

IEEE POWER & ENERGY SOCIETY
ELECTRIC MACHINERY COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL
Revision: March 11, 2016

Approved:

K. Haran, Chair
IEEE PES Electric Machinery Committee

IEEE POWER & ENERGY SOCIETY
ELECTRIC MACHINERY COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL

Table of Contents

SUBJECT.....	PAGE
1. PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL	4
2. IEEE ELECTRICAL MACHINERY COMMITTEE SCOPE.....	4
2.1 SCOPES OF SUBCOMMITTEES	5
2.1.1 <i>Administrative Subcommittee (ADSCOM)</i>	5
2.1.2 <i>Generators Subcommittee</i>	5
2.1.3 <i>Materials Subcommittee</i>	6
2.1.4 <i>Motors Subcommittee</i>	6
2.1.5 <i>Renewable Energy Machinery and Systems Subcommittee</i>	6
2.2 CHANGES IN SCOPE OF THE ELECTRICAL MACHINERY COMMITTEE	7
3. ORGANIZATION	7
4. RESPONSIBILITIES OF THE ELECTRICAL MACHINERY COMMITTEE	7
5. OFFICERS	8
5.1 APPOINTMENT OF COMMITTEE OFFICERS	8
5.2 TERM OF OFFICE.....	8
5.3 AUTOMATIC PROGRESSION OF OFFICERS	8
5.4 TEMPORARY APPOINTMENTS TO VACANCIES	9
5.5 REMOVAL OF OFFICERS.....	9
5.6 RESPONSIBILITIES OF OFFICERS.....	9
5.6.1 <i>Chair</i>	9
5.6.2 <i>Vice Chair</i>	11
5.6.3 <i>Secretary/Meeting Coordinator</i>	11
5.6.4 <i>Standards Coordinator</i>	12
6. MEMBERSHIP.....	13
6.1 ELECTRICAL MACHINERY COMMITTEE MEMBERS (VOTING MEMBERS).....	13
6.2 ELIGIBILITY AND QUALIFICATIONS	13
6.3 AFFIRMATION, TERMINATION, AND REINSTATEMENT OF MEMBERSHIP	13
6.4 VOTING MEMBERSHIP ROSTER.....	14
6.5 CORRESPONDING MEMBERSHIP.....	14
6.6 HONORARY MEMBERSHIP	14
6.7 PARTICIPATION BY NON-MEMBERS OF IEEE	15
7. SUBCOMMITTEES.....	15
7.1 APPOINTMENT OF SUBCOMMITTEE CHAIR.....	15
7.2 DUTIES OF THE SUBCOMMITTEE CHAIR.....	15

Electrical Machinery Committee Organization & Procedures Manual March 2016

7.3	ELIGIBILITY AND QUALIFICATIONS OF SUBCOMMITTEE MEMBERS (OTHER THAN ADSCOM).....	16
7.4	ADMINISTRATIVE SUBCOMMITTEE (ADSCOM) MEMBERSHIP	16
8.	WORKING GROUPS	17
9.	MEETINGS	17
9.1	QUORUM	17
9.2	CONDUCT	17
9.3	EXECUTIVE SESSION.....	17
10.	VOTE	17
10.1	VOTING BETWEEN MEETINGS	18
11.	PROCEDURES	18
11.1	ENDORSEMENT OF FELLOW AWARD.....	18
11.2	AWARDS, RECOGNITION AND PRIZE PAPER WORKING GROUP	19
11.3	EVALUATION AND PRESENTATION OF TECHNICAL PAPERS	19
	<i>11.3.1 Responsibility for Evaluation of Conference Papers</i>	<i>19</i>
	<i>11.3.2 PES Transactions</i>	<i>19</i>
	<i>11.3.3 Other Technical Papers.....</i>	<i>20</i>
	<i>11.3.4 Technical Paper Review Procedure</i>	<i>20</i>
	<i>11.3.5 Technical Paper Presentations.....</i>	<i>20</i>
12.	COMMUNICATIONS	20
12.1	FORMAL INTERNAL COMMUNICATION	20
12.2	EXTERNAL COMMUNICATION.....	20
	<i>12.2.1 Committee and subgroup public statements.....</i>	<i>20</i>
	<i>12.2.2 Subgroup public statements.....</i>	<i>21</i>
13.	TASK FORCE, WORKING GROUP, & SUBCOMMITTEE PUBLICATIONS	21
ANNEX A	REFERENCES	22
ANNEX B	ELECTRICAL MACHINERY COMMITTEE ORGANIZATION CHART	23

1. Purpose of the Organization and Procedures Manual

This manual defines the organization of the IEEE Power and Energy Society Electric Machinery Committee (the Committee), the scopes of the Committee and its Subcommittees, and the duties of the Committee officers, Subcommittee chairs and Working Group chairs. Membership qualifications for the Committee, the subcommittees, and the working groups are stipulated, and certain relevant operating procedures, are defined.

An organization chart of the Committee is included as Annex B to this document. The Committee's administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All officers shall begin their terms on that date and serve for the prescribed term.

2. IEEE Electric Machinery Committee Scope

The scope of the Committee encompasses the Committee's and its Subcommittees' technical responsibilities. Subcommittees, in addition to their technical responsibilities, have direct responsibility for remaining cognizant of social implications, the environment, esthetics, increased employment, and other matters as related to the practice of electrical engineering.

- a. Treatment of all matters related to the requirements, research, development, application, design, construction, operation, characterization, modeling, control and supervision of electrical machinery associated with rotational or translational motion, conversion of electric energy into other forms of energy, or the transmission of mechanical energy using an electric link through rotating and linear machinery. Included is treatment of the following:
 - Synchronous machines
 - Induction machines
 - DC and permanent magnet machines
 - Switched reluctance machines
 - Synchronous reluctance machines
 - Motor generator sets
 - Rotating frequency changers
 - Electric couplings, brakes and dynamometers
 - Magneto-hydrodynamic energy conversion ducts
 - Insulation, magnetic, conductor, and super conductor materials as used in electrical machinery
 - Linear motors
 - Hydro generators
 - Steam turbine generators

Electrical Machinery Committee Organization & Procedures Manual March 2016

- Gas turbine generators
 - Wind turbine generators
 - Power electronics adjustable speed drives applications
 - Effects of adjustable speed drives on rotating machine components
 - Other emerging electric machine types
- b. Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guidelines and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related to items within the Scope above.
- c. Liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of items within the Scope above.

2.1 Scopes of Subcommittees

2.1.1 Administrative Subcommittee (ADSCOM)

- a. Development and administration of the policy and general affairs of the Committee.
- b. Long range planning and coordination of the activities of the Committee and its Subcommittees.
- c. Provides guidance to obtain uniformity in the process of developing and revising Standards and coordinates cross-subcommittee activities.
- d. Maintain liaison with other technical committees, societies, groups and associations.
- e. Periodically review Committee structure and scope, and Subcommittee scopes to ensure that objectives are being met. Assist the Committee Chairperson in identifying any necessary organizational changes.

2.1.2 Generators Subcommittee

- a. Treat all matters in which the dominant factors are the requirements, research, development, application, design, construction, testing, operation, characterization, modeling, control, and supervision of synchronous generators, rotating as well as linear, both with and without power electronic speed conversion equipment, dc generators and asynchronous generators.
- b. Review and revise test codes as required and provide recommendation for all revisions of standards applicable to this Subcommittee.
- c. Sponsor papers, panels, technical conferences, and sessions in the field of generators as described in paragraph (a).
- d. Establish and maintain liaison with other technical societies, associations, committees, and groups concerned with generators of all kind.

Electrical Machinery Committee Organization & Procedures Manual March 2016

2.1.3 Materials Subcommittee

- a. Treat all matters in which the dominant factors are the requirements, research, development, application, design, manufacture, and testing of insulating, magnetic and conductor materials used in electrical machinery.
- b. Review and revise test codes as required, and provide recommendations for all revisions to standards, recommended practices, and guides within its scope.
- c. Sponsor papers, panels, technical conferences, and sessions in the field of insulating, dielectric, conductor, superconductor and magnet materials related to electrical machinery to keep engineers current with the developments in these fields.
- d. Establish and maintain liaison with other technical societies, associations, committees, and groups concerned with insulating, magnetic and conductor materials used in electrical machinery as required to support and advance the purpose and scope of the main Committee.

2.1.4 Motors Subcommittee

- a. Treat all matters in which the dominant factors are the requirements, research, development, application, design, construction, testing, operation, characterization, modeling, control, and supervision of integral horsepower polyphase induction machinery, rotating as well as linear, both with and without power electronic speed conversion equipment, as well as dc and permanent magnet machinery and their associated drive systems, including brushless dc motor systems and all permanent magnet machinery systems and synchronous motors.
- b. Review and revise test codes as required and provide recommendations for all revisions of standards applicable to this Subcommittee.
- c. Sponsor papers, panels, technical conferences and sessions in the field of motors as described in paragraph (a).
- d. Establish and maintain liaison with other technical societies, associations, committees, and groups concerned with electrical motors of all kind, as required to support and advance the purpose and scope of the main Committee.

2.1.5 Renewable Energy Machinery and Systems Subcommittee

- a. Treat all matters in which the dominant factors are the requirements, research, development, application, design, construction, testing, operation, characterization, modeling, control, and supervision of electrical machines used in renewable energy systems such as wind, ocean and solar. This includes existing and potential systems as well as micro and commercial sizes. The specific tasks assigned to this subcommittee include:
 - Design, modeling, operation, control and stability of renewable energy machines
 - Maintenance and operation requirements for renewable machines

Electrical Machinery Committee Organization & Procedures Manual March 2016

- Integration of renewable machines into power grids
 - Impact of grid operations on renewable energy machines
 - Mitigation of varying and cyclic effects of renewable energy machines
 - Grid code requirements and compliance for renewable energy machines
- b. Review and revise test codes as required and provide recommendation for all revisions of standards applicable to this Subcommittee.
 - c. Sponsor papers, panels, technical conferences, and sessions in the field of renewable energy machines as described in the previous paragraph.
 - d. Establish and maintain liaison with other technical societies, associations, committees, and groups concerned with renewable energy machines of all kind.

2.2 Changes in Scope of the Electrical Machinery Committee

The scope of the Committee is reviewed annually and any proposed changes are discussed and approved at the annual Electrical Machinery Committee meeting. The changes are then submitted to the Power & Energy Society (PES) Technical Council Organization and Procedures Committee for review and final approval.

3. Organization

The Committee shall consist of the officers (see Section 5), Subcommittee chairs and Working Group chairs, liaison representatives, honorary members, and the general (voting) members, for which eligibility, qualifications, and duties are described in Section 6.

4. Responsibilities of the Electrical Machinery Committee

The Committee shall be responsible for at least the following:

- a. Developing proposed IEEE standards and ensuring that they are within its scope.
- b. Initiating and overseeing ballots of proposed IEEE standards within its scope.
- c. Maintaining the standards developed by the Committee in accordance with the IEEE-SA Standards Board Operations Manual.
- d. Responding to requests for interpretations of the standards developed by the Committee.
- e. Acting on other matters requiring Committee effort, as provided in these procedures.
- f. Cooperating with other appropriate standards development organizations.
- g. Protecting against actions taken in the name of the Committee without proper authorization.
- h. Limiting distribution of the membership roster to appropriate parties.
- i. Promote and coordinate activities in its scope.

Electrical Machinery Committee Organization & Procedures Manual March 2016

- j. Sponsor technical sessions and Special Technical Conferences alone or jointly either with other committees of PES or with other technical organizations.
- k. Review and grade technical papers.
- l. Initiate, propose, and/or process awards for Committee, Subcommittee, and Working Group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources.
- m. Offer cooperation with local sections/chapters of the IEEE PES.
- n. Select session chairs and be responsible for presentation of papers at meetings designated by PES.
- o. Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power & Energy Society Newsletter or to the Power & Energy Review, as appropriate.
- p. Encourage all who are qualified to seek membership in the Power & Energy Society and the Electrical Machinery Committee.
- q. From time to time, as determined in cooperation with Technical Council, present at a General Meeting of the Institute a report including a brief resume of the progress of the art in the field of electric machines. The object of these reports is that they may be authoritative sources of information on history of electrical engineering development.

5. Officers

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

5.1 Appointment of Committee Officers

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

5.2 Term of Office

The Chair, Vice-Chair, and Secretary/Meeting Coordinator serve for terms of two years.

The Standards Coordinator serves for a term of four years, and may be re-appointed.

5.3 Automatic Progression of Officers

The Committee employs automatic progression of its officers from Secretary/ Meeting Coordinator to Vice Chair to Chair, in a six-year time span.

Electrical Machinery Committee Organization & Procedures Manual March 2016

5.4 Temporary Appointments to Vacancies

If an office becomes vacant due to resignation, removal, lack of nomination or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Section 5.1.

5.5 Removal of Officers

An officer may be removed by a two-thirds vote of the 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.

5.6 Responsibilities of Officers

5.6.1 Chairman

The responsibilities of the Chairman (Chair) shall include:

- a. Lead the activity according to all of the relevant policies and procedures
- b. Form Study Groups, as necessary
- c. Appoint persons or groups with responsibility for interpretations of all approved standards
- d. Be objective
- e. Entertain motions, but not making motions, (The chair shall vote only if necessary to break a tie.)
- f. Not biasing discussions
- g. Delegate necessary functions
- h. Ensure that all parties have the opportunity to express their views
- i. Set goals and deadlines and adhering to them
- j. Be knowledgeable in the IEEE standards processes and Robert's Rules of Order and ensuring that these processes and procedures are followed
- k. Seek consensus of the Committee as a means of resolving issues
- l. Prioritize work to best serve the group and its goals
- m. Ensure that the Committee and all subgroups comply with the IEEE-SA Patent Policy
- n. Provide general supervision of the affairs of the Electrical Machinery Committee
- o. The Chair shall preside at the meetings of the Committee and shall be an ex officio member of all of the Committee's subcommittees

Electrical Machinery Committee Organization & Procedures Manual March 2016

- p. Monitor the necessity of changing the scope of the Committee and obtain Administrative Subcommittee approval for such changes
- q. Monitor the desirability of forming new subcommittees and the disbanding of other subcommittees as necessary
- r. 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
- s. Represent or delegate representation of the Committee on the following Technical Council Committees:
 - Organization and Procedures Committee of the Technical Council
 - Technical Sessions Committee
 - Meeting and Marketing Committee
 - Technical Council Awards Committee
- t. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society
- u. 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.
- v. Initiate the development of standards within the scope of the committee documents in accordance with the IEEE-SA Standards Board Policies and Procedures Manual
- w. Promote power engineering education within the scope of the Committee. With the aid of the Power & Energy Education Committee, plan tutorial sessions, publications, working group, subcommittee, and committee educational reports. Prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power & Energy Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power & Energy Education Committee.
- x. Obtain approval from the Technical Council on joint projects with organizations outside of the PES
- y. Attend all EMC, ADSCOM meetings and present a Chair's report.

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

- (i) Review of IEEE position papers as assigned by the Chair of the Technical Council
- (ii) Provide training for new working group chairs and orientation for new members

Electrical Machinery Committee Organization & Procedures Manual March 2016

5.6.2 Vice Chairman

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

The responsibilities of the Vice Chair shall include:

- a. Assist the Chair in all duties
- b. As Technical Committee Paper Coordinator (TCPC), represent the Committee as a member of the Technical Council Technical Sessions Committee at the PES Technical Council Meetings. This function could be delegated to another committee member if practical.
- c. Perform the function of Technical Committee Publications Coordinator for the Committee. Duties include: process the review of technical papers sent to the committee by PES Special Activities; plan the number of technical paper and panel sessions for PES sponsored meetings; plan joint sessions with other Technical Committees, and coordinate these plans with PES Special Activities or the designated PES meeting room coordinator for the specific meeting; and arrange for a Session Chair for each session sponsored by the Committee.
- d. Represent the Committee on the Technical Improvement Committee of the Technical Council
- e. Coordinate the meeting room requests for PES meetings. See the IEEE/PES Technical Council Organization and Procedures Manual for more details
- f. Biannually, in the second year as Vice Chair, reviewing the Committee Organization, Organization and Procedures Manual for currency and accuracy. Preparing revision recommendations for review by the Administrative Subcommittee as required
- g. Preside at all EMC, ADSCOM meetings and present a Vice Chair's report

5.6.3 Secretary/Meeting Coordinator

The responsibilities of the Secretary shall include:

- a. Schedule meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b. Distribute the agenda at least 14 calendar days before the meeting
- c. Record the minutes of the Committee meetings and publishing them within 60 calendar days of the end of the meeting
- d. Record the minutes of the EMC, ADSCOM meetings and distributing them to the members
- e. Keep records of attendance at all Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed

Electrical Machinery Committee Organization & Procedures Manual March 2016

- f. Maintain a current "Invitation List" of Committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings
- g. Keep the Committee, Subcommittee, and Working Group rosters up to date and shall be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory. This information must be submitted by October 15th each year
- h. Be responsible for the management and distribution of Committee documentation
- i. Maintain lists of unresolved issues, action items, and assignments
- j. Maintain a current list of the names of the voting members and distributing it to the members upon request.
- k. At least once every three years, ballot the Committee membership to determine membership status. The ballot should distinguish between those who wish to maintain active status or Honorary Membership (see Subsection 6.6), and those who no longer wish to be a member of the Committee.
- l. Forward all changes to the roster of voting members to the Chair
- m. Attend all ADSCOM meetings and present a Secretary's report

5.6.4 Standards Coordinator

The responsibilities of the Standards Coordinator shall include:

- a. Cognizance of the current status for all standards sponsored by the Committee
- b. Coordinate activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- c. Represent the Committee at the annual Technical Council's Standards Coordinating Committee meeting
- d. Attend all EMC main committee meetings and present a report on document status
- e. Assure all documentation for opening a standard's Project Authorization Request (PAR) is complete and correct by performing a review prior to submission
- f. Assist in the creation of working groups and authorize the working group chair access to the IEEE myBallot process
- g. Attend all meetings of the Committee and report any items requiring immediate or urgent action by the Committee

Electrical Machinery Committee Organization & Procedures Manual March 2016

6. Membership

6.1 Electrical Machinery Committee Members (Voting Members)

The voting members of the Committee are appointed by the Chair, with the concurrence of the Subcommittee Chairpersons and in accordance with Technical Council approval requirements (Section 6.2).

6.2 Eligibility and Qualifications

Selection and continuation of committee membership shall be determined by meeting all of the following qualifications:

- a. Member in good standing of the IEEE Power & Energy Society (PES) and Standards Association (SA).
- b. A demonstrated interest and knowledge of the field of Electrical Machinery as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- c. Technical competence in one or more particular branch (es) of engineering as specified in the scope of the Committee.
- d. Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a two-year apprenticeship period.
- e. Willingness to devote time and effort to contribute to the advance of the art by:
 - Regular attendance at meetings and participation at the Committee, Subcommittee and Working Group level.
 - Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
 - Committing to timely return of Committee ballots.
 - Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member, or Working Group member.
 - Actively participating in balloting of Technical Committee issues. IEEE-SA membership is required for balloting.
 - Regular attendance at meetings. When a member is absent for two consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of extenuating circumstances by the Committee officers.

6.3 Affirmation, Termination, and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications as defined in Section 6.2. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the

Electrical Machinery Committee Organization & Procedures Manual March 2016

Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or nonparticipating 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 he should be reinstated.

6.4 Voting Membership Roster

The roster shall include the following:

- a. Title of the Committee and its designation
- b. Scope of the Committee
- c. Officers: [name, email address, postal address, employer, affiliation]
- d. Other voting members: [name, email address, postal address, employer, affiliation]

6.5 Corresponding Membership

The Chair may offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. The qualifications and eligibility for membership, and continued membership, are the same as for Committee members, with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all 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 Committee.

Corresponding members of a Subcommittee, Working Group, or Task Force may be appointed by the Chair of the Subcommittee, Working Group, or Task Force, with notification given to the Chair of EMC ADSCOM.

6.6 Honorary Membership

Honorary members are appointed by the Chair upon recommendation of the Awards, Recognition and Prize Papers Working Group for those members who meet the criteria. Recommendations for Honorary member can be submitted by any member of the Main Committee. Submissions should be sent to the chair of Awards, Recognition and Prize Papers Working Group.

The Honorary Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a member and shall have demonstrated a high level of participation and be generally recognized for his 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.

Refer to Section 9.1 for how to count honorary members when establishing a quorum.

Electrical Machinery Committee Organization & Procedures Manual March 2016

6.7 Participation by Non-Members of IEEE

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

7. Subcommittees

When one or more Subcommittees are formed specifically to expedite the standards development work of the Committee, their formation, (and later disbandment) shall require approval by a majority vote of the Committee. The Chair of the Committee shall appoint the chair of each Subcommittee. The scope and duties delegated to the Subcommittee shall be approved at the time it is formed, and subsequent changes in scope or duties shall require approval by a majority vote of EMC ADSCOM. EMC ADSCOM shall review the scope, duties, and membership of all standards development Subcommittees annually. The duties of the officers of the Subcommittee are the same in context as that for the Committee officers. Meetings of Subcommittees shall, at a minimum, be held annually.

7.1 Appointment of Subcommittee Chair

All Subcommittee chairs shall be members of the Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointments as appropriate.

7.2 Duties of the Subcommittee Chair

The duties of the officers of the Subcommittee are the same in context as that for the Committee officers

In addition, Subcommittee chairs shall:

- a. Supervise the affairs of their Subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- b. With the approval of the Committee Chair, if required, 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 over the meetings of their Subcommittee.
- 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

Electrical Machinery Committee Organization & Procedures Manual March 2016

- g. Recommend appropriate papers each year for consideration for awards
- h. Report verbally on the activities of the Subcommittee and its Working Groups at meetings of the Committee
- i. Submit minutes of the meetings of their Subcommittee and its working groups, for inclusion in the Committee meeting minutes publishing them within 60 calendar days of the end of the meeting
- j. Recommend members of their Subcommittee for membership on the Committee
- k. Recruit and induct new Subcommittee members and retire members who no longer meet membership requirements
- l. Canvass members annually to determine the member's continued interest in the subcommittee
- m. Notify new Subcommittee members at the time of appointment
- n. Be an active member of the ADSCOM

7.3 Eligibility and Qualifications of Subcommittee Members (other than ADSCOM)

Subcommittee members shall be members of the IEEE Power & Energy Society. The members of a Subcommittee are appointed by the Chair of the Subcommittee upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Committee Chair of his appointments.

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

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member. The returning of surveys and ballots and active contribution are the prime criteria for determining participation and continuation of Subcommittee membership.

7.4 Administrative Subcommittee (ADSCOM) Membership

The membership of ADSCOM consists of the Committee officers, chairs of the respective Subcommittees, Transactions Editors appointed by the Committee and the Past Chairs of the Committee who remain active in the Committee.

The Vice Chair of the Committee serves as the Chair of ADSCOM, and Secretary of the Committee serves as the Secretary of ADSCOM.

The officers may invite others to attend ADSCOM meetings as guests, but who may not vote, e.g., IEEE representatives, IEEE-SA staff, working group chairs, meeting hosts, etc., as the need occurs.

8. Working Groups

Working groups (WG) will operate in accordance with the Policies and Procedures (P&P) for the PES Electric Machinery Committee Working Group. The P&P document describes all aspects of WG operation.

9. Meetings

Electrical Machinery Committee meetings shall be held at least once a year, in conjunction with IEEE PES General Meetings.

All IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session [see Section 9.3].

9.1 Quorum

A quorum must be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Section 11.1. A quorum shall be defined as a majority of the current total voting membership.

Voting members who recuses themselves shall not be counted in the equation to determine whether a quorum exists.

Honorary Members present at meetings shall be counted when determining whether a quorum exists, but when absent Honorary Members shall NOT be counted in the equation to determine the number required to establish a quorum.

9.2 Conduct

Participants shall demonstrate respect and courtesy towards each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

9.3 Executive Session

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

10. Vote

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

These actions include:

- a. Adoption of new or revised Committee procedures, interest categories, or revisions thereof

Electrical Machinery Committee Organization & Procedures Manual March 2016

- b. Formation of a subgroup, including its scope and duties
- c. Disbandment of subgroups
- d. Approval of minutes
- e. Approval of public statements
- f. Approval of change of the Committee scope
- g. Approval of termination of the Committee

10.1 Voting Between Meetings

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

<http://www.ieee.org/web/aboutus/whatis/bylaws/i-300.html>

A motion may be made by any member (except the Chair – see Section 5.6.1) during a meeting of the Committee. A second to the motion by another voting member is required prior to the call for the vote. Motions made by Subcommittees do not require a second. Following the discussion of the motion, if any, the Chair calls for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion and the results of the vote are recorded in the meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter or electronic ballot. Such approvals shall require an affirmative majority vote.

11. Procedures

11.1 Endorsement of Fellow Award

Any request for endorsement (Form B-27) by the PES will be sent to the Chair, or their designee as Fellows Coordinator, by the Chair of the PES Fellows Committee for evaluation and recommendation. If the Committee decides to recommend endorsement, the Chair will submit to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate that are judged to be of such distinction as to warrant the member's evaluation to the grade of Fellow. (Form B-3 should be used as a guide in preparing the brief summary.)

http://www.ieee.org/membership_services/membership/fellows/fellow_nomination_forms.html

Electrical Machinery Committee Organization & Procedures Manual March 2016

11.2 Awards, Recognition and Prize Paper Working Group

- Biennially review accomplishments of Committee and Subcommittee members.
- Evaluate members and make recommendations for awards and recognition for outstanding activities including technical papers, services and other contributions to the profession.
- Prepare nominations for such awards. Provide the liaison with Power and Energy Society Awards and Recognition Department and with its several Committees.
- Assist the Committee Chairperson in evaluation and endorsement of award recognition nominations.
- Appointed membership to the Awards, Recognition and Prize Paper Working Group should include at least one representative from each technical subcommittee.

11.3 Evaluation and Presentation of Technical Papers

11.3.1 Responsibility for Evaluation of Conference Papers

The responsibility for all matters related to the evaluation of conference papers and their presentation at the various IEEE general meetings and conferences throughout the year resides with the Vice Chair of the Committee or his designee. (See Section 5.6.2).

11.3.2 PES Transactions

The Committee Chair, with the concurrence of ADSCOM, will appoint editors for the following areas:

- Synchronous machinery, Induction machinery, DC machinery, Switched and variable reluctance machines, Integral horsepower induction machinery
- Permanent magnet machinery systems, Single phase induction motors
- Motor/generator sets for pumped storage
- Induction generators for grid and isolated applications
- Electronic drives for electric machinery, Power processing equipment
- Insulation for electric machinery
- Application of magnetic materials to electric machinery, Application of superconducting materials to electric machinery
- Electrical machinery theory, Numerical analysis of electric machinery
- Renewable Energy Machines and Systems

The editors serve on the editorial board for Transactions on Energy Conversion and coordinate transaction paper reviews for their technical area.

Electrical Machinery Committee Organization & Procedures Manual March 2016

11.3.3 Other Technical Papers

The Vice Chair of the Committee is responsible for the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE Conference papers. The Vice Chair of the Committee may draw upon the expertise of the committee members for paper review. The Vice Chair may designate a member to serve as a review coordinator for a conference.

11.3.4 Technical Paper Review Procedure

For reviewer and editor guidelines, refer to Part 8 of the Authors kit on the Power & Energy Society web page:

<http://www.ieee-pes.org/images/pdf/pg8-reviewer-editor-guidelines.pdf>

Any paper designated by the reviewers as a possible prize paper is referred to the Chair of the Education, Recognition and Publications Subcommittee.

11.3.5 Technical Paper Presentations

The Vice Chair, or designee, of the Committee serves as a Technical Committee Program Chair (TCPC) for all IEEE general meetings and conferences. This function includes the paper review of Section 11.3.4, scheduling, conducting of technical, and panel sessions at these meetings. The Vice Chair of the Committee may designate a member to serve as TCPC for each meeting. TCPC may designate session chair for each session.

12. Communications

All correspondence on behalf of the Electrical Machinery Committee shall contain identification of the Electrical Machinery Committee as the source of the correspondence.

12.1 Formal Internal Communication

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

12.2 External Communication

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

12.2.1 Committee and subgroup public statements

Committee statements shall not be released without prior approval by ADSCOM, which requires two-thirds vote per Section 10 of these procedures.

Electrical Machinery Committee Organization & Procedures Manual March 2016

12.2.2 Subgroup public statements

Subgroup (subcommittees, working groups, task forces) statements shall not be released without prior approval of the Subgroup. Such public statements also require approval of the Committee.

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

13. Task Force, Working Group, & Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Electrical Machinery Committee that are not balloted. These may be technical papers or special publications.

The document may list in its title the name of the group preparing the document. i.e. "IEEE Task Force Report on ...," or "IEEE Working Group Report on" The document shall not name the document as an IEEE Electrical Machinery Committee report unless a draft is mailed and a ballot is conducted of the IEEE Electrical Machinery Committee members.

Technical papers to be published in the IEEE PES Transactions on Power Delivery shall follow procedures for PES technical papers.

Special publications shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

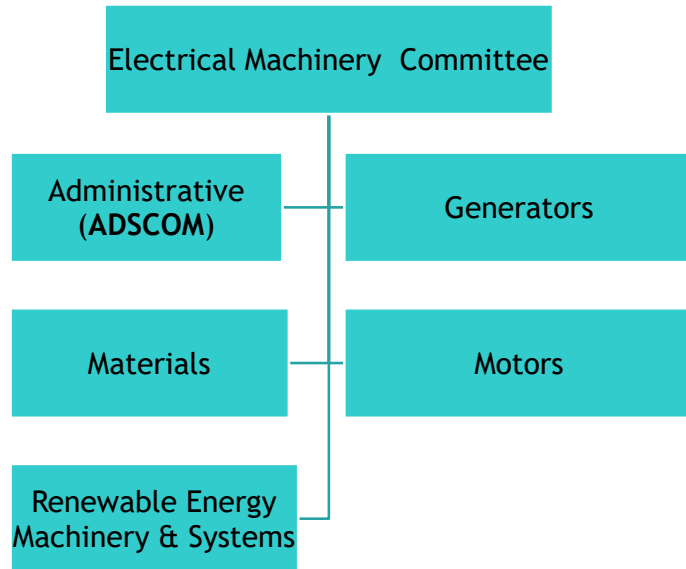
- * Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the IEEE Electrical Machinery Committee.
- * A draft copy for review shall be made available at the registration desk for the next IEEE Electrical Machinery Committee meeting.
- * Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- * Written discussions of the special publication shall be mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

Annex A References

- 1) Power & Energy Society Constitution and Bylaws
<http://www.ieee-pes.org/about-pes/governance-documents>
- 2) Power & Energy Society Technical Council Organization and Procedures Manual
<http://www.ieee-pes.org/technical-committees>
- 3) Roberts Rules of Order (Revised)
<http://www.robertsrules.com/>
- 4) IEEE-SA Patent Policy
- 5) IEEE Code of Ethics
http://www.ieee.org/membership_services/membership/ethics_code.html
- 6) IEEE Financial Operations Manual
<http://standards.ieee.org/guides/opman/>
- 7) IEEE-SA Standards Board Style Manual
<http://standards.ieee.org/guides/opman/sect6.html>
- 8) PES Meeting Technical Paper Policies
<http://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-meeting-technical-paper-policies>
- 9) PES Author's Kit
<http://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>
 - Technical Session Guide for the Presenter
 - Technical Session Guide for the Session Chair
 - Guidelines for Preparing Visuals for PES Presentations

Annex B Electrical Machinery Committee Organization Chart

Electrical Machinery Committee Structure



Electrical Machinery Committee Officers

