



Artificial Intelligence for Power Systems (AIPS)

Coordinating Committee

ORGANIZATION AND PROCEDURES MANUAL

IEEE POWER & ENERGY SOCIETY ARTIFICIAL INTELLIGENCE FOR POWER SYSTEMS (AIPS) COORDINATING COMMITTEE ORGANIZATION AND PROCEDURES MANUAL

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REFERENCES

- A. IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/develop/policies/opman/>
- B. IEEE-SA Standards Board Style Manual
<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>
- C. IEEE PES Committee Directory (Sign in Required)
<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>
- D. Technical Sessions Guide for the Presenter
<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>
- E. Technical Sessions Guide for the Session Chair
<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>
- F. IEEE Power & Energy Society Publication Guide
<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

1 Introduction

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

The AIPS, in support of PES and with the direction and coordination of the Technical Council, shall participate in the following activities:

- a. Promote the understanding of power and energy engineering
- b. Promote the contributions of the power industry
- c. Support power and energy engineering education
- d. Seek and promote electric and energy utility and supplier industry management support for Society activities
- e. Support and promote chapter activities.

These operating procedures outline the orderly transaction of business for the AIPS. Several documents take precedence in the following order:

- a. New York State Not-for-Profit Corporation Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution
- d. IEEE Bylaws
- e. IEEE Policies
- f. IEEE Board of Directors Resolutions
- g. IEEE Standards Association Operations Manual
- h. IEEE-SA Board of Governors Resolutions
- i. IEEE-SA Standards Board Bylaws
- j. IEEE-SA Standards Board Operations Manual
- k. IEEE-SA Standards Board Resolutions
- l. IEEE Power & Energy Society Constitution and Bylaws
- m. PES Technical Council Organization & Procedures Manual
- n. PES Technical Committee Organization & Procedures Manual
- o. Robert's Rules of Order (newly revised)

2 Purpose of the Organization and Procedures Manual

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

3 Scope and Officers of the AIPS

3.1 Scope of the AIPS

- Serves as a focal point within PES to identify issues related to artificial intelligence (AI),
- Coordinates across Technical Committees and with external organizations on AI issues and activities,
- Seeks opportunities for exchange of experiences and knowledge on AI, and
- Identifies needs for guides, best practices, and standards related to AI.

3.2 Officers of the AIPS

The Officers of the AIPS shall be as follows: Chair, Vice Chair, Secretary, and Past Chair (except the initial two-year founding term). All officers shall be a member of any grade (except students) in good standing of the IEEE PES.

3.2.1 Term and Appointment of Officers

The selection of a new officer is initiated by the existing Officers who nominate a person as a potential candidate for the position. The nomination must be approved unanimously by the existing Officers. The nomination is then reviewed by the Administrative Subcommittee, defined in 6.1. If the nomination is not approved unanimously by the Administrative Subcommittee, but only by a majority, the AIPS Chair shall make the final decision. If the majority of the Administrative Subcommittee members reject the nomination, the Officers shall nominate a different candidate.

A new AIPS officer, except for the founding Officers initially appointed at the time of establishing this committee, shall be a member of the AIPS with at least 2 years of active service in the AIPS.

The AIPS Officers progress automatically from Secretary to Vice-Chair to Chair to Past Chair, in an eight-year time span. Progression occurs at 2-year intervals.

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

3.2.2 Removal of Officers

Any of the Officers may be removed by a two-thirds vote of the voting members of the AIPS Administrative Subcommittee. 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.

3.2.3 Duties of Officers

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

3.2.3.1 Chair

The Chair shall:

- a. Have general supervision of the affairs of the AIPS according to all relevant policies and procedures.
- b. Preside at the meetings of the AIPS.
- c. Lead the activity of the AIPS according to all relevant policies and procedures.
- d. Be objective and unbiased.
- e. Entertain motions but not make motions.
- f. Delegate necessary functions.
- g. Ensure all parties have the opportunity to express their views.
- h. Set goals and deadlines and adhere to them.
- i. Be knowledgeable in IEEE processes and parliamentary procedures and ensure that the processes and procedures are followed.
- j. Attend all Administrative Subcommittee meetings.
- k. Be an ex-Officio member of all subgroups of the AIPS.
- l. Obtain approval from the Technical Council on joint projects with organizations outside of the PES but internal to IEEE.
- m. Serve as a member of the Technical Council. Represent the AIPS at Technical Council meetings, make such reports as required, and report to the AIPS all relevant decisions and deliberations of the Technical Council that impact the mission of the AIPS and its various activities. Represent the AIPS on the Technical Council Organization and Procedures Standing Committee.
- n. Serve as the AIPS representative on the Technical Council Awards Standing Committee.

3.2.3.2 Vice Chair

The Vice-Chair shall:

- a. Assist the Chair in his/her duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Be knowledgeable in IEEE processes and parliamentary procedures and assist the Chair in ensuring the processes and procedures are followed.
- c. Attend all AIPS meetings.
- d. Serve as the Standards Coordinator for the AIPS. The Standards Coordinator shall represent the AIPS on the Technical Council Standards Coordinating Standing Committee. The role of the Standards Coordinator is to be aware of and provide input into the development of standards by other committees that overlap with the scope of the AIPS.

3.2.3.3 Secretary

The Secretary shall:

- a. Record the minutes of all AIPS Administrative Subcommittee meetings and, after approval by the Chair, distribute them to all administrative members.

- b. With the Chair of the AIPS, prepare meeting agendas in advance of all AIPS Administrative Subcommittee meetings and send them to all administrative members.
- c. Prepare, conduct and report the results of all balloting carried out by the Administrative Subcommittee.
- d. Assume the duties of the vice Chair of the Technical Council when the latter is temporarily unable to do so.
- e. Schedule meetings in coordination with the Chair and distribute a meeting notice at least 30 calendar days before the meeting.
- f. Distribute the agenda at least 14 calendar days before the meeting – notification of the potential for action shall be included on any distributed agendas for meetings.
- g. Create and maintain the membership roster.
- h. Be responsible for the management and distribution of AIPS documentation.
- i. Maintain lists of unresolved issues, action items, and assignments.
- j. Attend and record attendance of all attendees at AIPS meetings and Administrative Subcommittee meetings.
- k. Maintain a current list of the names of voting members and distribute it to the members upon request.
- l. Forward all changes to the roster of voting members to the Chair.
- m. Serve as the Technical Committee Program Chair (TCPC) for the AIPS. The TCPC shall:
 - Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or “tracks” for upcoming meetings.
 - Review and schedule Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and approves or disapproves the proposed paper. The TCPC has no duties regarding review or approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.
 - Facilitate review of papers for special technical conferences following similar procedures as those used for papers for the general meeting. The details and schedules for each special technical conference are determined by the conference technical committee.
 - Coordinate AIPS meeting room requests, if any, for PES meetings.

3.2.3.4 Past Chair

- a. Transfer all appropriate paperwork and documentation to the succeeding new Chair before leaving the Chair role.
- b. Provide advice and support to current Chair, Vice Chair, and Secretary of the AIPS.
- c. Attend the Administrative Subcommittee meetings of the AIPS.

3.3 AIPS Members

Requirements for attaining and continuing membership in the AIPS shall include all of the following:

- a. A demonstrated interest and knowledge of the field of the AIPS as expressed by professional activities.
- b. Technical competence in one or more particular branch of engineering as specific in the scope of the AIPS.
- c. Attendance at a minimum of 3 meetings of the AIPS in a 5 year timeframe.
- d. Attendance at a AIPS meeting via teleconferencing and/or electronic means may count towards the attendance requirement.

4 Liaisons

4.1 AIPS Liaison Representatives

The PES AIPS may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest. This information exchange is accomplished through liaison representatives, appointed by the AIPS Chair with the agreement and approval of the other group with which the liaison is to be established and with the concurrence of the AIPS Administrative Subcommittee, if it exists. The liaison representative will provide reports to the AIPS on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on AIPS activities.

4.2 Liaison Term of Office

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

5 Procedures

5.1 Quorum

Fifty percent (50%) of the voting membership of the AIPS shall constitute a quorum.

5.2 Voting Requirements

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those AIPS members present at the time of the vote, provided a quorum is present. Notification of the potential for action shall be included on any distributed agendas for meetings. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval by electronic ballot.

Approval of an electronic ballot requires an affirmative vote by a majority of all AIPS members. The results of the vote shall be promptly communicated to the members and shall be retained with the AIPS meeting minutes.

5.3 Amendments to the Organization and Procedures Manual

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

5.4 Exceptions to Procedures

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

The Chair of the AIPS shall prepare a written request stating the exception desired and the reason for the exception and send it to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. The Committee will present its recommendation at the next regularly scheduled meeting of the Technical Council. The requested exception will be voted upon at the Technical Council meeting and the results noted in the minutes.

5.5 Changes in Scope of AIPS

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

5.6 Procedure for the Endorsement of Fellow Nominations

IEEE Fellow is a distinction reserved for select IEEE members whose extraordinary accomplishments in any of the IEEE fields of interest are deemed fitting of this prestigious grade elevation. The AIPS supports the nomination of individuals within their committee by an endorsement letter from one of the officers, i.e., Chair, Vice Chair or Secretary.

The procedure for AIPES endorsement for Fellow nominations is outlined in the following directive from the PES Executive Board in the following link:

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

5.7 Standards Development

The AIPS does **NOT** engage in standards development activities but can provide input into the development of standards by other committees as needed.

6 Subgroups of the AIPS

6.1 Subcommittees

The name(s) and scope of the Subcommittee(s) of the AIPS shall be:

a. Subcommittee of Administration:

An Administrative Subcommittee of the committee shall consist of (as a minimum) the Officers as defined in Section 3.1, the Working Group Chairs as defined in 6.2, and the Liaisons as defined in Section 4. This Administrative Subcommittee shall meet to coordinate the activities of the AIPS and serve as a means of discussion and communication. The Chair of this subcommittee is the AIPS Chair.

6.2 Working Groups

6.2.1 Definition of a Working Group

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

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

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

A working group must have at least three members, with no maximum limit on its size.

6.2.2 Qualifications and Eligibility of Working Group Members

Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments. A Working Group member is a participator.

Working Group members need not be a member of the PES but are encouraged to be members in good standing of the PES. The members of the Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his/her membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of an inactive or non-participating member by sending written notification to the affected member. The level of activity required to retain membership is at the discretion of the Working Group Chair.

6.2.3 Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member of the Technical Committee. Furthermore, the Working Group Chair should possess the following:

- a. Technical Ability: The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. The Chair must have reasonable level of expertise within the Working Group's subject of assignment.
- b. Procedural Experience: The Working Group Chair should have been actively participating in Technical Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- c. Personal Characteristics: The Working Group Chair should be articulate and an innovative contributor. The Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion and should have excellent verbal and written communication skills.

6.2.4 Appointment of Working Group Chair

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

6.3 Task Forces

6.3.1 Definition of a Task Force

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

Task Force - two or more individuals appointed by the Chair of either the AIPS or the subcommittee or working group under which the task force is formed to investigate, evaluate and recommend action on special matters brought before it.

The Task Force name will normally include the subject area for which it was created or assigned.

While there is no established limit to the number of members of a Task Force, 3 to 10 members may be considered an ideal size for efficient Task Force operation.

While there is no established term for a Task Force, it is generally a fixed term not to exceed 5 years.

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

6.3.2 Task Force Scope

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

The scope of activity, or responsibilities, of a task force may be amended, or otherwise altered at any time deemed advisable by the chair of the parent group that formed the task force. Usually, amendments are made for the purpose of enhancing the accomplishment of the original assignment, or for the introduction of additional related subjects for consideration by the task force.

6.3.3 Eligibility and Qualifications of Task Force Chair and Members

The chair shall be a member in good standing of the IEEE and PES. Although not mandatory, it is desirable that the chair and members of a task force be existing or former members of the parent group that formed the task force and have a basic familiarity with AIPS goals and methods of operation. Other persons having expertise in specific areas within the scope of a task force may be appointed to its membership when this can enhance or improve the functioning of the task force.

6.3.4 Appointment of Task Force Chair and Members

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

6.3.5 Term of Office

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

6.3.6 Meetings

Depending on the nature of its scope and membership representation, much of the work of a Task Force may be accomplished by correspondence. However, meetings may be called by the Task Force Chair on an as needed basis. The Task Force Chair will normally attend meetings of the parent group that formed the task force and report on the status or progress of work assigned to the Task Force.

6.3.7 Duties of the Chair of a Task Force

The Chair of a Task Force shall:

- a. Ensure that the Task Force carries out its assigned tasks in an efficient and timely

manner.

- b. Preside at meetings of the Task Force, if applicable.
- c. Attend meetings of the parent group that formed the task force and bring to the attention of the parent group the results of Task Force activities and deliberations and make recommendations to the parent group for action.
- d. Assist the chair of the parent group that formed the task force in all activities relevant to the mission of the Task Force.