



**SMART BUILDINGS, LOADS, AND CUSTOMER
SYSTEMS (SBLC) COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL**

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IEEE POWER & ENERGY SOCIETY SMART BUILDINGS, LOADS, AND CUSTOMER SYSTEMS (SBLC) 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 Smart Buildings, Loads, Customer Systems (SBLC) Committee of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The SBLC committee functions within the scope of the Technical Council of the IEEE PES (Technical Council). The SBLC committee reports to the Technical Council on matters concerning membership, recognition, scope, and the coordination of PES-generated standards and technical publications. For standards relating to its scope, the SBLC committee works directly with the IEEE-SA Standards Board and the PES Standards Coordinating Committee. For publications relating to its scope, the SBLC committee works directly with the PES Vice President of Publication.

The SBLC committee, 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 SBLC committee. 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 Policy & Procedures Manual
- o. PES Technical Committee Organization & Procedures Manual
- p. Robert's Rules of Order (newly revised)

2 Purpose of the Organization and Procedures Manual

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

3 Scope and Officers of the Smart Buildings, Loads, and Customer Systems (SBLC) Committee

3.1 Scope of the Smart Buildings, Loads, and Customer Systems (SBLC) Committee

The scope of the SBLC Committee is as defined in the IEEE PES SBLC Committee P&P.

3.2 Officers of the SBLC Committee

The officers of the SBLC Committee are as defined in the IEEE PES SBLC Committee P&P. The term, appointment and removal of officers of the SBLC Committee are as defined in the IEEE PES SBLC Committee P&P.

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

3.2.1 Chair

The Chair shall have all duties defined in the IEEE PES SBLC Committee P&P. Additional duties shall include the following:

- a. Have general supervision of the affairs of the SBLC Committee according to all relevant policies and procedures.
- b. Preside at the meetings of the SBLC Committee and shall be an ex-officio member of all the Committee's subcommittees.
- c. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes.
- d. Monitor the desirability of forming new Subcommittees and the disbanding of other subcommittees as necessary.
- e. Serve as a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- f. Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- g. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society.
- h. Serve as Chair of the Administrative Subcommittee.
- i. Work with Committee Standards Coordinator and be an IEEE SA member.

3.2.2 Vice Chair

The Vice-Chair shall have all duties defined in the IEEE PES SBLC Committee P&P. Additional duties shall include the following:

- 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 an IEEE SA member; Serve as the Standards Coordinator for the SBLC committee and coordinate standards developing activities within the committee.

3.2.3 Secretary

The Secretary shall have all duties defined in the IEEE PES SBLC P&P. Additional duties shall include the following:

- 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. 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.

3.2.4 Technical Council Program Coordinator

The duties of Technical Committee Program Coordinators (TCPCs) shall include the following:

- a. Process the review of technical papers sent to the committee by PES Special Services.
- b. Coordinate the selection of technical paper and panel sessions for PES meetings.
- c. Plan joint sessions with other Technical Committees and coordinate these plans with PES Technical Council.
- d. Arranging for Session Chair(s) for each session sponsored by the Committee. Coordinate the meeting room requests for PES meetings.
- e. 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.

3.2.5 Past Chair

The Immediate Past Chair shall have the duties outlined below:

- a. Serve as the representative on the Technical Council Awards Standing Committee
- b. Assist in the transition of committee officers.

3.3 SBLC Committee Members

Refer to the IEEE PES SBLC Committee P&P for requirements related to membership.

4 Liaisons

4.1 SBLC Committee Liaison Representatives

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

4.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the SBLC Committee Chair with the

concurrence of the SBLC Committee Administrative Subcommittee but should not exceed the term of the Chair. Liaisons may be reappointed for subsequent terms.

5 Procedures

5.1 Quorum

A quorum shall be as defined in the IEEE PES SBLC Committee P&P.

5.2 Voting Requirements

Voting requirements shall be as defined in the IEEE PES SBLC Committee P&P.

5.3 Amendments to the Organization and Procedures Manual

Any member of the SBLC Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the SBLC Committee. 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 SBLC Committee. 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 SBLC Committee 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 SBLC Committee 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. If changes are made to the Technical Committee's operating procedures related to standards activities, after Technical Council approval, the changes shall be submitted by the Technical Committee to the IEEE-SA Standards Board's Audit Committee for its review and acceptance.

Any change made to the Technical Committee's procedures, related to standards activities or not, shall be deemed to be approved by the IEEE-SA Standard Board's Audit Committee until the Technical Council shall be notified in writing by the Audit Committee of the non-approval of a change, and the reasons therefore.

5.5 Changes in Scope of SBLC Committee

To affect a change in scope or add to or subtract from the present committee organization, the SBLC Committee 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 SBLC Committee supports the nomination of individuals within their committee by approval from the Awards subcommittee and AdCom.

The procedure for SBLC Committee 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 standards development activities of the IEEE PES are performed by the Technical Committees of the IEEE PES. For the SBLC Committee, these activities are governed by the P&P. The P&P shall conform to the Baseline Procedures approved by the Standards Board of the IEEE Standards Association at the time the P&P is submitted for approval. The latest procedures are available at the IEEE-SA website, <http://standards.ieee.org/about/sasb/audcom/bops.html>

In addition to the P&P, the SBLC Committee shall have Working Group Policy and Procedures available on the SBLC committee web page.

6 Subgroups of the Smart Buildings, Loads, and Customer Systems Committee

6.1 Subcommittees

6.1.1 Responsible Subcommittees

The IEEE PES SBLC Committee P&P defines the scope and duties of Responsible Subcommittees that oversee standards development activities. Subcommittees that do not participate in standards development activities are referred to in this O&P document as only “Subcommittees.” For purposes of this document, all subcommittees will only be referred to as “Subcommittees.” The name(s) and scope of the Subcommittee(s) of the SBLC subcommittees shall be:

a. Administrative Subcommittee: Refer to Section 6.1.5

b. Architecture Subcommittee

Scope: Research and practices in overarching architecture of consumer and grid-edge informational technologies. Topics can include but are not limited to consumer technology interoperability, communications, and cyber security.

c. Emerging Loads Subcommittee

Scope: Research and practices on emerging electrical loads. Topics can include but are not limited to electrical vehicles, and data centers.

d. Customer Systems Innovation Subcommittee

Scope: Innovations in the demand side research and industry practices. Topics can include but are not limited to smart metering, novel sensing technologies, virtual power plants, microgrids, energy storage solutions, and business models.

e. Smart Grid-Interactive Buildings Subcommittee

Scope: Research and practices in the field of smart buildings and their interactions with the power grid. Topics can include but are not limited to building energy modeling and management, occupant comfort modeling, building-grid interactions, and connected communities.

f. Awards Subcommittee

Scope: The objective of the Awards Subcommittee is to recognize and honor the contributions of IEEE PES members in the SBLC area. The subcommittee has the mission to render IEEE PES members in the SBLC area feel appreciated for their contributions. Each year, the subcommittee is responsible for selecting awardees for the following Technical Committee-level awards:

- IEEE PES Technical Committee Prize Paper Award
- IEEE PES Technical Committee Working Group Recognition Award for Outstanding Technical Report

- IEEE PES Technical Committee Recognition Awards for Outgoing Committee & Subcommittee Chairs
- IEEE PES Technical Committee Distinguished Individual Service Award

The recipients of prize paper, technical report, standard or guide at the SBLC level can be also nominated as candidates for the PES level award.

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

6.1.2 Subcommittee Membership

The procedures governing Subcommittee membership shall be as defined in the IEEE PES SBLC Subcommittee P&P.

6.1.3 Appointment of Subcommittee Chair

The procedures governing the appointment of Subcommittee Chairs shall be as defined in the IEEE PES SBLC Committee P&P.

6.1.4 Duties of Subcommittee Chairs

The Subcommittee Chair shall have all duties defined in the IEEE PES SBLC Committee P&P. Additional duties shall include the following:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the SBLC Committee Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the SBLC Committee Chair, 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. Report on the activities of the subcommittee and its working groups, either verbally at meetings of SBLC Committee or in writing to the SBLC Committee Chair when so requested.
- h. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the SBLC Committee meeting minutes.
- i. Recommend members of their subcommittee for membership on the SBLC Committee.
- j. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- k. Canvass members annually to determine the member's continued interest in the subcommittee.
- l. Notify a new member of a subcommittee following the appointment.

- m. Prepare Annual Report information and give to SBLC Committee Secretary.
- n. Serve as subcommittee standards coordinator and work with the Committee standards coordinator.

6.1.5 SBLC Committee Administrative Subcommittee

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

6.2 Working Groups

6.2.1 Definition of a Working Group

Working Groups that perform standards development activities shall be governed by the IEEE PES SBLC Committee P&P and Working Group P&P. If the SBLC Committee or any of its Subcommittees find it necessary to organize one or more working groups for purposes other than standards development, the following definition shall apply:

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

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

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

6.2.2 Qualifications and Eligibility of Working Group Members

For Standards-development working groups, the procedures governing working group membership and eligibility shall be as defined in the IEEE PES SBLC Committee Working Group P&P.

For working groups with purposes other than standards development, the following shall apply:

- a. Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments.
- b. 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.
- c. 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

For Standards-development working groups, the procedures governing qualifications and eligibility of Working Group Chairs shall be as defined in the IEEE PES SBLC Committee P&P.

For working groups with purposes other than standards development, the following shall apply:

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

For Standards-development working groups, the procedures governing appointment of Working Group Chairs shall be as defined in the IEE PES SBLC Committee P&P.

For working groups with purposes other than standards development, the following shall apply:

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 SBLC subcommittee 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 SBLC Committee 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 SBLC Committee or any of its Subcommittees or working groups (also referred to as the parent group of the Task Force) may find it necessary to organize one or more task forces. Within the SBLC Committee, the following definition shall apply:

Task Force - two or more individuals appointed by the Chair of either the SBLC Committee 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 3 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

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 SBLC Committee goals and methods of operation. Other persons having expertise in specific areas within the scope of a task force may be appointed to its membership when this can enhance or improve the functioning of the task force. The chair shall be a member in good standing of the IEEE and PES.

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.