

IEEE POWER & ENERGY SOCIETY
SMART BUILDINGS, LOADS AND CUSTOMER SYSTEMS
ORGANIZATION AND PROCEDURES MANUAL

July 20, 2016

**IEEE POWER & ENERGY SOCIETY
SMART BUILDINGS, LOADS AND CUSTOMER SYSTEMS
ORGANIZATION AND PROCEDURES MANUAL
2016**

Approved:

SHAWN A. CHANDLER, Chair
IEEE PES Smart Buildings, Loads and Customer Systems Technical Committee

*IEEE/PES Smart Buildings, Loads and Customer Systems Committee
Organization, Policies and Procedures*

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1.0 INTRODUCTION AND PURPOSE OF THIS MANUAL

These Operating Procedures define the organization of the Smart Buildings, Loads and Customer Systems Committee (the Committee) of the IEEE Power & Energy Society (PES), the scope of the main Committee and the intent of Subcommittees, and the duties of the Committee Officers, Subcommittee Chairs and Working Group Chairs. Membership qualifications for the main Committee, the intent of Subcommittees and the Working Groups are stipulated. In addition, certain relevant operating procedures are defined.

An organization chart of the Committee is included as *Annex A* to this document. The Committee administrative year shall begin the same as the administrative year is defined for the IEEE PES. All appointed officers shall begin their terms on that date and serve for the prescribed term.

This manual conforms to the IEEE/PES Technical Council Organization and Procedures Manual.

2.0 RESPONSIBILITIES AND DUTIES OF THE COMMITTEE

The responsibilities and duties of the Committee shall include the following:

- a) Promote and coordinate activities in its field.
- b) Sponsor technical sessions.
- c) Within its scope, recommend practices and guides, cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board.
- d) Arrange Special Technical Conferences either alone or jointly with other committees of PES or with other technical organizations.
- e) Review and grade technical papers.
- f) 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.
- g) Offer cooperation with local sections/chapters of the IEEE PES.
- h) Select Session Chairs and be responsible for presentation of papers at meetings designated by PES.
- i) Inform the general membership of the PES about the activities of the Committee by submitting news items to the PES Newsletter, the Power & Energy Magazine, or other sources approved by the PES Technical Council Marketing function for dissemination of news as appropriate.
- j) Encourage all that are qualified and interested to seek membership in the PES and the Committee.

3.0 SCOPE OF THE COMMITTEE

The scope shall be reviewed annually and any proposed changes shall be submitted to the Administrative Subcommittee (AdSub). Changes approved by AdSub are submitted to the next meeting of the Committee for a voice vote. Next, they are submitted to PES Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

The scope of the Committee refers to the treatment of all matters in which the dominant factors are the application, design, deployment and operation of consumer and prosumer energy services behind the meter, and the technology and standards to support the functions of these consumer and prosumer interests, including processes and business models that expand and clarify the relationship between the grid and energy resources and services behind the meter. The perspective of the scope of the Committee is detailed as four-fold: (1) treatment of techniques and requirements for interfaces between consumer-side and grid planning, dispatch operations and transactive systems, and (2) treatment of the onsite power and energy aspect itself, in terms of functions and performance management, and (3) treatment of the methods and communication integration with utility and other energy service provider business systems to support these customer-side resources and services, and (4) maintenance of liaison and collaboration as required with other committees of the Power & Energy Society and associated Groups and Societies of the IEEE.

3.1 SUBCOMMITTEES

Subcommittees provide a forum to identify, investigate, study, present and discuss the engineering, system aspects and operating characteristics, reliability, and other technological features related to matters appropriate to the Scope of the Committee. Technical Subcommittees, in addition to their technical responsibilities, have direct responsibility for remaining cognizant of social implications, the environment, employment, economy and other matters as related to the practice of electrical engineering and the stated intent of the Committee as defined in the approved Scope.

Items of particular concern are the application, design, deployment and operation of consumer-side energy services, and the engineering, technology and standards to support the functions of these consumer interests, including processes and business models that may expand and clarify the relationship between the grid and energy resources and services behind the meter. The Subcommittee structure is shown in Annex A.

Scopes of subcommittees are limited by the scope of the Committee; interests include the following topics with overarching limitations to services described behind the meter, or extending to services offered from the grid to services, devices and systems behind the meter:

- Development and dissemination of planning information and operating information related to a) smart buildings, b) loads, c) customer systems, and d) architecture of such systems pertaining to interaction with other grid services, but not extending beyond the meter
- Integration of smart buildings, demand side management and customer systems behind the meter with other energy systems concerning distributed ancillary services, energy management, and information systems
- Technological developments and advancements in behind-the-meter control systems technology such as:
 - Standardization
 - Situational awareness
 - Transactive energy methods and systems of grid interaction with customer systems
 - Optimization and control methods
 - Distributed energy resource management systems
- Research and definition of adequate reliability performance metrics for customer loads and distributed energy resources (DER) and equipment to effectively alert and alarm abnormal conditions
- The use of information and the integration of business process between an Energy Service Provider (ESP) and a customer enterprise, as well as business-to-business interactions
- Business and regulatory environment for DER and customer-side resources
- Integration of ISO/RTO, EMS/SCADA and DMS/SCADA system operations with enterprise business IT customer systems and grid-edge Internet-of-Things customer-side resource management systems
- Methods of coordination and operation of smart buildings, loads and customer systems behind the point of interconnection, as an aggregator or other energy services provider function, such as transactive systems that may be resources for the grid under both routine and emergency operating conditions

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- Methods of dispatch and management of transactive systems, such as distributed generation and loads within operating constraints
- Training of customers and prosumers

Each Subcommittee will refer to the Subcommittee Chair any recommendation to confer matters to other PES Committees or Subcommittees. Each Subcommittee Chair will refer such matters to the Committee Chair for collaboration and resolution among PES Committees, in accordance with PES policies and the intent of each Subcommittee or Committee.

Formation of additional Subcommittees, or changes to existing Subcommittees, will be put to a voice vote at a Committee meeting, following a review at a minimum of their intended Scope(s) with respect to the Scope of the Committee.

Subcommittees will accomplish their tasks to promote areas of interest through the sponsorship of surveys, panel sessions, technical papers, reports, workshops and tutorials. Activities will be coordinated with other applicable organizations through liaisons and joint sponsorship of programs as appropriate. Matters of joint liaisons and sponsorship of programs with other IEEE committees or external organizations will be presented to the Chair of the Committee for approval, including verification of compliance with IEEE PES policies and procedures.

3.2 STANDARDS LIAISON REPRESENTATIVE

The Committee sponsors and develops standards. Worldwide, IEEE regions may have their own regional practices or standards. With respect to these differences, the Standards Liaison Representative:

- Coordinates activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- Represents the Committee at meetings of the Technical Council Standards Coordinating Committee
- Considers differences in regional practices and standards with respect to Committee matters.

All activities related to standards development are governed by “Smart Buildings, Loads and Customer Systems Committee Policies and Procedures for Standards Development.”

4.0 ORGANIZATION

The Committee is composed of the officers, subcommittee and working group chairmen, liaison representatives, emeritus members and the general (voting) members, for which eligibility, qualifications and duties are described.

4.1 COMMITTEE MEMBERS (VOTING MEMBERS)

The voting members of the Committee are appointed by the Chair, and consist of the members of the Committee. Voting members can cast votes on Committee matters. Additional members may be added upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee (AdSub). The membership application form is shown in Annex B. Notification of appointment is given to the Chair of the Technical Council.

4.1.1 ELIGIBILITY AND QUALIFICATIONS OF COMMITTEE MEMBERS

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, and member of IEEE SA to be eligible to vote on standard-related ballots.
- b) Technical competence in one or more particular branch(s) of science or engineering as specified in the scope of the Committee. Technical competence may be established by vote of the Committee if required.
- c) Interest as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.

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- d) Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
- e) Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one year apprenticeship period.
- f) Returning all ballots on Technical Committee issues regularly and on time.
- g) Regular attendance at meetings. A demonstrated interest and knowledge of the fields and interests of the Smart Buildings, Loads and Customer Systems Committee.
- h) Willingness to devote time and effort to contribute to the advancement of the art by reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.

4.1.2 AFFIRMATION, TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue their Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why they should be reinstated.

4.2 EMERITUS MEMBERSHIP

The Chair, with the concurrence of the AdSub, may designate members as Emeritus Members. The Emeritus Member classification is intended to apply to individuals who have made long-standing and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

4.3 COMMITTEE OFFICERS

4.3.1 APPOINTMENT OF COMMITTEE OFFICERS

The Chair, Vice-Chair and Secretary 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 PES Technical Council.

4.3.2 TERM OF OFFICE

The Vice-Chair and Secretary appointments (and the Chair by the Chair of the Technical Council) are for a term of one year. The individuals selected for these positions are expected to serve in each office for a period of two years, i.e., anticipating reappointment for the second year.

4.3.3 AUTOMATIC PROGRESSION OF OFFICERS

The Committee employs automatic progression of its officers, for example from Secretary to Vice-Chair, in a six year time span. Progression occurs every two years.

4.3.4 DUTIES OF THE COMMITTEE CHAIR

The Committee Chair shall:

- a) Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex-officio member of all of the Committee's subcommittees.
- b) Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes.
- c) Monitor the desirability of forming new Subcommittees and the disbanding of other subcommittees as necessary.
- d) Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.

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- e) Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society.
- f) Encourage members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g) Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE Standards Manual.
- h) Promote power engineering education within the scope of the Committee. With the aid of the PES Education Committee, plan tutorial sessions, publications, working groups, subcommittees and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the PES Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the PES Education Committee.
- i) Furnish planning support to the Technical Council in the assigned technical areas.
- j) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k) Serve as Chair of the Administrative Subcommittee.

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

- a) 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.
- b) Review IEEE position papers as assigned by the Chair of the Technical Council.
- c) Promote individual and committee recognition of significant achievements in the Committee. (Responsibility delegated to Chair of Recognition and Awards Subcommittee.)
- d) Provide training for new Working Group chairmen and orientation for new members.
- e) Prepare agenda and program and distribute notification of Committee meetings. (Responsibility delegated to particular meeting "host.")
- f) Issue a letter of appointment to new Committee and Subcommittee Chairmen at the time of appointment.

4.3.5 DUTIES OF THE COMMITTEE VICE CHAIR

The Vice Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- a) Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- b) Be a member of the Technical Program Committee for the PES General Meetings.
- c) Perform the function of Technical Committee Program Coordinator (TCPC) for the Committee. Duties include: processing the review of technical papers sent to the committee by PES Special Services; planning the number of technical paper and panel sessions for the General Meetings; planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Services; and arranging for a Session Chair for each session sponsored by the Committee.

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- d) Represent the Committee on the Technical Sessions Improvement Committee of the Technical Council.
- e) Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- f) Represent the Committee on the Publications Committee of the Technical Council.
- g) Biannually, in the second year of Vice-Chairmanship, review the Committee Organization, Policies and Procedures Manual for currency and accuracy. Prepare revision recommendations for review by the Administrative Subcommittee as required.

4.3.6 DUTIES OF THE COMMITTEE SECRETARY

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- a) Record the minutes of the Committee meetings and distribute them to the members and to registered guests.
- b) Record the minutes of the Administrative Subcommittee meetings and distribute them to the members.
- c) Keep records of attendance at all Technical 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.
- d) Maintain a current "Public List" of committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings. Note that restrictions imposed by privacy laws prohibit contact information in a public list unless 100% of the members have authorized the list to include contact information.
- e) Coordinate the meeting room requests for PES meetings.

4.3.6 DUTIES OF THE COMMITTEE TREASURER

The Treasurer will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- a) Maintain a budget.
- b) Control all funds, including any into and out of the Committee's bank account.
- c) Follow IEEE policies concerning standards meetings and finances.
- d) Ensure that the Sponsor adheres to the [IEEE Finance Operations Manual](#).
- e) Be familiar with training materials available through [IEEE Standards Development Online](#).

4.4 SUBCOMMITTEES

4.4.1 ELIGIBILITY AND QUALIFICATION OF SUBCOMMITTEE (OTHER THAN ADMINISTRATIVE SUBCOMMITTEE)

Subcommittee members shall be members of the IEEE PES. The members of the subcommittees are appointed by the Chair of the Subcommittees upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Chair of their appointments.

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

A member may discontinue their 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.

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4.4.2 ADMINISTRATIVE SUBCOMMITTEE MEMBERSHIP

The membership of the Administrative Subcommittee consists of the Committee officers, the immediate past chair of the committee and the chair of the respective subcommittees.

The officers of the Committee serve in their same capacity as Chair, Vice Chair and Secretary of the Administrative Subcommittee.

The officers may invite others to attend AdSub meetings, e.g., IEEE representative, meeting hosts, etc., as the need occurs.

4.4.3 APPOINTMENT OF A SUBCOMMITTEE CHAIR

All subcommittee chairmen 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, limited to two consecutive terms.

4.4.4 DUTIES OF THE SUBCOMMITTEE CHAIR

The duties of the subcommittee Chairmen are:

- 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 at 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.
- g) May 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.
- 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. Issue a letter of appointment to new subcommittee members at the time of appointment, and inform electronic Committee administrative resources to update changes within 3 weeks of any change in subcommittee membership.
- l) Canvass members annually to determine the member's continued interest in the subcommittee.

4.5 WORKING GROUPS

4.5.1 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP MEMBERS

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Working Group members need not be a member of the Power & Energy Society, but are encouraged to join the Society. The members of 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 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 returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

4.5.2 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRMEN

The Chair of a Working Group shall be a member of the PES as well as an IEEE-SA member. 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. He must have a sufficient level of expertise within the Working Group's subject of assignment.

b. Procedural Experience

The Working Group Chair should have been actively participating in 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. He should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He should have excellent verbal and written communication skills.

d. Administrative Support

The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

4.5.3 APPOINTMENT OF WORKING GROUP CHAIRMEN

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the Committee. The Chair of a Working Group shall be a member of the respective subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

4.6 LIAISON REPRESENTATIVES

4.6.1 ELIGIBILITY, QUALIFICATION AND DUTIES OF LIAISON REPRESENTATIVES

The Committee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, with the concurrence of the AdSub, will designate one or more members as official liaison from the Committee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The member selected will normally serve for the term of the liaison requirement. The Chair may replace a Liaison Representative with the concurrence of the AdSub.

A Liaison Representative will submit a written report to the Chair and Secretary of activity resulting from a liaison assignment as requested by the Committee Chair.

5.0 PROCEDURES

5.1 QUORUM

Greater than fifty percent (50%) of the voting membership of the Committee shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated

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through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

5.2 VOTING REQUIREMENTS FOR MOTIONS

A motion may be made by any member during a meeting of the Committee. A second to the motion by another member is required prior to the call for the vote. Following the discussion of the motion (if any), the Chair calls for the vote on the proposal by the Committee membership in attendance. A majority vote (greater than 50%) 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 ballot. Such approvals shall require an affirmative majority vote.

5.3 AMENDMENTS TO THE ORGANIZATION, POLICIES AND PROCEDURE MANUAL

Any member of the Committee may propose an amendment to the Organization, Policies and Procedure Manual by submitting it in writing to the Chair. The proposed amendment is then submitted to the AdSub for review. A simple majority affirmative ballot of the AdSub is required for approval of the amendment and incorporation of the change into the Organization, Policies and Procedures Manual.

Any amendment to the Organization and Procedures Manual must be approved by the Organization and Procedures Committee of the Technical Council.

5.4 CHANGES IN SCOPE OF THE COMMITTEE

Any change in Committee or Subcommittee scope must be presented as a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council for approval.

5.5 EVALUATION OF FELLOW NOMINATION

Any request for Committee evaluation of Fellow nominations will be sent to the Chair by the Chair of the PES Fellows Committee for evaluation and recommendation. The Chair will convene an ad hoc group of Committee members eligible to participate in the ad hoc group. Qualifications to participate are:

- Must be Fellow Grade
- Must not be a member of the PES or IEEE Fellow Committees
- Cannot be a Fellow Reference for the candidate being considered by the Committee

The Chair will distribute or otherwise make available the nomination forms for the candidate(s) to be graded by the Committee to the ad hoc group. Each member of the group will prepare an independent ranking of the candidate(s) and forward to the Chair by the required date. The Chair will determine a combined ranking and distribute to the group. By email or conference call as determined by the group, the group will determine a consensus ranking and Individual Evaluation Form for each candidate and a Summary Form listing the candidates. The Chair will transmit the IEFs and Summary Form to the Chair of the PES Fellows Committee.

5.6 EVALUATION AND PRESENTATION OF TECHNICAL PAPERS

5.6.1 RESPONSIBILITY FOR EVALUATION OF TECHNICAL PAPERS

The responsibility for all matters related to the evaluation of technical papers and their presentation at the various IEEE general meetings and conferences throughout the year resides with the Vice Chair of the Committee.

5.6.2 PES TRANSACTIONS

As the request of the Editors in Chief, the Vice Chair of the Committee recommends editorial board members for PES Transactions, with the approval of the Committee Chair.

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5.6.3 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, or others as they deem fit for review, so long as they are approved by the Committee Chair. The Vice Chair may designate a member to serve as a Review Coordinator for a conference.

5.6.5 TECHNICAL PAPER PRESENTATIONS

The Vice Chair of the Committee shall serve as a Technical Committee Program Coordinator (TCPC) for all IEEE general meetings and conferences, or a qualified alternate recommended by the Vice Chair and approved by the Committee Chair. This function includes the paper review of Para 5.6.3 and scheduling and 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 a Session Chair for each session.

5.7 TASK FORCE, WORKING GROUP, AND SUBCOMMITTEE PUBLICATIONS

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the Committee which are not balloted. These may be Reports, 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 official Committee report unless a draft is mailed and a ballot is conducted of the Committee members.

Technical papers to be published in IEEE PES Transactions shall follow procedures for PES technical papers.

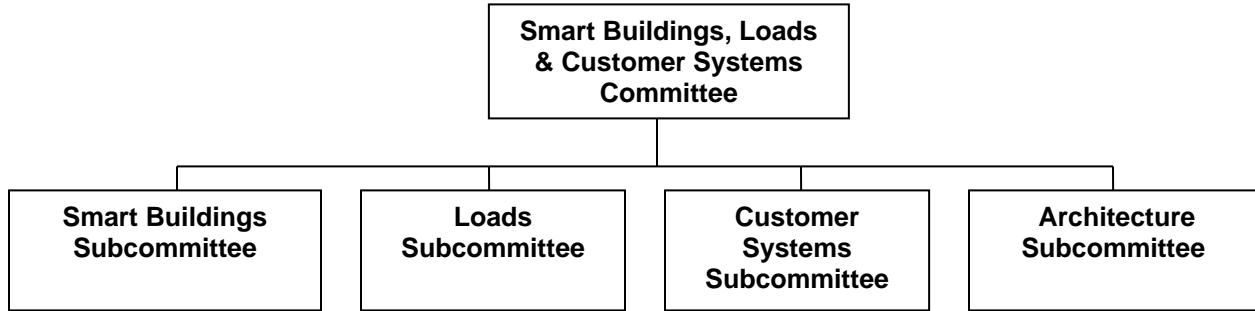
Reports and Special publications shall follow procedures which allow for prior review and discussion of the contents by interested parties, as follows:

- 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 Committee.
- A draft copy for review shall be made available at the registration desk for the next Committee meeting.
- Draft copies shall be made available to those requesting copies for a charge not to exceed 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.

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Annex A

The IEEE Smart Buildings, Loads & Customer Systems Organization



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Annex B

Application for Membership

Name _____

Company _____

Address _____

Telephone _____ Fax _____

IEEE Member Grade _____ IEEE Member # _____

Member PES? 1 Yes 2 No

Please note membership eligibility requirements on reverse.

List principal subcommittee and working group activity. This application is to be signed by the respective chairmen as references. At least one reference must be a Subcommittee Chair, who will sponsor the applicant.

1. _____
 Subcommittee/Working Group Duration Chair (Signature)

2. _____
 Subcommittee/Working Group Duration Chair (Signature)

3. _____
 Subcommittee/Working Group Duration Chair (Signature)

Check the classification most appropriate for your position:

- 1 Producer or Manufacturer Interests - Those directly concerned with the production of products which are covered by documents prepared by the Committee.
- 2 Consumer or User Interests - Those who apply or use products which are covered by documents prepared by the Committee.
- 3 General Interest - Those who have interests other than those described above.

Signed _____ Date _____

Approved by Administrative Subcommittee:

_____ Date _____

Chair

Date

*IEEE/PES Smart Buildings, Loads and Customer Systems Committee
Organization, Policies and Procedures*

Annex B

Membership Eligibility Requirements

- 1 Member in good standing of the IEEE Power & Energy Society, and member of IEEE SA to be eligible to vote on standard-related ballots.
- 2 Technical competence in one or more particular branch(s) of science or engineering as specified in the scope of the Committee. Technical competence may be established by vote of the Committee if required.
- 3 Interest as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- 4 Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
- 5 Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one year apprenticeship period.
- 6 Returning all ballots on Technical Committee issues regularly and on time.
- 7 Regular attendance at meetings. A demonstrated interest and knowledge of the fields and interests of the Smart Buildings, Loads and Customer Systems Committee.
- 8 Willingness to devote time and effort to contribute to the advancement of the art by reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.

Notes

- 1 When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership and informed by the AdSub. Following a review of the particular circumstances by the AdSub, and recommendation from the Chair of the Committee, the member may be readmitted as a Committee member.
- 2 A non-member of the IEEE PES may be appointed as a non-voting consultant to Subcommittees and Working Groups of the SLCS Committee.
- 3 The Administrative Subcommittee of the SLCS Committee is composed of:
 - Officers of the Committee
 - Chairmen of the various Subcommittees
 - Immediate Past Chair of the Committee

The officers may invite others to attend, e.g., IEEE representative, meeting host, etc., as the need occurs.