



Satellite Technical Committees

# **ORGANIZATION AND PROCEDURES MANUAL**

Approved by IEEE PES: 14 February 2023

Updated: 13 December 2023

# IEEE POWER & ENERGY SOCIETY SATELLITE TECHNICAL COMMITTEE ORGANIZATION AND PROCEDURES MANUAL

## Table of Contents –

1	Purpose of the IEEE PES Satellite Technical Committees	5
2	Purpose of the Organization and Procedures Manual	5
3	Scope of the IEEE PES Satellite Technical Committees	5
4	Officers and Other Positions of the IEEE PES Satellite Technical Committees	5
	4.1 IEEE PES Satellite Technical Committee Liaison Representatives	5
	4.2 Term and Appointment of Officers	5
	4.3 Removal of Officers	5
	4.4 Duties of Officers	5
	4.5 Chair	6
	4.6 Vice Chair	6
	4.7 Secretary	7
	4.8 Liaison to the IEEE PES Technical Committee	7
	4.8.1 Term and Appointment of Liaison	7
	4.8.2 Liaison Roles and Responsibilities	7
	4.9 IEEE PES Satellite Technical Committee Members	7
	4.10 IEEE PES Satellite Technical Committee Advisory Members	7
5	Subcommittees of the IEEE PES Satellite Technical Committees	8
	5.1 Scope	8
	5.2 Subcommittee Membership	8
	5.2.1 Appointment of the Subcommittee Chair	8
	5.2.2 Duties of the Subcommittee Chair	8
6	Procedures	9
	6.1 Quorum	9
	6.2 Voting Requirements	9
	6.3 Amendments to the Organization and Procedures Manual	9
	6.4 Standards Development	9
	6.5 Meetings and Events	9
	6.6 Committee Rosters	10

## 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 Purpose of IEEE PES Satellite Technical Committees**

The Satellite Technical Committees of the IEEE Power & Energy Society (PES) are committees typically but not necessarily aligned with a Technical Committee of the IEEE PES. The IEEE PES Satellite Technical Committees report to the IEEE PES Localized Technical Activities Committee which reports to the IEEE PES Vice President of Technical Activities. The IEEE PES Satellite Technical Committees do not report to the IEEE PES Chapters Council, however the council may provide recommendations and support to the IEEE PES Satellite Technical committee as directed and when requested by the IEEE PES Localized Technical Activities Committee.

The naming convention for IEEE PES Satellite Technical Committees shall be as follows: IEEE PES Country/Region followed by Satellite Technical Committee-Name. Example: IEEE PES China Satellite Technical Committee-AMPS or IEEE PES Region 9 Satellite Technical Committee-T&D.

The IEEE PES Satellite Technical Committees, with the direction and coordination of the IEEE PES Localized Technical Activities Committee, shall participate in the following activities:

- a. Promote the understanding of power and energy engineering
- b. Promote the contributions of the power industry
- c. Promote IEEE PES Membership
- d. Hold forums or education on IEEE PES Standards activities from any of PES Technical Committees, pending their review and approval
- e. Support power and energy engineering education
- f. Seek and promote electric and energy utility and supplier industry management support for Society activities
- g. Support and promote chapter activities.
- h. Support elevation of Member to Senior Member and Senior Member to IEEE Fellow

It is important to note that IEEE PES Satellite Technical Committees are not standards development committees for IEEE PES, but they are encouraged to propose standards development activities as described in Clause 6.4.

Oversight of all standards-related activities is managed by the aligned PES Technical Standards Committee.

The IEEE PES Satellite Technical Committees may be dissolved at any point, as per the discretion of the IEEE PES Localized Technical Activities Committee and in accordance with the guidelines and policies that govern them.

## **2 Purpose of the Organization and Procedures Manual**

The purpose of the IEEE PES Satellite Technical Committees Organization and Procedures Manual (O&P Manual) is to provide information to officers and members of the IEEE PES Satellite Technical Committees and subcommittees to assist them in understanding and liaising effectively with the IEEE PES Localized Technical Activities Committee and the IEEE PES Technical Committee that the IEEE PES Satellite Technical Committee is aligned with, how they should operate, and the governance and oversight by IEEE PES. In addition to this manual, all IEEE PES Satellite Technical Committees shall abide by guidelines and rules as described in IEEE and IEEE PES governing documents and operating manuals.

### **3 Scope of the IEEE PES Satellite Technical Committees**

The IEEE PES Satellite Technical Committees shall report their scope to the IEEE PES Localized Technical Activities Committee for approval. Their scope, once approved, shall be shared with the respective IEEE PES Technical Committee they align with.

### **4 Officers and Other Positions of the IEEE PES Satellite Technical Committees**

#### **4.1 Officers of the IEEE PES Satellite Technical Committees**

The Officers of the IEEE PES Satellite Technical Committees shall be as follows: Chair, Vice Chair, and Secretary (collectively, Officers). All Officers shall be a member of any grade (except students) in good standing of the IEEE PES.

#### **4.2 Term and Appointment of Officers**

The Officers of the IEEE PES Satellite Technical Committees shall be approved by the IEEE PES Localized Technical Activities Committee for appointment. Officers shall serve a two-year term and shall not serve more than one term in a position.

The Vice Chair shall progress automatically to Chair after their term as Vice Chair is complete.

If progression is not feasible and a position becomes vacant before the end of the term, a temporary appointment shall be made by the IEEE PES Localized Technical Activities Committee. Recommendation may come from the Satellite Committees themselves, or the IEEE PES Chapters Council if requested, to fill the position for the remaining time left on that term. Filling a vacated role for the remainder of a term does not count as a term for that individual.

The IEEE PES Satellite Technical Committee may recommend its Officers to the IEEE PES Localized Technical Activities Committee for approval.

#### **4.3 Removal of Officers**

Any of the Officers may be removed by the IEEE PES Localized Technical Activities Committee. 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. If necessary, the PES Governing Board may remove an officer at their discretion.

#### **4.4 Duties of Officers**

The Officers shall manage the day-to-day work and activities of the IEEE PES Satellite Technical Committee. Specific duties for each officer are described below and may change from time to time based on the needs of the committee or as prescribed by the IEEE PES Localized Technical Activities Committee.

#### **4.5 Chair**

The Chair shall:

- a.** Have general supervision of the affairs of the IEEE PES Satellite Technical Committee according to all relevant policies and procedures.
- b.** Preside at the meetings of the IEEE PES Satellite Technical Committee using consensus building process.
- c.** Lead the activity of the IEEE PES Satellite Technical Committee according to all relevant policies and procedures.
- d.** Be objective and unbiased.

- e. Entertain motions but not make motions and use Roberts Rules of Order to run their meetings.
- f. Delegate necessary functions to their participants.
- g. Ensure all parties have the opportunity to express their views (openness).
- h. Set goals and deadlines and adhere to them.
- i. Be knowledgeable in IEEE and IEEE PES processes and parliamentary procedures and ensure that the processes and procedures are followed.
- j. Attend all committee and subcommittee meetings.
- k. Be an ex-Officio member of all subgroups of the IEEE PES Satellite Technical Committee
- l. Report and provide reports to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities when requested or required.
- m. Propose subcommittees, as needed and with approval of the Members of the IEEE PES Satellite Technical committee.

#### 4.6 Vice Chair

The Vice-Chair shall:

- a. Assist the Chair in their duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform their duties.
- b. Be knowledgeable in IEEE and IEEE PES processes and parliamentary procedures and assist the Chair in ensuring the processes and procedures are followed.
- c. Attend all IEEE PES Satellite Technical Committee meetings.
- d. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.

#### 4.7 Secretary

The Secretary shall:

- a. Record the minutes of all IEEE PES Satellite Technical Committee or subcommittee meetings.
- b. After approval by the Chair, distribute the minutes to the IEEE PES Localized Technical Activities Committee and to all IEEE PES Satellite Technical Committee members.
- c. With the Chair prepare meeting agendas in advance of all IEEE PES Satellite Technical Committee meetings.
- d. Schedule meetings in coordination with the Chair and distribute a meeting notice at least 30 calendar days before the meeting.
- e. Distribute the meeting agenda at least 14 calendar days before the meeting – notification of the potential for action shall be included on any distributed agendas for meetings.
- f. Create and maintain the IEEE PES Satellite Technical Committee membership roster.
- g. Be responsible for the management and distribution of IEEE PES Satellite Technical Committee policies and procedures.

- h. Maintain lists of unresolved issues, action items, and assignments.
- i. Attend and record attendance of all attendees at IEEE PES Satellite Technical Committee meetings and subcommittee meetings.
- j. Maintain the committee roster and distribute it, as required, to the IEEE PES Localized Technical Activities Committee.
- k. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.

#### 4.8 Liaison to the IEEE PES Technical Committee

##### 4.8.1 Term and Appointment of the Liaison

The Liaison to the IEEE PES Technical Committee with which the IEEE PES Satellite Technical Committee aligns shall be approved by the IEEE Localized Technical Activities Committee. If necessary, the Localized Technical Activities Committee may approach the IEEE PES Chapters Council to recommend the liaison.

The Liaison to the IEEE PES Technical Committee may serve a two-year term with the ability to serve two consecutive terms.

##### 4.8.2 The Liaison to the IEEE PES Technical Committee shall:

- a. Attend all IEEE PES Satellite Technical Committee meetings.
- b. Report the IEEE PES Satellite Technical Committee's work back to the IEEE PES Technical Committee with which they align.
- c. Distribute the minutes from all IEEE PES Satellite Technical Committee and subcommittee meetings to the IEEE PES Technical Committee with which they are aligned.
- d. Attend all meetings of the IEEE PES Technical Committee with which they are aligned and report the activities back to the IEEE PES Satellite Technical Committee.
- e. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.
- f. The Liaison to the IEEE PES Technical Committee should also attend all subcommittee meetings.

#### 4.9 IEEE PES Satellite Technical Committee Members

Requirements for attaining and continuing voting membership in the IEEE PES Satellite Technical Committee shall include all of the following:

- a. A demonstrated interest and knowledge of the field of the IEEE PES Satellite Technical Committee as expressed by professional activities.
- b. Technical competence in one or more particular branch of engineering as specific in the scope of the IEEE PES Satellite Technical Committee
- c. Attendance at a minimum of two meetings of the IEEE PES Satellite Technical Committee in a one-year timeframe. Participating virtually counts towards the attendance requirement. Membership shall be granted upon request once attendance requirements are met.
- d. Voting membership shall be granted to those participants attending the first meeting of a newly chartered IEEE PES Satellite Technical Committee.
- e. Be a member of any grade (including students) in good standing of the IEEE PES.

- f. Those that meet these requirements and are categorized as Committee Members are eligible to vote on any IEEE PES Satellite Technical Committee and subcommittee matters.

#### 4.10 IEEE PES Satellite Technical Committee Advisory Members

Advisory Members shall:

- a. Have the right to attend IEEE PES Satellite Technical Committee and subcommittee meetings.
- b. Those that meet these requirements and are categorized as Advisory Members are ineligible to vote on any IEEE PES Satellite Technical Committee and subcommittee matters.
- c. Be reserved for non-members of the IEEE PES that are interested in participating and deemed by the IEEE PES Satellite Technical Committee Officers as being a valuable contributor to the committee's work.

### 5 Subcommittees of the IEEE PES Satellite Technical Committees

#### 5.1 Scope

The scope of each Subcommittee is established by the IEEE PES Satellite Technical Committee the subcommittee is under and shall be approved by the IEEE PES Localized Technical Activities Committee.

#### 5.2 Subcommittee Membership

Subcommittee members shall be a member of any grade (including students) in good standing of the IEEE PES and meet the requirements for membership in the IEEE PES Satellite Technical Committees. The members of the Subcommittees are appointed by the Officers of the Subcommittee with notification to the Chair of the IEEE PES Satellite Technical Committee.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. The Subcommittee roster will be distributed to the IEEE PES Localized Technical Activities Committee annually.

#### 5.3 Appointment of Subcommittee Chair

The selection of the Subcommittee Chair is initiated by the IEEE PES Satellite Technical Committee Officers who nominate a person as a potential candidate for the position. The nomination shall be approved unanimously by the officers. The nomination is then reviewed and approved by the IEEE PES Localized Technical Activities Committee.

##### 5.3.1 Duties of Subcommittee Chairs

The Subcommittee Chair shall:

- a. Supervise the affairs of the Subcommittee, under the general direction and guidance of the IEEE PES Satellite Technical Committee Chair.
- b. With the approval of the IEEE PES Satellite Technical Committees Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the Subcommittee.
- c. Call and preside at the meetings of the Subcommittee.
- d. Report on the activities of the Subcommittee to the IEEE PES Satellite Technical Committee as requested.



- e. Submit minutes of the meetings of the Subcommittee for inclusion in the IEEE PES Satellite Technical Committee meeting minutes and reports.
- f. Prepare an Annual Report of activities and information to provide the IEEE PES Satellite Technical Committee.

## 6 Procedures

### 6.1 Quorum

Fifty percent (50%) of the voting membership of the IEEE PES Satellite Technical Committee 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 IEEE PES Satellite Technical Committee 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 IEEE PES Satellite Technical Committee members. The results of the vote shall be promptly communicated to the members and shall be retained with the IEEE PES Satellite Technical Committee meeting minutes.

### 6.3 Amendments to the Organization and Procedures Manual

Any member of the Satellite Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the IEEE PES Satellite Technical Committee. The proposed amendment shall be reviewed by the IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities, and if they believe that these amendments should be incorporated, they shall be forwarded to the IEEE PES Governing Board for approval.

### 6.4 Activities Related to IEEE Standards

IEEE PES Satellite Technical Committees do not engage in standards development activities but can provide input into the development of standards by other committees as needed.

If an IEEE PES Satellite Technical Committee identifies a need for a standards development project, the following process shall be followed:

1. If there is a PES Technical Standards Committee that aligns with the IEEE PES Satellite Technical Committee, then the approved Liaison (See Clause 4.8) shall submit the project proposal to the PES Technical Standards Committee's Chair and/or Standards Coordinator using the IEEE PES EPM Guidelines for Project Proposal Submission. The project proposal shall be sent also to IEEE PES and IEEE SA via the email [pes-epm-proposal@ieee.org](mailto:pes-epm-proposal@ieee.org). The PES Technical Committee will review the project proposal and provide feedback to the IEEE PES Satellite Technical Committee using the IEEE PES Entity Process Review guidelines.
2. If the IEEE PES Satellite Technical Committee does not align with a PES Technical Standards Committee, then the IEEE PES Satellite Technical Committee shall submit the project proposal to the IEEE PES EPM Committee

using the IEEE PES EPM Guidelines for Project Proposal Submission. The EPM Committee will assign one or more PES Technical Standards Committees to review the proposal, each of which will review the project proposal and provide feedback to the IEEE PES Satellite Technical Committee via the IEEE PES EPM Committee using the IEEE PES Entity Process Review guidelines.

The PES Technical Committee will provide IEEE Standards Association with details on proposed standard development projects that are rejected.

#### 6.5 Meetings and Events

All meetings and events of the IEEE PES Satellite Technical Committees and subcommittees shall be submitted to and approved by the IEEE PES Localized Technical Activities Committee, with support from the local IEEE Sections and Chapters, if needed. No meeting or event shall be announced, marketed or promoted until approval has been granted. Once approved, IEEE PES will post information about all approved IEEE PES Satellite Technical Committee and subcommittee meetings on its website.

#### 6.6 Committee Rosters

All IEEE PES Satellite Technical Committee and subcommittee rosters shall be submitted to the IEEE PES Localized Technical Activities Committee annually for the upcoming year, no later than the end of January. Committee rosters shall include all Officers, the Liaison, Members and Advisory Members. IEEE PES will keep track and maintain the list of all IEEE PES Satellite Technical Committee rosters, and what is kept on file with IEEE PES will be deemed the official committee roster.