



TECHNICAL COUNCIL

ORGANIZATION AND PROCEDURES MANUAL

Approved: March 2020

IEEE POWER & ENERGY SOCIETY TECHNICAL COUNCIL ORGANIZATION AND PROCEDURES MANUAL

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REFERENCES

- A. IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/develop/policies/opman/>
- B. IEEE-SA Standards Board Style Manual
<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>
- C. IEEE PES Committee Directory (Sign in Required)
<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>
- D. Technical Sessions Guide for the Presenter
<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>
- E. Technical Sessions Guide for the Session Chair
<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>
- F. IEEE Power & Energy Society Publication Guide
<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

1. Introduction

The Technical Council of the IEEE Power & Energy Society (PES) is presently composed of the Chairs of the PES Technical and Coordinating Committees, plus the Chairs of Standing Committees reporting to it. The organizational structure of the PES is shown in the current version of the IEEE Power & Energy Society Organization Chart and Committee Directory (<http://www.ieee-pes.org/pes-organization-chart-and-committee-directory>). The Power & Energy Society is Division VII of The Institute of Electrical and Electronics Engineers (IEEE). For operating functions, it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical and Coordinating Committees function within the Scope of the Technical Council as outlined in Section 4.1 (Scope of Activities) of this manual.

The Technical and Coordinating Committees report to the Technical Council on matters concerning membership, recognition, scope and the coordination of Power & Energy Society generated standards and technical publications. For standards relating to their technical scope, the Technical Committees work directly with the IEEE-SA Standards Board and the Power & Energy Society Standards Coordinating Committee. For publications relating to their technical scope, the Technical and Coordinating Committees work directly with the PES VP of Publication.

The Technical and Coordinating Committees, in support of the Power & Energy Society goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

- a. Promote the understanding of power and energy engineering
- b. Promote the contributions of power industry
- c. Support power and energy engineering education
- d. Seek and promote electric and energy utility and supplier industry management support for Society activities
- e. Support and promote chapter activities.

These Operating Procedures outline the orderly transaction of business for this council. Several documents take precedence 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. IEEE-SA Standards Board Resolutions
- l. IEEE Power & Energy Society Constitution and Bylaws

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- m. PES Technical Council Organization & Procedures Manual (this document)
- n. PES Technical Committee Policy & Procedures Manual
- o. PES Technical Committee Organization & Procedures Manual
- p. Robert's Rules of Order (newly revised)

2. Purpose of the Organization and Procedures Manual

The purpose of this document is to provide information to officers and members of the Technical Council and its committees, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations.

3. Technical Council Frame-Work

The PES Constitution and By-Laws define, refer to, or imply that the "Councils" (including Technical Council) either are the small group of officers and representatives from constituent committees or are the collective membership of all constituent committees. In the context of this Organization and Procedures Manual, "Council" is defined only as the smaller organization of officers and constituent committee representatives.

The Technical Committees, formed at different times and circumstances, have come to differ substantially in the details of organization and administrative practices. These differences, and others that may evolve in the future to better serve the various segments of the electric energy industry, are not intended to be discouraged by the formulation of this Manual. However, requirements for processing of standards, and for close cooperation and coordination between Technical Committees, Coordinating Committees and with other parts of the PES and IEEE Headquarters, do dictate that certain practices are mandatory, some are preferable for convenience or consistency, and others simply suggested as generally successful practices. This manual distinguishes between these practices by the use of corresponding terms "shall", "should", and "may". Statements of declarative fact shall also be taken as mandatory practice.

The organizational terms "Working Group", "Task Force", "Subcommittee", "Ad Hoc Committee", "Operating Committee", "Coordinating Committee", and "Standing Committee" have had varied usage within the Technical Council and its Committees in the past. In the context of the Technical Council itself, the term "Standing Committee" shall be used for those appointed committees of prolonged function, usually of substantial scope and indefinite duration. The terms "Working Group" and "Task Force" shall denote those appointed committees dealing with a specific narrow task which, when completed, will terminate the committee. The term "Study Group" shall denote those appointed subgroups dealing with specific tasks associated with the examination of a proposal for a standards development project and if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the sponsor. The Operating Committees are now referred to as "Technical Committees." "Coordinating Committees" are special forms of Technical Committees formed to focus on issues of cross interest among the Technical Committees. Ad Hoc Committees are formed to address specific issues only and, therefore, are considered temporary for the duration of the assignment.

Within the Technical Committees, "Subcommittee" may refer to a more or less permanent body organized to address a specific, but relatively broad area. "Task Force" or "Working Group" fall under the Technical Committee or its Subcommittees and may refer to those groups appointed to address a given narrow, but related subject area. They may function for a term as needed or for a limited duration.

4. Body of the Technical Council

The Technical Council of the IEEE Power & Energy Society (PES) is composed of the officers of the Technical Council, the chairs (or their designees) from the Technical Committees, Coordinating Committees, and the Standing Committees as shown in the current version of the IEEE Power & Energy Society Organization and Committee Directory (<http://www.ieee-pes.org/pes-organization-chart-and-committee-directory>). Specifically, the membership consists of:

- a. A Chair appointed by the President of the Power & Energy Society in the manner prescribed in 4.3.1.1.
- b. A Vice-Chair appointed by the Power & Energy Society President in the manner prescribed in 4.3.1.2.
- c. A Secretary appointed by the Technical Council Chair after approval by the Power & Energy Society President in the manner prescribed in 4.3.1.3.
- d. The chairs of each of the Technical Committees, or their designees.
- e. The chairs of each of the Standing Committees, or their designees.
- f. The chairs of each of the Coordinating Committees, or their designees.

4.1 Scope of Activities

The scope of the Technical Council of the IEEE Power & Energy Society encompasses its technical responsibilities including the following:

- a. The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.
- b. The development of engineering standards, guides, and recommended practices for this field of interest.
- c. The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The development of engineering standards, guides, and recommended practices is performed by the technical committees of the IEEE Power & Energy Society. The Technical Council acts in the role of a coordinating body as related to standards activities.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report

4.2 Responsibilities and Duties of Technical Council

The Technical Council shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technical expertise and the interchange of ideas and experiences, and for methods for appraising the performance of the Council's committees. All Technical Council members should be given adequate access to all Council documents and products as necessary to carry out their duties. In addition, each member of the Technical Council shall have access to the Internet and be able to download documents from designated web pages.

To carry out these responsibilities, the duties of the Technical Council shall be to:

- a. Promote and coordinate IEEE Power & Energy Society technical activities.
- b. Establish guidelines for the evaluation of technical papers within its scope.
- c. Be responsible for the technical program at General Meetings and with the Vice President, Meetings, nominate a Technical Program Chair (TPC) for each General Meeting.
- d. With the VP of Meetings, arrange special technical conferences either alone or jointly with other committees of IEEE or with other Technical Societies.
- e. Prepare suitable operating reports yearly for submission to the IEEE Power & Energy Society, as required.
- f. Cooperate with similar Committees of other Societies.
- g. Encourage non-member authors of technical papers to become members of the Power & Energy Society.
- h. With the Power & Energy Engineering Education Committee (a standing committee under the Vice President of Education) promote power and energy education through the use of tutorial sessions, publications, and other suitable programs.
- i. Provide and promote the recognition of significant achievement, by individuals or groups, in the technical areas under the Council's scope.
- j. Furnish planning support to the Power & Energy Society in the technical areas within the Council's scope.
- k. To provide support and guidance to Technical Committees on issues related to managing the activities of the Technical Committee.
- l. Discourage commercial activities (sales of equipment or service) immediately prior to, during, and through the completion of Technical Committee meetings. (This policy is not meant to curtail scheduling special events where all are invited, such as field trips, factory tours, displays and demonstrations, or tutorials with prior approval of the Technical Committee Administrative Subcommittee.)

4.3 Organization

The Technical Council is composed of the officers and member representatives of Technical Committees, Coordinating Committees, and Standing Committees.

4.3.1 Technical Council Officers

4.3.1.1 Chair

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4.3.1.1.1 Qualifications and Nomination

The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council. (See Section 12.0 [Appointments] of the PES Bylaws, which are available from the IEEE Power & Energy Society website. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.1.2 Term

The term of the Vice President of Technical Activities shall be set by PES bylaws. See 4 . 3 . 1 . 4 .

4.3.1.1.3 Duties

The Chair shall:

- a. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.
- b. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.
- c. As a member of the PES Executive Committee, represent the Technical Council at PES Executive Committee meetings, make such reports (including annual report to the PES Governing Board) as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities.
- d. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members.
- e. Appoint the Secretary of the Technical Council, with approval by the Power & Energy Society President.
- f. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter or electronic ballot no later than 10 days after receipt of the proposed slate.
- g. Appoint Standing Committee Chair with approval by the PES President.
- h. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair.

4.3.1.2 Vice Chair

4.3.1.2.1 Qualifications and Appointment

The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council.. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.2.2 Term

The Vice Chair shall be appointed for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4 . 3 . 1 . 4 .

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4.3.1.2.3 Duties

The Vice Chair shall:

- a. Assist the Chair in his/her duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Serve as Chair of the Technical Sessions Committee. The Technical Sessions Committee is charged with maintaining a high quality technical program at all General meetings. In addition to the Technical Sessions Committee Chair, the committee membership is comprised of the Technical Committee Program Chairs (TCPCs) designated by the individual committees for General Meetings for the current year and the immediately following year. The Technical Sessions Committee proposes policy for approval by the Technical Council regarding facilities, presentation formats and logistics.
- c. Be an ex officio member of the Organization and Procedures Committee.
- d. Be responsible for orienting Technical Sessions Committee members (TCPCs).
- e. Serve as representative of the Technical Council to the Power & Energy Magazine Editorial Board.
- f. Serve as a representative to the PES Long Range Planning Committee.

4.3.1.3 Secretary

4.3.1.3.1 Qualifications and Appointment

The Secretary shall be appointed by the Technical Council Chair with approval by the Power & Energy Society President. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.3.2 Term

The Secretary serves for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4 . 3 . 1 . 4 .

4.3.1.3.3 Duties

The Secretary shall:

- a. Record the minutes of all Technical Council meetings and, after approval by the Chair, distribute them to all Council members.
- b. With the Chair of the Technical Council, prepare meeting agendas in advance of all Council meetings and send them to all members.
- c. Prepare, conduct and report the results of all balloting carried out by the Technical Council.
- d. Assume the duties of the Vice Chair of the Technical Council when the latter is temporarily unable to do so.
- e. Serve as Chair of the Organization and Procedures Committee.

4.3.1.4 Progression of Officers

The normal length of service for each Technical Council officer is two years, with progression from Secretary to Vice Chair to Chair over a six-year period. The PES President, at his or her discretion, may alter this succession by modifying the length of service or appointing new officers, as circumstances require.

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4.3.2 Technical Council Members

The Chairs of each Technical, Coordinating, and Standing Committee will represent that Committee on the Technical Council. They shall be members in good standing of the IEEE and the PES.

4.3.3 Duties as Technical Council Members

- a. Attend Technical Council meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.
- b. Render reports to the Technical Council as directed by its Chair.
- c. Make timely response to any Technical Council ballots.
- d. Report relevant Technical Council deliberations and decisions to their Operating committee.

4.3.4 Technical Council Task Forces

4.3.4.1 Definition of a Task Force

To carry out its assigned responsibilities, the Technical Council may find it necessary to organize one or more Task Forces comprised of members (and when necessary, non-members) of the Power & Energy Society. Within the Technical Council, the following definition shall apply:

Technical Council Task Force - one or more individuals appointed by the Chair of the Technical Council to investigate, evaluate and recommend action to the Technical Council on special matters brought before it.

The task force name will normally include the subject area for which it was created or assigned.

While there is no established limit to the number of members of a Task Force, 3 to 10 members may be considered an ideal size for efficient Task Force operation.

Where competing viewpoints exist regarding the subject matter, capable representatives of each viewpoint should be invited to serve.

4.3.4.2 Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Technical Council Task Force is determined by the Technical Council Chair.

The scope of activity, or responsibilities, of a task force may be amended, or otherwise altered at any time deemed advisable by the Technical Council Chair. Usually, amendments are made for the purpose of enhancing the accomplishment of the original assignment, or for the introduction of additional related subjects for consideration by the Task Force.

4.3.4.3 Appointment of Task Force Chair and Members

The Chair of a Technical Council Task Force is appointed by the Technical Council Chair. Members of a Technical Council Task Force may be appointed by the Technical Council Chair or the Task Force Chair with the approval of the Technical Council Chair.

4.3.4.3.1 Eligibility and Qualifications

Although not mandatory, it is desirable that the chair and members of a Technical Council Task Force be existing or former members of the Technical Council and have a basic familiarity with Technical Council goals and methods of operation. Other persons having

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expertise in specific areas within the scope of a Task Force may be appointed to its membership when this can enhance or improve the functioning of the Task Force. The chair shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.4.3.2 Term of Office

The Chair and the members of Technical Council Task Forces serve at the discretion of the Technical Council Chair or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the Technical Council.

4.3.4.4 Meetings

Depending on the nature of its scope and membership representation, much of the work of a Technical Council Task Force may be accomplished by correspondence. However, meetings may be called by the Task Force Chair on an as needed basis. The Task Force Chair will normally attend meetings of the Technical Council and report on the status or progress of work assigned to the Task Force.

4.3.4.5.1 Duties of the Chair of a Technical Council Task Force

The Chair of a Technical Council Task Force shall:

- a. Ensure that the Task Force carries out its assigned tasks in an efficient and timely manner.
- b. Preside at meetings of the Task Force, if applicable.
- c. Attend meetings of the Technical Council and bring to the attention of the Council the results of Task Force activities and deliberations, and make recommendations to the Council for action.
- d. Assist the Chair of the Technical Council in all activities relevant to the mission of the Task Force.

5. Liaisons

5.1 Technical Council Liaison Representatives

The PES Technical Council may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest. This information exchange is accomplished through liaison representatives, appointed by the Technical Council Chair with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the Technical Council on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on PES Technical Council activities.

5.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the Technical Council Chair.

6. Procedures

6.1 Quorum

Fifty percent (50%) of the voting membership of the Technical Council shall constitute a quorum.

6.2 Voting Requirements

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those Technical Council members present at the time of the vote, provided a quorum is present. Notification of the potential for action shall be included on any distributed agendas for meetings. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval by electronic ballot.

Approval of an electronic ballot requires an affirmative vote by a majority of all Technical Council members. The results of the vote shall be promptly communicated to the members and shall be retained with the Technical Council meeting minutes.

6.3 Amendments to the Organization and Procedures Manual

Any member of the Technical Council may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Committee. The proposed amendment shall be reviewed by this committee and balloted in accordance with 6.2. If approved, it shall be submitted for final approval by the officers of the Technical Council. Upon final approval, the Organization and Procedures Committee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Technical Council members. A marked-up copy of the document showing changes made shall also be submitted to the Standards Board Audit Committee secretary for review.

6.4 Exceptions to Procedures by Technical and Coordinating Committees

The organization of the Technical and Coordinating Committees and their Subcommittees, membership procedures, pattern and style of meetings, and other activities, may vary from committee to committee. This may be due to historical patterns or best perceived means to fill the needs of the segment of the industry of interest. Technical and Coordinating Committees desiring to change their organization or procedures in a manner that departs from this Procedures Manual, may do so upon approval of the Technical Council.

The Chair of the Technical or Coordinating Committee shall prepare a written request stating the exception desired and the reason for the exception and send it to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. The Committee will present its recommendation at the next regularly scheduled meeting of the Technical Council. The requested exception will be voted upon at the Technical Council meeting and the results noted in the minutes. If changes are made to the Technical Committee's operating procedures related to standards activities, after Technical Council approval, the changes shall be submitted by the Technical Committee to the IEEE-SA Standards Board's Audit Committee for its review and acceptance.

Any change made to the Technical Committee's procedures, related to standards activities or not, shall be deemed to be approved by the IEEE-SA Standard Board's Audit Committee until the Technical Council shall be notified in writing by the Audit Committee of the nonapproval of a change, and the reasons therefor.

6.5 Changes in Scope of Technical and Coordinating Committees

Technical Committees desiring to effect a change in Committee scopes or add to or subtract from their present committee organization must prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

The Organization and Procedures Committee will attempt to resolve any conflicts and then present its findings to the Chair of the Technical Council. The Chair of the Organization and Procedures Committee (the Technical Council Secretary) will review the recommendations with the Chair of the Technical Committee which proposed the change and the chairs of any other committees which are affected in a further attempt to resolve any conflicts.

The Chair of the Technical Council will then direct the Secretary to conduct a letter or electronic ballot on the final wording of the scope change. The Secretary will report the results of the ballot at the next meeting of the Technical Council.

Power & Energy Society Executive Office will be notified of the revision by the Secretary. The official scopes of the Power & Energy Society Technical and Coordinating Committees and their Subcommittees are kept by the Chair of the Organization and Procedures Committee.

6.6 Procedure for Forming a New Committee

New committees are formed when one of the existing committees splits due to increased work load, or because none of the existing committees sufficiently covers the technical area that the new committee is to address. Those seeking to form a new committee must go through several steps to be recognized by the Power & Energy Society.

6.6.1 Scope Development and Presentation to Technical Council Organization and Procedures Committee

The first step in forming a new committee requires the writing of a scope for the new committee giving the overall technical area that it proposes to cover. The scope, together with a list of subcommittees and their scopes are submitted to the PES Technical Council Organization and Procedures Committee. This committee will review the scope and determine if it is accurate and does not overlap the technical area of interest of other committees. The Organization and Procedures Committee then votes on the formation of the new committee and, if approved, brings this motion to the Technical Council.

6.6.2 Technical Council Approval

The Technical Council is then balloted on the concept of the new committee. If the scope of the new committee has been reviewed and approved by the Organization and Procedures Committee, then it is balloted at this time as well. If not, a follow-up ballot for the scope can be conducted. The ballot is conducted by the Technical Council Secretary; a simple majority is required for passage.

6.6.3 Governing Board Presentation

After Technical Council approval, the Chair of the Technical Council will present the title of the new committee to the Governing Board for approval and will present the scopes for information.

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6.6.4 Approval of New Committee Officers

Following title approval by the Governing Board, a slate of recommended officers for the new committee shall be forwarded to the Technical Council Chair as soon as possible for approval. Also, an Organization and Procedures Manual for the committee shall be drafted as soon as possible and submitted to the Technical Council Organization and Procedures Committee for review and approval.

6.7 Procedure for Discharging a Committee

Committees may be considered for termination when the technical area that the committee addresses becomes so large that its work must be divided among several committees, when a committee's scope is seen as overlapping that of another, when a committee's work attracts insufficient interest to maintain viability, or when a committee is seen as "inactive." The committee is formally discharged by the Technical Council, although the action cannot normally be taken without the involvement of the officers of the committee.

6.7.1 Initial Request to Technical Council Organization and Procedures Committee

Following a vote to terminate the committee (see 6.7.3), the Chair of the committee shall submit a request to discharge to the PES Technical Council Organization and Procedures Committee, with a copy to the Chair of the Technical Council. If the request comes from outside the committee, it must have the support of at least two members of IEEE PES in good standing.

There is no particular format that the request must take, but it should at least identify the interest of the requester and the reason for the request. For example, if the requester is not the committee chair, the request should say why the requester is concerned with the matter (he or she might chair another committee with overlapping scope).

Technical Council Organization and Procedures Committee will review the request and determine if it is reasonable and justifiable. Factors that Technical Council Organization and Procedures Committee shall consider in their evaluation include

- a. whether the Committee has been productive (of Standards, papers, or other such product)
- b. whether the Committee has been responsive (and if not, whether a new instruction to be responsive or a change of officers would better accomplish Technical Council objectives)
- c. whether the committee itself wishes to be discharged
- d. whether there is any ongoing work (such as an IEEE SA Project Authorization Request) that will need to be reassigned.

If, after evaluation, Technical Council Organization and Procedures Committee approves the request, it will bring this as a motion to the Technical Council. If Technical Council Organization and Procedures Committee does not approve, the requester is so informed.

6.7.2 Intent Notification to Technical Committee members

Assuming Technical Council Organization and Procedures Committee approval, the Technical Council shall notify its members of the motion to terminate the committee activities. The notification must include a statement of the committee's scope, together with a list of subcommittees and their scopes, the reasons for the discharge, and the Technical Council Organization and Procedures Committee evaluation of the factors listed above.

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6.7.3 Technical Council Ballot

After adequate time is allowed for consideration of the matter, the Technical Council is then balloted on the question of discharging the committee. The ballot is conducted by the Technical Council Secretary; and a majority of those voting is required for passage. See also 6.1 and 6.2.

6.7.4 Governing Board Presentation

After the Technical Council vote, the Chair of the Technical Council will present the result of the ballot to the Governing Board. If the Technical Council votes to retain the committee, this notification is for information purposes only. If the Technical Council votes to discharge the committee, the Governing Board is asked for approval.

6.7.5 Actions of the Officers

After Governing Board approval, the Chair of the Technical Council will inform the Committee Chair of the decision. The Committee Chair in turn will inform the officers and members of the committee.

It shall be the responsibility of the officers to return to the Committee Secretary all documents and files pertaining to the committee's work, and that of its subcommittees and working groups. Included in this collection of information shall be

- a. PAR paperwork that is still active (if any)
- b. committee membership list
- c. a report on the status of any papers being reviewed
- d. any correspondence, especially any that is active

The last act of the Committee Secretary as an officer of the committee shall be to deliver all the committee material to the Secretary of the Technical Council, with recommendations for its ultimate disposition.

6.8 Procedure for the Endorsement of Fellow Award Nominations

IEEE Fellow is a distinction reserved for select IEEE members whose extraordinary accomplishments in any of the IEEE fields of interest are deemed fitting of this prestigious grade elevation. It is the duty of the Technical Committees to nominate individuals within their committees to this prestigious membership level.

The procedure for recommendations for Fellow Awards is outlined in the following directive from the PES Executive Board in the following link:

<http://www.ieee-pes.org/professional-development/fellow-nomination>

6.9 Standards

The Standards development activities of the IEEE Power & Energy Society are performed by the Technical Committees of the IEEE PES. The Technical Council is responsible for coordination of the standards activities of the Technical Committees of the Power & Energy Society. The Technical Committees serve as the "Sponsor" within the context of the IEEE Standards Association. Each Technical Committee shall submit Policy and Procedures for the Technical Committee. The Sponsor Policy and Procedures of the Technical Committee shall conform to the Baseline Procedures established by the Standards Board of the IEEE Standards Association. These procedures are available at the IEEE-SA website, <http://standards.ieee.org/about/sasb/audcom/bops.html>

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In addition to the Sponsor Policy and Procedures for standards development, there shall be a Working Group Policy and Procedures maintained by each Technical Committee and available on their web page.

6.10 Technical Council Policy Statements

Statements on policy issues that fall within the scope of the PES shall be developed by the appropriate Technical committee with the involvement of entities outside PES as appropriate. Any statement shall be submitted to the Technical Council Chair and PES President for informational purposes. A statement intended for adoption as an official policy of the PES shall be submitted to the Secretary of the Technical Council, who will conduct a Technical Council ballot of the proposed statement. Approval requires a majority vote in accordance with 6.1. The Technical Council Secretary shall then forward the statement to the PES Board of Governors for final approval. Section 15 of IEEE Policies shall be followed in the development and approval of all Technical Council policy statements.

7. Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council

7.1 Technical Committees

The Technical Committees of the Technical Council shall be:

- a. Analytics Methods for Power Systems
- b. Electric Machinery
- c. Energy Development & Power Generation
- d. Energy Storage & Stationary Battery
- e. Insulated Conductors
- f. Nuclear Power Engineering
- g. Power System Communications and Cybersecurity
- h. Power System Dynamic Performance
- i. Power System Instrumentation and Measurement
- j. Power System Operations, Planning and Economics
- k. Power System Relaying and Control
- l. Smart Buildings, Loads and Customer Systems
- m. Substations
- n. Surge Protective Devices
- o. Switchgear
- p. Transformers
- q. Transmission & Distribution

The scope of each Technical Committee is established by Technical Council (See Section 6.1.1), and may be changed in accordance with the procedures of Section 6.5.

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7.1.1 Organization and Procedures Manual

Each individual Technical Committee shall have an Organization and Procedures Manual formatted after this document. The Organization and Procedures Manual shall be submitted to the Technical Council Organization and Procedures Committee for review. The Technical Council Organization and Procedures Committee will make its recommendation to the Technical Council, which will vote on approval of the document.

Each individual Technical Committee that develops and maintains Standards, Guides, Recommended Practices and Trial-Use standards shall also have a Working Group Procedures and Policies Manual and a Sponsor Procedures and Policies Manual per the requirements of the Standards Association Standards Board. See section 6.9 for details.

To be in compliance as a technical or coordinating committee of the IEEE PES Technical Council all technical and coordinating committees are required to keep accurate and up to date membership and meeting attendance records of their committees, subcommittees, working groups and task forces using the Association Management System selected by the IEEE PES Technical Council.

7.1.2 Qualifications and Eligibility of Technical Committee Members

Technical Committee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee.

The members of each IEEE Technical Committee are appointed by the Chair of that Committee. Selection and continuation of Technical Committee memberships shall be determined by meeting all of the following qualifications:

- a. Technical competence in the particular branch of engineering as specified in the scope of the Technical Committee.
- b. Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in the review and discussions of technical papers, and presentations thereof.
- c. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.
- d. Continued participation in Technical Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member or Working Group member.
- e. Contributing regularly as a member of a Subcommittee during an apprenticeship determined by the Technical Committee. A minimum apprenticeship of one year is required.
- f. Returning all ballots on Technical Committee issues regularly and on time.
- g. Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee of the Technical Committee.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his/her Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or

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non-participating member by sending written notification to the affected member, stating the specific reasons for termination, and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why the individual should be reinstated.

7.1.3 Appointment of Technical Committee Officers

The Chair, Vice-Chair and Secretary of each Technical Committee are recommended by the incumbent Chair of that Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council.

7.1.4 Technical Committee Officer Terms of Office

The Technical Committee Chair's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chair of the Technical Council to be in the best interests of the Technical Committee.

The Technical Committee Vice-Chair's term of office is one year with reappointment for a maximum of two years. The Technical Committee Secretary's term of office is one year with reappointment for maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chair to Chair in a six-year time span, unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

7.1.5 Technical Committee Officer Duties

7.1.5.1 Technical Committee Chair

The Technical Committee Chair shall:

- a. Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees. In conducting meetings, the Chair shall:
 - 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 Sponsor as a means of resolving all issues
 - Prioritize objectives to best serve the group and the goals
- b. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes as outlined in Section 6.5 of this procedure.
- c. Monitor the desirability of forming new Subcommittees and disbanding them as necessary.

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- d. Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- e. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society.
- f. Encourage members of the Committee to schedule and participate in technical sessions at General and regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g. Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE-SA Standards Board Operations Manual.
- h. Promote power and energy education within the scope of the Technical Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power and energy and request (through the Power Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering Education Committee.
- i. Furnish planning support to the Technical Council in the assigned technical areas.
- j. Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k. Ensure that the Technical Committee has a valid and current Organization and Procedures Manual that has been reviewed by the Technical Council Organization and Procedures Committee and approved by the Technical Council.
- l. Designate Technical Committee representatives to the Coordinating Committees listed in 7.2 and to the Standing Committees listed in 7.3. The representative to the Standards Coordinating Committee shall also serve as the Standards Coordinator (see 6.9) for the Technical Committee.

The Chair will be responsible for the following activities, but may reassign them to other Technical Committee members.

- m. Serve as Chair of the Administrative or Executive Subcommittee of the Technical Committee.
- n. Review IEEE position papers as assigned by the Chair of the Technical Council.
- o. Promote individual and committee recognition of significant achievements in the Committee.
- p. Provide training for new Working Group Chairs and orientation for new members.

7.1.5.2 Technical Committee Vice-Chair

The Vice-Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- b. Represent the Technical Committee on the Technical Sessions Committee. This duty and related responsibilities are normally delegated to the Technical Committee Program

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Chair. See 8.1.2.2.

7.1.5.3 Technical Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Record the minutes of the Technical Committee meetings and distribute them to the Technical Committee members.
- b. Prepare Technical Committee meeting agendas and send them to all Technical Committee members in advance of meetings.
- c. Plan, prepare and issue notices of Technical Committee meetings to all Technical Committee members.
- d. Keep the Technical Committee, Subcommittee, and Working Group rosters up to date and distribute them to all Technical Committee members annually. Submit rosters of individuals participating in standards projects to the IEEE Standards Department on an annual basis. The Technical Committee Secretary is responsible for submitting the committee's directory to the Secretary of the Technical Council by October 15th of each year.
- e. Keep records of attendance at all Technical Committee meetings.

7.1.6 Technical Committee Subcommittees

7.1.6.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the respective Technical Committee.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his/her Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of an inactive or non-participating member by sending written notification to the affected member.

7.1.6.2 Appointment of Technical Committee Subcommittee Chair

The Chair of a Subcommittee is either appointed by the Chair of the respective Technical Committee or by vote within the subcommittee with notification given to the Chair of the Technical Council. The Chair's term of office is one year with reappointments with a suggested maximum of three years. The Chair of a Subcommittee shall be a member of the respective Technical Committee.

7.1.6.3 Duties of Technical Committee Subcommittee Chairs

The duties of the Subcommittee Chairs are:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Technical Committee Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the Technical Committee Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.

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- c. Call and preside at the meetings of their subcommittee. In conducting meetings, the Subcommittee Chair shall follow the listed requirements of 7.1.5.1
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g. Handle the review of technical papers sent to the subcommittee by the Technical Committee Editor.
- h. If appropriate, recommend papers each year for consideration for awards.
- i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of Technical Committee or in writing to the Technical Committee Chair when so requested.
- j. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Technical Committee meeting minutes.
- k. Recommend members of their subcommittee for membership on the Technical Committee.
- l. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- m. Canvass members annually to determine the member's continued interest in the subcommittee.
- n. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.
- o. Prepare Annual Report information and give to Technical Committee Secretary.

7.1.7 Technical Committee Administrative Subcommittee

An Administrative Subcommittee of the Technical Committee may be formed, consisting of (as a minimum) the Committee's Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair, and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the Subcommittees and serve as a means of discussion and communication.

7.1.8 Technical Committee Subcommittee Working Group

7.1.8.1 Qualifications and Eligibility of Working Group Members

Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments. A Working Group member is a participator.

Working Group members need not be a member of the Power & Energy Society but are encouraged to be members in good standing of the Society. The members of the Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his/her membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to

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discontinue the membership of an inactive or non-participating member by sending written notification to the affected member. The level of activity required to retain membership is at the discretion of the Working Group Chair.

7.1.8.2 Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member in good standing of the Society and meet the requirements of the Technical Committee. Furthermore, the Working Group Chair should possess the following:

- a. Technical Ability: The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. The Chair must have reasonable level of expertise within the Working Group's subject of assignment.
- b. Procedural Experience: The Working Group Chair should have been actively participating in Technical Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- c. Personal Characteristics: The Working Group Chair should be articulate and an innovative contributor. The Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion and should have excellent verbal and written communication skills.

In conducting meetings, the Working Group Chair shall follow the requirements listed in 7.1.5.1. Additional guidance for working group chairs in properly conducting business and understanding the process of standards development can be obtained in the IEEE Standards Companion and/or at the IEEE-SA Standards Development Online web site at http://standards.ieee.org/resources/development/wg_dev/meetings.html.

7.1.8.3 Appointment of Technical Committee Subcommittee Working Group Chair

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the respective Technical Committee. The Chair of a Working Group shall be a member of the respective Subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request, or for a suggested term of three years for standing working groups.

7.2 Coordinating Committees

The Coordinating Committees of the Technical Council shall be:

- a. Intelligent Grid & Emerging Technologies
- b. Marine Systems
- c. Wind & Solar Power

7.2.1 Organization of Coordinating Committees

The Coordinating Committee shall be organized as a Technical Committee and as described in Sections 7.1 through 7.1.8.

7.2.2 Intent and Purpose of Coordinating Committees

The focus and intent of the Coordinating Committee shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Coordinating Committee's focus is broad and generally covers technical interests that are covered by more than one Technical Committee.

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7.2.3 Coordinating Committee Membership

At a minimum, the membership of each Coordinating Committee shall include the appointed officers and one official representative from each Technical Committee (see 7.1.5.1). Other members may be appointed in accordance with the Coordinating Committee's Organization and Procedures Manual.

7.2.4 Activities of Coordinating Committees

The Coordinating Committees shall:

- a. Establish venues for joint technical projects between Technical Committees
- b. Conduct symposia of common interest between Technical Committees
- c. Recommend the development of Standards, Guides, and Recommended Practices to specific Technical Committees, or if necessary, pursue such development within auspices of the Coordinating Committee, upon approval of the Technical Council.
- d. Ensure full coordination is achieved between various Technical Committees on technical issues that span more than one Technical Committee

7.3 Standing Committees

The Standing Committees of the Technical Council shall be:

- a. Awards
- b. Standards Coordinating
- c. Technical Sessions
- d. Technical Council Organization and Procedures

7.3.1 Organization of Standing Committees

The Standing Committees shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

7.3.2 Intent and Purpose of Standing Committees

The focus and intent of the Standing Committees shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Standing Committee's focus is on the administrative matters of the Technical Council.

7.3.3 Standing Committee Membership

Membership of each Standing Committee shall include the appointed officers and one official representative from each Technical Committee (see 7.1.5.1(l)).

7.3.4 Activities of Standing Committees

The Standing Committees shall:

- a. Work to ensure that the goals and administrative requirements of the Technical Council, which are under the purview of the standing committee, are achieved in a timely and effective manner.
- b. Support the Technical Council Chair's administrative program.
- c. Provide advice and feedback to the Technical Council Chair on administrative matters pertaining to the Standing Committee's purview.

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7.4 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to Technical Committees, Subcommittees and Working Groups. For example, physicists and mathematicians are frequently called upon, in the basic science fields, to supplement the work of those Committees and Subcommittees. Therefore, individual experts and liaison representation from other organizations are encouraged where appropriate.

7.5 Honorary Membership

Technical Committees may, at their option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a regular member and shall have demonstrated a high level of participation and be generally recognized for his/her contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

7.6 Corresponding Membership

The Technical Committees may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. Corresponding Members may participate in all Technical Committee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Technical Committee.

Corresponding Members may be appointed by the Chair of the Technical Committee, with notification given to the Chair of the Technical Council. The qualifications and eligibility for membership, and continued membership, are the same as for regular Technical Committee members, with the exception of the requirement of regular attendance at meetings.

If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels.

8. Technical Council Meetings and Publications Responsibilities

8.1 General Meetings

8.1.1 Technical Program Committee for a General Meeting

Each general meeting will have a Technical Program Chair with a committee which has responsibility for the technical program for that specific meeting. The Technical Program Committee for a general meeting will be organized not less than 18 months in advance of the meeting date. This committee will consist of Technical Committee Program Chairs (TCPCs) drawn from each of the technical committees. This committee will have sole responsibility for the design and implementation of the technical program for that one meeting, not multiple meetings.

8.1.1.1 Technical Program Chair

8.1.1.1.1 Qualifications and Appointment

The Technical Program Chair is jointly appointed by the Vice President, Meetings Activities, and the Vice President, Technical Activities at least 18 months in advance of a general meeting date. The Technical Program Chair should be experienced in organizing the technical content for a major PES conference and should be a person recognized for

diligence in organizing such work.

8.1.1.1.2 Term

The Technical Program Chair is appointed for a two-year period. The first 18 months is spent prior to a general meeting in organizing the meeting technical content and the remaining 6 months after the meeting in helping the Technical Program Chair for the succeeding meeting, after this all duties cease.

8.1.1.1.3 Duties

The Technical Program Chair shall:

- a. Seek the advice and input of the Technical Committees to identify the theme of the particular conference and the technical tracks to address the preferred subjects. The theme is important and could somewhat be tied to the time and/or the location of the conference. Realistically, the number of tracks should not be more than four.
- b. Publish the call for papers not later than a year ahead of the conference date and preferably one year ahead of the deadline of the paper submission date. The call for papers shall clearly state the theme for the conference and the technical tracks to address the preferred subjects.
- c. Coordinate and guide the Technical Council Program Committee activities to achieve the objectives of the conference.
- d. Coordinate and finalize the conference technical program.
- e. Liaise with the local organizing committee to achieve a harmonized flow of the technical events along the tracks specified.
- f. Report regularly and at the end of the conference to the Technical Council and the Governing Board on the progress and recommendations for future events.

8.1.2 Technical Committee Program Chairs (TCPCs)

8.1.2.1 Qualifications and Appointment

Each Technical Committee Program Chair shall be a member in good standing of one of the technical committees (see also 7.1.5.2 b). The appointment of the Technical Committee Program Chairs for each technical committee will be via nomination by the Technical Committee Chair, with approval by the Technical Council Technical Sessions Committee Chair.

8.1.2.2 Duties

The Technical Committee Program Chairs shall:

- a. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.
- b. The primary task of the TCPC is the review and scheduling of Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and approves or disapproves the proposed paper. The Technical Council PC has no duties regarding review or approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.

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- c. Review submitted panel session and special educational session summaries for adequate presentation of the ideas and concepts being presented in the session.
 - d. Coordinate the meeting room requests for PES meetings. Normally the meeting room request will come from either the IEEE PES Executive Office or the designated PES meeting room coordinator for the specific meeting.
- 8.1.3 General Meetings Scheduling

Because of the need to meet publication deadlines for the advance program, the final program and the General Meeting Proceedings, the Technical Council will establish the dates which must be met by the Technical Sessions Committee prior to each general meeting. The schedule is circulated by the TCPC Chair to all TCPCs. Process information is found at the PES website http://www.ieee.org/portal/index.jsp?pageID=pes_home (Add the TCPC document here and then insert a link to the document here.)

8.2 Special Technical Conferences

The Power & Energy Society sponsors several special technical conferences. The TCPC's may be called upon to review papers for special technical conferences and should follow procedures for these reviews that are similar to the review of papers for the general meetings. The schedule milestones for special technical conferences are determined by the conference technical committee and do not conform to the schedules in section 8.1.3 above. The details and schedules for each special technical conference are determined by the conference technical committee.