public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

##### **9.3.1 Subgroup public statements**

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the PELSC.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup chair and shall include the PELSC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, the PELSC, or PELS logos.

#### **9.4 Informal communications**

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Sponsor.

#### **9.5 Standards Publicity**

The PELSC is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

#### **10.0 Interpretations**

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

#### **11.0. Appeals**

The PELSC recognizes the right of appeal. Technical appeals are referred back to the PELSC. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the PELSC is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.