

**IEEE Power & Energy Society  
Substations Committee**

**Operating Procedures  
aside from  
Standards Development**

**Approved with deletions requested by Technical Council on July 19, 2016  
Date of Acceptance: January 9, 2017**

# IEEE/PES Substations Committee Operating Procedures aside from Standards Development

## 1.0 Introduction

These Operating Procedures outline the orderly management of committee activities other than standards activities of the IEEE/PES Substations Committee (hereafter referred to as the Substations Committee). For purposes of standards activities, please reference the Policies and Procedures document of the IEEE/PES Substations Committee.

For managing the committee, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

## 1.1 IEEE Substations Committee scope

The scope of the Substations Committee encompasses the Committee's and its Subcommittees' technical areas of responsibility, technical activities, and advocacy responsibilities.

a. Technical areas of responsibility include the treatment of matters related to the electrical, physical, and structural design, construction, installation, and maintenance of electric power transmission and distribution substations including switching stations, transformer stations, distribution stations, and generating station substations. Included in the technical scope is the following:

- Flexible AC Transmission Systems (FACTS)
- High Voltage DC Converter Stations
- High Voltage Power Electronics
- Environmental Concerns, including Oil Containment
- Electrical Clearances
- Safety & Fire Protection
- Grounding
- Seismic Design
- Gas Insulated Substations (GIS) and Transmission Lines (GIL)
- Treatment of Sulfur Hexafluoride (SF<sub>6</sub>) Gas
- Bus Design, except those buses incorporated in switchgear assemblies

b. Technical activities include the 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.

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

c. Advocacy responsibilities include liaising and cooperating with other technical committees, societies, groups, regulatory agencies and associations concerned with various aspects of items within the Scope above.

### **2.0 Officers**

In addition to the Chair, Vice-Chair, Secretary, Treasurer and Standards Coordinator, the Substations Committee also includes the immediate Past Chair, Subcommittee Chairs, Awards Coordinator, Meeting Coordinator and Transactions Editor. The officers shall organize the Substations Committee; oversee the Substations Committee's compliance with these Operating Procedures. A person may simultaneously hold the positions of Secretary and Treasurer.

### **2.1 Appointment of officers**

The Subcommittee Chairs, Awards Coordinator, Meeting Coordinator and Transactions Editor are recommended by the Chair of the Substations Committee, and are approved by majority vote of the Admin Subcommittee (B0). The Subcommittee Chair or Committee Chair recommends the replacement Subcommittee Chair for approval.

#### **2.1.1 Terms of office**

The Awards Coordinator serves for a term of two years. The Awards Coordinator is the immediate Past Chair

The Meeting Coordinator serves for a term of six years, and may be reappointed.

The Transactions Editor serves for a term of six years, and may be reappointed.

The Subcommittee Chairs serve a term of not less than two years and no more than four years, and may be reappointed.

### **2.2 Temporary appointments to vacancies**

If an office other than the Chair becomes vacant for any reason [such as resignation or removal], 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 Clause 3.0 and Clause 3.1.

### **2.3 Removal of officers**

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Admin Subcommittee (B0). 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.

### **2.4 Responsibilities of officers**

## IEEE/PES Substations Committee Operating Procedures aside from Standards Development

The officers of the Substations Committee shall manage the day-to-day work of the Substations Committee. The officers are responsible for implementing the decisions of the Substations Committee and managing the activities that result from those decisions.

### 2.4.1 Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Substations Committee as a means of resolving issues
- l) Prioritizing work to best serve the Substations Committee and its goals
- m) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7> )
- n) Submitting approved Substations Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html> )
- o) Ensuring that each working group has a set of P&P approved by the Substations Committee. The chair will provide the working group P&Ps to AudCom upon request.
- p) Submitting the Substations Committee's annual report to the IEEE-SA Standards Board
- q) Presiding at the meetings of the Substations Committee.

In addition to standards responsibilities, the Chair also

- a) Approve Tutorials for General Meeting and other PES technical meetings, and coordinate with PEEC.

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

- b) Participate in Technical Council meetings each year.

### **2.4.2 Vice-Chair**

- a) The 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).
- b) Biannually, in the second year as Vice-Chair, reviewing the Committee Organization, Policies and Procedures Manual for currency and accuracy. Preparing revision recommendations for review by the Administrative Subcommittee (B0) as required.

In addition to standards responsibilities the Vice-Chair shall:

- c) Biannually, in the second year as Vice-Chair, review the Committee Operating Procedures Manual for currency and accuracy, and prepare revision recommendations for review by the Administrative Subcommittee (B0) as required.
- d) Perform the role of Technical Committee Program Chair (TCPC), participating in planning and marketing meetings each year for the Technical Sessions Committee of Technical Council.

### **2.4.3 Secretary**

- a) Scheduling B0 meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the B0 meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each B0 meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Substations Committee documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees at the Substations Committee and B0 meetings.
- h) Maintaining a current list of the names of the Substations Committee voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of Substations Committee voting members to the Chair

**NOTE: As stated in 2.0 above, a person may simultaneously hold the positions of Secretary and Treasurer.**  
In addition to standards responsibilities, the Secretary shall:

- a) Provide annual reports of Substations Committee activities to the Technical Council

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

- b) Update Committee membership list and database

### **2.4.4 Awards Coordinator (H0)**

- a) Promote recognition of Subcommittee, Working Group, Task Force, and individual significant achievements in the Committee.
- b) Annually review the performance of Working Groups, Task Forces, and individuals within the Committee and review the quality of technical papers and documents prepared by Working Groups, and reports sponsored by the Committee to determine if IEEE or PES Recognition or Awards are justified.
- c) Coordinate activities with the PES Awards and Recognition Department.

### **2.4.5 Treasurer**

The responsibilities of the Treasurer include:

- a) Maintaining a budget for the Substations Committee
- b) Controlling all funds, including any into and out of the Committee's bank account
- c) Following IEEE policies concerning standards meetings and finances
- d) Adhering to the [IEEE Finance Operations Manual](#)
- e) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Substations Committee and all of its subgroups.
- f) Attending B0 and presenting the Treasurer's report.

NOTE: As stated in 2.0 above, a person may simultaneously hold the positions of Secretary and Treasurer.

### **2.4.6 Past-Chair**

The responsibilities of the immediate Past-Chair are primarily as Awards Coordinator (refer to Clause 5.0.3) and shall include:

- a) Serving as a member of the Technical Council Awards Committee and PES Awards Committee.
- b) Promoting recognition of Subcommittee, Working Group, Task Force, and individual significant achievements in the Committee.
- c) Reviewing the performance of the Committee to determine if IEEE or PES Recognition or Awards are justified.
- d) Preparing and submitting the Committee's nominations for:
  - 1) Prize awards in recognition of outstanding contributions.
- e) Attending all Administrative Subcommittee meetings and present an Award's Coordinator report consolidating the awards activity of the Committee.

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

### **2.4.7 Standards Coordinator (S0)**

The responsibilities of the Standards Coordinator shall include:

- a) Preparing the current status for all standards sponsored by the Committee
- b) Coordinating activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- c) Representing the Committee at the annual Technical Council's meeting of Standards Coordinators
- d) Attending all B0 meetings and presenting a report on document status
- e) Assuring all documentation for opening a standards project (PAR) is complete and correct by performing a review prior to submission
- f) Assisting in the creation of Working Groups and authorizing the Working Group chair through the IEEE My Ballot process
- g) Attending all meetings of the Committee and reporting any standards requiring immediate or urgent action by the Committee

### **2.4.8 Meeting Coordinator (M0)**

- a) Coordinate the advance planning and event logistics of the annual Committee meeting with the local Host Committee, particularly the registration posting and documents within 123Signup, and the schedule of working group meetings and tutorials. The Host Committee will typically coordinate the following: technical presentations, financial sponsorship and finances, awards luncheon, technical tours, and companion and social activities.
- b) Coordinate the administration of the Committee's web page.

### **2.4.9 Transactions Editor**

- a) Serve as Technical Paper Coordinator to facilitate the review and presentation of Technical Papers submitted by IEEE PES Executive Office in accordance with the Technical Council's Publication Policy. Technical paper reviews require a minimum number of three, preferably four, reviewers. Occasionally, additional reviewers must be chosen, if the opinions of the first three do not produce a sufficiently clear evaluation.
- b) Coordinate with the Editor in Chief of Transactions on Power Delivery to publish high quality, state of the art, technical contributions on all aspects of power system substations.
- c) Maintain and make available lists of papers recommended by reviewers for prize paper consideration.

# IEEE/PES Substations Committee Operating Procedures aside from Standards Development

## 3.0 Meetings

Substations Committee Admin Subcommittee (B0) meetings shall be held at least annually every Spring, and during the PES General Meeting, as decided by the Substations Committee Chair, or by petition of 5 or more voting members, to conduct business, such as making assignments, receiving reports of work, status of draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Notification of the potential for action shall be included on any distributed agendas for meetings.

## 3.1 Quorum

A quorum must be identified before the initiation of Substations Committee Administrative Subcommittee (B0) 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 subclause 4.1 b). A quorum shall be defined as a majority of the current total voting membership, which is defined as all the officers. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

## 3.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward 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](#).

## 3.3 Minutes

The minutes shall record the essentials, including the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
  - a) Brief summary of discussion, pros and cons, and conclusions
  - b) Motions and actions items with name and due date
  - c) Copies of handouts
  - d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered



## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

9. Subcommittee reports
10. Items reported out of executive session
11. Next meeting--date and location

### **4.0 Vote**

#### **4.1 Approval of an action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 4.1.1 and 4.1.2. A majority (or two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Substations Committee Administrative Subcommittee (B0) responded.

##### **4.1.1 Actions requiring approval by a majority vote**

The following actions require approval by a majority vote:

- a) Approval of minutes

##### **4.1.2 Actions requiring approval by a two-thirds vote**

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Substations Committee procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Removal of an officer except the Chair

### **4.3 Proxy Voting**

The Substations Committee does not allow proxy voting.

### **4.4 Voting between meetings**

At the discretion of the Chair, the Substations Committee shall be allowed to conduct voting between meetings by the 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\(4\)](#).

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

### **4.5 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 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.

### **5.0 Technical subgroups**

Each Subcommittee is delegated a specific area within the scope of the Committee. The work of each Subcommittee forms a basis of recommendation upon which the Committee will approve or disapprove a Committee position. In turn, the formulation of the position by the Subcommittee will generally depend upon the efforts and production within its Working Groups and Task Forces. The Subcommittee, to arrive at a position, may recommend new Working Groups and Task Forces and their scopes.

#### **5.1 Transmission and Distribution Substations Design Subcommittee (D0)**

Responsible for treatment of all matters pertaining to the design and construction of Transmission and Distribution Substations, and the application and interconnection of switching devices and other equipment, instrumentation and protective and control equipment in Transmission and Distribution Substations.

#### **5.2 Transmission and Distribution Substations Operations Subcommittee (E0)**

Responsible for treatment of all matters relating to operation and location of distribution and transmission substations as to safety, fire protection, and their effect on the environment of the adjacent community. Special emphasis shall be made to the factors that must be considered in design such as aesthetic treatment, overall visual appearance, erosion control, security, and oil spill containment. Audible noise, electromagnetic interference, and electrical interference shall be considered as far as the zoning acceptance is concerned. The intent of all design considerations is to influence the ultimate acceptance of the substation by the community.

#### **5.3 FACTS & HVDC Stations Subcommittee (I0)**

Responsible for treatment of all matters relating to design, construction, and operation of AC substations using HV power electronics as part of the electrical power system, including FACTS and HVDC converter stations at the Transmission and Distribution level. This includes the application of HV power semi-conductor equipment and all other components insofar as they affect the design, construction, and operation of such substations. Interest in such components is

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

limited to their effects on overall station parameters and does not include the detailed design of the equipment itself.

### **5.4 Gas Insulated Substations Subcommittee (K0)**

Review, study and document design, application, installation, testing, operating and maintenance practices for gas insulated substations (GIS) and transmission lines (GIL). Identify the need for and sponsor the preparation of criteria, guides, tutorials and standards as related to the gas insulated substations and transmission lines.

### **5.5 Subgroup (Subcommittee) Officers**

#### **5.5.1 Subcommittee Chair**

1. Call, prepare an agenda for, and preside over the Subcommittee meetings.
2. Initiate and recommend to the Administrative Subcommittee new Working Groups and Task Forces necessary to fulfill the scope of the Subcommittee, and approve membership on these Working Groups or Task Forces. Recommend dissolution of Working Groups and Task Forces that have achieved their intended purpose.
3. Report the activities of the Subcommittee and its Working Groups and Task Forces to the Administrative Subcommittee.
4. Recommend the appointment of a Vice Chair and Secretary of the Subcommittee, subject to the approval of the Administrative Subcommittee.
5. Serve as a member of the Administrative Subcommittee.
6. Recommend membership on Subcommittee for approval by the Administrative Subcommittee.

#### **5.5.2 Subcommittee Vice Chair**

Preside at all Subcommittee meetings not attended by the Chair.

#### **5.5.3 Subcommittee Secretary**

Take minutes of the Subcommittee Meetings and distribute same to the Subcommittee through the Subcommittee Chair, and to the Substations Committee through the Substations Committee Secretary.

### **6.0 Communications**

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

# **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

## **6.1 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 Substations Committee officers.

## **6.2 External communication**

Inquiries relating to the Substations 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.

## **6.3 Informal communications**

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Substations Committee.

## **7.0 Appeals**

The Substations Committee recognizes the right of appeal on procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Substations Committee is performed in an identifiable manner.

Appeals may have either technical or a procedural basis. All appeals will be referred to the Subcommittee responsible for the standard. An appeal committee, chaired by the Substations Committee representative to the PES Standards Coordinating Committee (i.e., the Technical Committee Standards Coordinator) will consider appeals.

An appeal must be filed with the Chair of the appeal committee in writing within 30 days of the event (action or inaction). The written appeal shall contain information about the issues being appealed, informal attempts made to resolve them, and suggestions to resolve the issue.

The Chair of the appeal committee shall appoint an ad hoc Appeal Panel (AP) consisting of a chair and two other members. None of the appointees shall be a direct participant in development of the concerned standard. Technical appeals shall be forwarded to the appropriate working group for comment. Such comments shall be expeditiously submitted to the AP.

The AP shall review the complaint and other information as necessary, and decide if a hearing is required. If the AP dismisses the complaint, the appellant shall be so informed in writing with reasons for the decision. The AP may try to resolve the issue with informal discussions with the concerned parties. If necessary, the appeal shall be heard by the AP during a time convenient to all parties before the next regular meeting of the Substations Committee (with at least two weeks' notice to all concerned parties) in person, or by telephone conference, or by correspondence. Failure of the appellant to participate in the hearing shall constitute a withdrawal of the appeal.

## **IEEE/PES Substations Committee Operating Procedures aside from Standards Development**

A written decision shall be rendered by the AP within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the Substations Committee.