

**[COMMITTEE NAME]**

**ORGANIZATION AND PROCEDURES MANUAL**

Approved by Technical Council: Date (Day, Month, Year)

**Template Note: Instructions are provided in red bold text throughout. All instructions (including this one) should be deleted from the final document prior to submission to Technical Council for review. This version of the O&P Template is specific to Technical and Coordinating Committees that do NOT participate in standards-development activities. For Technical Committees that do participate in standards-development activities, refer to the O&P manual template for standards development committees.**

**IEEE POWER & ENERGY SOCIETY [COMMITTEE NAME]**

**ORGANIZATION AND PROCEDURES MANUAL**

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**REFERENCES**

1. IEEE-SA Standards Board Operations Manual

<http://standards.ieee.org/develop/policies/opman/>

1. IEEE-SA Standards Board Style Manual

<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>

1. IEEE PES Committee Directory (Sign in Required)

<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>

1. Technical Sessions Guide for the Presenter

<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>

1. Technical Sessions Guide for the Session Chair

<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>

1. IEEE Power & Energy Society Publication Guide

<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

# Introduction

**Section 1 shall not be modified except as follows:**

* **Replace [Committee Name] with the name of the technical committee. If there is an abbreviation for the full Committee Name, add the abbreviation in parenthesis following the first instance of the Committee Name and then use the abbreviation thereafter.**

The [Committee Name] of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The [Committee Name] functions within the scope of the Technical Council of the IEEE PES (Technical Council). The [Committee Name] reports to the Technical Council on matters concerning membership, recognition, scope and the coordination of PES-generated technical publications. For publications relating to its scope, the [Committee Name] works directly with the PES Vice President of Publication.

The [Committee Name], in support of PES and with the direction and coordination of the Technical Council, shall participate in the following activities:

1. Promote the understanding of power and energy engineering
2. Promote the contributions of the power industry
3. Support power and energy engineering education
4. Seek and promote electric and energy utility and supplier industry management support for Society activities
5. Support and promote chapter activities.

These operating procedures outline the orderly transaction of business for the [Committee Name]. Several documents take precedence in the following order:

1. New York State Not-for-Profit Corporation Law
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. IEEE Board of Directors Resolutions
7. IEEE Standards Association Operations Manual
8. IEEE-SA Board of Governors Resolutions
9. IEEE-SA Standards Board Bylaws
10. IEEE-SA Standards Board Operations Manual
11. IEEE-SA Standards Board Resolutions
12. IEEE Power & Energy Society Constitution and Bylaws
13. PES Technical Council Organization & Procedures Manual
14. PES Technical Committee Organization & Procedures Manual
15. Robert’s Rules of Order (newly revised)

# Purpose of the Organization and Procedures Manual

**Section 2 may not be modified.**

The purpose of the [Committee Name] Organization and Procedures Manual (O&P Manual) is to provide information to officers and members of the [Committee Name] and its subcommittees and working groups, to assist them in understanding and working effectively with the [Committee Name] and its superior and subordinate organizations for all matters other than standards development.

# Scope and Officers of the [Committee Name]

Section 3 may be modified to reflect the specific scope and organization of the Technical Committee and to add duties to the officers.

There are four roles required for every committee that are assigned at the discretion of the committee. These roles are described below. The language below should be inserted either into section 3.2 under the officer that serves in the role, or into section 6 under the subcommittee that performs the role.

Role 1: Serve as a member of the Technical Council. Represent the [Committee Name] at Technical Council meetings, make such reports as required, and report to the [Committee Name] all relevant decisions and deliberations of the Technical Council that impact the mission of the [Committee Name] and its various activities. Represent the [Committee Name] on the Technical Council Organization and Procedures Standing Committee.

Role 2: Serve as the Technical Committee Program Chair (TCPC) for the [Committee Name]. The TCPC shall:

* 1. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or “tracks” for upcoming meetings.
	2. Review and schedule 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 TCPC 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.
	3. Facilitate review of papers for special technical conferences following similar procedures as those used for papers for the general meeting. The details and schedules for each special technical conference are determined by the conference technical committee.
	4. Coordinate [Committee Name] meeting room requests, if any, for PES meetings.

Role 3: Serve as the [Committee Name] representative on the Technical Council Awards Standing Committee.

Role 4: Serve as the Standards Coordinator for the [Committee Name]. The Standards Coordinator shall represent the [Committee Name] on the Technical Council Standards Coordinating Standing Committee. The role of the Standards Coordinator is to be aware of and provide input into the development of standards by other committees that overlap with the scope of the [Committee Name].

## Scope of the [Committee Name]

**Insert the scope of the technical committee here**

## Officers of the [Committee Name]

**Example text is provided throughout this section, but all text may be modified. Note: All roles should include a term limit. Progressive roles typically utilize a two-year term per role.**

The officers of the [Committee Name] shall be as follows: Chair, Vice Chair, Secretary and Treasurer (collectively, Officers). All officers shall be a member of any grade (except students) in good standing of the IEEE PES.

### Term and Appointment of Officers

The selection of a new secretary is initiated by the Officers who nominate a person as a potential candidate for the position. The nomination must be approved unanimously be the Officers. The nomination is then reviewed by the Administrative Subcommittee. If the nomination is not approved unanimously by the Administrative Subcommittee, but only be a majority, the [Committee Name] Chair shall make the final decision. If the majority of the Administrative Subcommittee members reject the nomination, the Officers shall nominate a different candidate.

The [Committee Name] Secretary shall be a member of the [Committee Name] with at least X years of active service in the [Committee Name] and must have experience in a position of leadership within the [Committee Name].

The [Committee Name] Officers progress automatically from Secretary to Vice-Chair to Chair, in a X-year time span. Progression occurs at X-year intervals.

If progression is not feasible and a position other than the chair becomes vacant before the end of the term, a temporary appointment shall be made by the chair to fill the position for a period of up to 12 months. For longer vacancies, the selection process described above shall apply. If the office of the chair becomes vacant, the Vice-Chair shall assume the office of Chair until an appointment can be made using the process described above.

### Removal of Officers

Any of the Officers may be removed by a two-thirds vote of the voting members of the [Committee Name]. 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.

### Duties of Officers

The Officers shall manage the day-to-day work and activities of the [Committee Name]. Specific duties for each officer are described below.

#### Chair

The Chair shall:

1. Have general supervision of the affairs of the [Committee Name] according to all relevant policies and procedures.
2. Preside at the meetings of the [Committee Name].
3. Lead the activity of the [Committee Name] according to all relevant policies and procedures.
4. Be objective and unbiased.
5. Entertain motions but not make motions.
6. Delegate necessary functions.
7. Ensure all parties have the opportunity to express their views.
8. Set goals and deadlines and adhere to them.
9. Be knowledgeable in IEEE processes and parliamentary procedures and ensure that the processes and procedures are followed.
10. Attend all Administrative Subcommittee meetings.
11. Be an ex-Officio member of all subgroups of the [Committee Name].
12. Obtain approval from the Technical Council on joint projects with organizations outside of the PES but internal to IEEE.

#### Vice Chair

**If the Committee has a Vice-Chair, modify this section to reflect the duties of the Vice-Chair. If there is no Vice-Chair role, delete this section.**

The Vice-Chair shall:

1. Assist the Chair in his/her duties and assume the Chair’s responsibilities whenever the Chair becomes unable to perform the duties.
2. Be knowledgeable in IEEE processes and parliamentary procedures and assist the Chair in ensuring the processes and procedures are followed.
3. Attend all [Committee Name] meetings.

#### Secretary

**If the Committee has a Secretary, modify this section to reflect the duties of the Secretary. If there is no Secretary role, delete this section.**

The Secretary shall:

1. Record the minutes of all [Committee Name] Administrative Subcommittee meetings and, after approval by the Chair, distribute them to all administrative members.
2. With the Chair of the [Committee Name], prepare meeting agendas in advance of all [Committee Name] Administrative Subcommittee meetings and send them to all administrative members.
3. Prepare, conduct and report the results of all balloting carried out by the Administrative Subcommittee.
4. Assume the duties of the vice Chair of the Technical Council when the latter is temporarily unable to do so.
5. Schedule meetings in coordination with the Chair and distribute a meeting notice at least 30 calendar days before the meeting.
6. Distribute the agenda at least 14 calendar days before the meeting – notification of the potential for action shall be included on any distributed agendas for meetings.
7. Create and maintain the membership roster.
8. Be responsible for the management and distribution of [Committee Name] documentation.
9. Maintain lists of unresolved issues, action items, and assignments.
10. Attend and record attendance of all attendees at [Committee Name] meetings and Administrative Subcommittee meetings.
11. Maintain a current list of the names of voting members and distribute it to the members upon request.
12. Forward all changes to the roster of voting members to the Chair.

A person may simultaneously hold the positions of Secretary and Treasurer.

#### Treasurer

**If the Committee has a Treasurer, modify this section to reflect the duties of the Treasurer. If there is no Treasurer role, delete this section.**

The Treasurer shall:

1. Maintain a budget.
2. Control all funds, including any into and out of the [Committee Name] bank account.
3. Follow IEEE policies concerning meetings and finances.
4. Attend Administrative Subcommittee meetings and present a Treasurer’s report.

#### Past Chair

**If the Committee assigns duties to one or more Past Chairs, list those duties in the section below. If there are no Past Chair roles, delete this section.**

## [Committee Name] Members

**This section may be modified.**

Requirements for attaining and continuing membership in the [Committee Name] shall include all of the following:

1. A demonstrated interest and knowledge of the field of the [Committee Name] as expressed by professional activities.
2. Technical competence in one or more particular branch of engineering as specific in the scope of the [Committee Name].
3. Attendance at a minimum of X meetings of the [Committee Name] in a X year timeframe.
4. Attendance at a [Committee Name] meeting via teleconferencing and/or electronic means may count towards the attendance requirement.

# Liaisons

**This section may be modified.**

## [Committee Name] Liaison Representatives

The PES [Committee Name] 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 [Committee Name] Chair with the agreement and approval of the other group with which the liaison is to be established and with the concurrence of the [Committee Name] Administrative Subcommittee, if it exists. The liaison representative will provide reports to the [Committee Name] 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 [Committee Name] activities.

## Liaison Term of Office

The term of office for liaisons is at the discretion of the [Committee Name] Chair with the concurrence of the [Committee Name] Administrative Subcommittee but should not exceed the term of the Chair. Liaisons may be reappointed for subsequent terms.

# Procedures

## Quorum

**This section may be modified.**

Fifty percent (50%) of the voting membership of the [Committee Name] shall constitute a quorum.

## Voting Requirements

**This section may be modified.**

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those [Committee Name] 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 [Committee Name] members. The results of the vote shall be promptly communicated to the members and shall be retained with the [Committee Name] meeting minutes.

## Amendments to the Organization and Procedures Manual

**This section may be modified.**

Any member of the [Committee Name] may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the [Committee Name]. The proposed amendment shall be reviewed by the Administrative Subcommittee and balloted in accordance with 5.2. If approved, it shall be submitted for final approval by the officers of the [Committee Name]. Upon final approval, the Chair will incorporate the amendment into the Organization and Procedures Manual and will submit a redlined version of the revised manual to the Secretary of the PES Technical Council for distribution to all members of the PES Technical Council for comment and balloting in accordance with the IEEE PES Technical Council Organization and Procedures Manual.

## Exceptions to Procedures

**This section may NOT be modified.**

If the [Committee Name] desires to make an exception to its organization or procedures in a manner that departs from this Procedures Manual, it may do so upon approval of the Technical Council.

The Chair of the [Committee Name] 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.

## Changes in Scope of [Committee Name]

**This section may NOT be modified.**

To affect a change in scope or add to or subtract from the present committee organization, the [Committee Name] shall prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee (the Technical Council Secretary) with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

## Procedure for the Endorsement of Fellow Nominations

**This section is optional, depending on if the Committee incorporates this function into the Committee, and may be modified.**

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. The [Committee Name] supports the nomination of individuals within their committee by [insert a description of the Committee’s process].

The procedure for [Committee Name] endorsement for Fellow nominations is outlined in the following directive from the PES Executive Board in the following link:

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

## Standards Development

**This section may NOT be modified. This template is for use by committees that do NOT develop standards.**

The [Committee Name] does not engage in standards development activities but can provide input into the development of standards by other committees as needed.

# Subgroups of the [Committee Name]

## Subcommittees

**This section should be modified to list the names of the subcommittees of the Committee and their scopes.**

The name(s) and scope of the Subcommittee(s) of the [Committee Name] shall be:

1. Administrative Subcommittee: Refer to Section 6.1.5
2. [Insert names and scopes of other Subcommittees]

The scope of each Subcommittee is established by the [Committee Name] and may be changed by submitting a written recommendation to the Chair of the [Committee Name]. The written request will be evaluated and balloted by the Administrative Subcommittee according to the requirements in Section 5.2.

### Subcommittee Membership

**This section may be modified.**

Subcommittee members shall be members in good standing of the IEEE PES and meet the requirements for membership in the [Committee Name]. The members of the Subcommittees are appointed by the Officers of the Subcommittee with notification to the Chair of the [Committee Name].

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.

### Appointment of Subcommittee Chair

**This section may be modified.**

The selection of the Subcommittee chair is initiated by the [Committee Name] Officers who nominate a person as a potential candidate for the position. The nomination must be approved unanimously by the officers. The nomination is then reviewed by the Administrative Subcommittee. If the nomination is not approved unanimously by the Administrative Subcommittee, but only by majority, the [Committee Name] Chair shall make the final decision.

The Subcommittee chair shall be a member of the [Committee Name] and must have demonstrated clear leadership potential and qualities within the [Committee Name], e.g., serving on or chairing a task force or working group.

### Duties of Subcommittee Chairs

**This section may be modified.**

The Subcommittee Chair shall:

* + - 1. Supervise the affairs of their subcommittee, under the general direction and guidance of the [Committee Name] Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
			2. With the approval of the [Committee Name] Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
			3. Call and preside at the meetings of their subcommittee.
			4. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
			5. Be alert to new technical problems that need to be worked on by their subcommittee.
			6. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
			7. Report on the activities of the subcommittee and its working groups, either verbally at meetings of [Committee Name] or in writing to the [Committee Name] Chair when so requested.
			8. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the [Committee Name] meeting minutes.
			9. Recommend members of their subcommittee for membership on the [Committee Name].
			10. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
			11. Canvass members annually to determine the member's continued interest in the subcommittee.
			12. Notify a new member of a subcommittee following the appointment.
			13. Prepare Annual Report information and give to [Committee Name] Secretary.

### [Committee Name] Administrative Subcommittee

**This section may be modified.**

An Administrative Subcommittee of the committee may be formed, consisting of (as a minimum) the Officers as defined in Section 3.1 and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the [Committee Name] and serve as a means of discussion and communication.

## Working Groups

**This section may be modified.**

### Definition of a Working Group

If the [Committee Name] or any of its Subcommittees find it necessary to organize one or more working groups, the following definition shall apply:

Working Group – two or more individuals responsible for a defined outcome and for responding to views and objections thereon.

The Working Group name will normally include the subject area for which it was created.

There is no established limit to the number of members of a working group.

### 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 PES but are encouraged to be members in good standing of the PES. 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 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.

### Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member 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.

### Appointment of Working Group Chair

The selection of a working group chair is initiated by the Subcommittee Chairs by nominating a person as a potential candidate for the position. The nomination must be approved unanimously by the [Committee Name] Officers. The nomination is then reviewed by the Administrative Subcommittee. If the nomination is not approved unanimously by the Administrative Subcommittee, but only be a majority, the [Committee Name] Chair shall make the final decision.

## Task Forces

**This section may be modified.**

### Definition of a Task Force

To carry out its assigned responsibilities, the [Committee Name] or any of its Subcommittees or working groups (also referred to as the parent group of the Task Force) may find it necessary to organize one or more task forces. Within the [Committee Name], the following definition shall apply:

Task Force - two or more individuals appointed by the Chair of either the [Committee Name] or the subcommittee or working group under which the task force is formed to investigate, evaluate and recommend action 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.

While there is no established term for a Task Force, it is generally a fixed term not to exceed X years.

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

### Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Task Force is determined by the chair of the parent group forming the task force and shall be clearly communicated in writing to the chair of the task force as well as recorded in the minutes of the meeting during which the task force is formed, or, in cases where a task force is formed between regular meetings, in the minutes of the next regular meeting of the parent group.

The scope of activity, or responsibilities, of a task force may be amended, or otherwise altered at any time deemed advisable by the chair of the parent group that formed the task force. 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.

### Eligibility and Qualifications of Task Force Chair and Members

Although not mandatory, it is desirable that the chair and members of a task force be existing or former members of the parent group that formed the task force and have a basic familiarity with [Committee Name] goals and methods of operation. Other persons having 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 PES.

### Appointment of Task Force Chair and Members

The chair of a task force is appointed by the chair or the parent group forming the task force. Members of a task force shall be appointed by the chair of the parent group or the Task Force Chair with the approval of the chair of the parent group. Individual members of the parent group may request membership in the task force by making such requests known to the chair of the parent group and such membership requests shall not be arbitrarily denied.

### Term of Office

The chair and the members of Task Forces serve at the discretion of the chair of the parent group that formed the task force or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the parent group.

### Meetings

Depending on the nature of its scope and membership representation, much of the work of a 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 parent group that formed the task force and report on the status or progress of work assigned to the Task Force.

### Duties of the Chair of a Task Force

The Chair of a Task Force shall:

* + - * 1. Ensure that the Task Force carries out its assigned tasks in an efficient and timely manner.
				2. Preside at meetings of the Task Force, if applicable.
				3. Attend meetings of the parent group that formed the task force and bring to the attention of the parent group the results of Task Force activities and deliberations and make recommendations to the parent group for action.
				4. Assist the chair of the parent group that formed the task force in all activities relevant to the mission of the Task Force.