IEEE Power & Energy Society

Operations Manual

IEEE Power & Energy Society
445 Hoes Lane
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This document incorporates changes approved by the IEEE Power & Energy Society Governing Board through 1 August 2026.

Appendices at the end of the document have been updated as of 1 May 2026.

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Appendices

The documents noted below do not require PES Governing Board approval but have been approved by the appropriate governing organizational units.

A	Technical Council Organization and Procedures Manual (March 2020)
B	Power & Energy Engineering Committee Operations Manual (July 2021)
C	PES University Operations Manual (March 2021)
D	PES Publications Editor – Operations Manual (March 2023)
E	PES Satellite Technical Committee Organization and Operations Manual (April 2026)

1.0 INTRODUCTION

1.1 IEEE INCORPORATION

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action, which relates to that law.

1.2 IEEE GOVERNANCE

The policies, procedures, rules and regulations by which IEEE and its organizational units are governed are embodied in the following documents.

- The IEEE Certificate of Incorporation legally establishes the IEEE.
- The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization.
- Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors.
- The IEEE Policies contains more detailed statements of specific policies, objectives and procedures, which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as this operations manual, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

1.3 PES CONSTITUTION & BYLAWS

The basis for the government and administration of the IEEE Power & Energy Society (PES) is noted in the PES Constitution & Bylaws. The process to revise the PES Constitution & Bylaws is noted within the respective documents.

The IEEE Power & Energy Society (PES) Operations Manual shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

1.4 REVISIONS TO PES OPERATIONS MANUAL

This Operations Manual (Manual) contains the policies and procedures that govern the administrative processes and operations of the IEEE Power & Energy Society. It shall be distributed to the IEEE PES Governing Board Members annually. The Manual shall be reviewed to ensure that the procedures and information are kept up to date.

Proposed changes to the PES Operations Manual and the reasons therefore shall be distributed to all voting members of the PES Governing Board at least 10 days before the stipulated PES Governing Board meeting at which the vote shall be taken. A simple majority of the votes cast at the meeting shall be required to approve any revisions to the PES Operations Manual.

2.0 POWER & ENERGY SOCIETY

2.1 FIELD OF INTEREST STATEMENT

IEEE PES develops standards and empowers development of technology, software, and best practices in all areas of electric power and energy including generation, transmission, distribution and utilization to provide a reliable, resilient, safe, cost-effective and sustainable AC and DC electricity supply system to the end-user. PES focuses on current power system infrastructures and technological advancements in energy resources, smart grid and smart cities for the betterment of society. (Approved February 2018)

2.2 PES MISSION

To be the leading provider of scientific and engineering information on electric power and energy for the betterment of society, and the preferred professional development source for our members. Approved by the IEEE PES Governing Board, 17 July 2003.

2.3 PES GOVERNING BOARD

The PES Governing Board is responsible for the administration and management of Society affairs in accordance with the rules and regulations of IEEE and the Constitution and Bylaws of the Society. The duties and actions of the GB are noted in the IEEE PES Bylaws (Section 3.1 and 3.2).

2.4 PES GOVERNING BOARD MEMBERSHIP & ROLES

2.4.1 - As noted in the PES Constitution, the composition of the PES Governing Board is the following:

a. Officers of the Board - President, President-Elect, Secretary, Treasurer
b. Immediate Past President of the Society
c. Vice Presidents of the Society
d. Members-at-Large (4)
e. Regional Representatives (4)
f. IEEE Division VII Director
g. IEEE Division VII Director-Elect
h. PES Executive Director - ex officio

2.4.2 All PES Governing Board members shall:

- Attend & participate in all PES GB meetings (Typically 2 face to face events)
- Complete assigned tasks on time.
- Provide timely reports on assigned tasks to the GB.
- Discuss and vote on GB motions.
- Interact and coordinate with other GB members as needed.
- Respond to new GB action requests and new task assignments.

2.5 PES OFFICERS

The Officers shall be IEEE Fellows or Senior Members and shall be elected by the Society Members in a manner and for terms as prescribed in the Bylaws.

2.5.1 PES PRESIDENT

In accordance with PES Bylaws, shall assume office after serving a single term of two years as President-Elect, the holder of the office shall serve as President for two years and two years as Past President. The President shall be ineligible to serve a second full term in that office.

a. **Functions & Responsibilities**.

1. Serve as the highest elected official of the Society *(TAB Operations Manual 2.8.B)*
2. Be responsible for Society administration. *(TAB Operations Manual 2.8.B)*
3. Serve as the Society's representative on TAB.*(TAB Operations Manual 2.8.B)*
4. Determine the needs of the Society's members and advise TAB and the IEEE of specific Societal concerns. *(TAB Operations Manual 2.8.B)*
5. Develop the agenda for and preside over all meetings of the PES Governing Board and PES Executive Committee. *(TAB Operations Manual 2.8.B)*
6. Attend all IEEE Technical Activities Board meetings. *(TAB Operations Manual 2.8.B)*
7. Serve as the communications link between the Society and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE. *(TAB Operations Manual 2.8.B)*
8. Make recommendations to the AdCom for appointments to AdCom Committees and Technical Committees as appropriate. *(TAB Operations Manual 2.8.B)*
9. Provide counsel for and directly participate in the planning and activities associated with Society conferences. *(TAB Operations Manual 2.8.B)*
10. Serve as an ex officio Member of all Standing Committees
11. Arrange for at least two Governing Board meetings and two Executive committee meetings annually.
12. Make appointments as described in the PES Constitution, Bylaws and Operations Manual.
13. Establish society goals in conjunction with the Governing Board and ExCom
14. Represent PES at featured events, typically providing keynote and welcoming speeches, recognition, awards, welcoming letters, and networking.
15. Oversee activities of the Executive Director of the Society, who reports to the Governing Board via the President.
16. Identify and assign volunteers and necessary working groups as needed
17. Utilize input from the PES Long Range Planning process to provide society guidance and direction
18. Provide leadership for the Fellows committee
19. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.
20. Ensure coordination of activities and scope across all PES Governing Board members.
21. Identify opportunities to contribute to the betterment of IEEE and to leverage IEEE resources for the betterment of PES.
22. Communicate progress, goals and direction to PES members at the annual PES Members Meeting
23. Advocate the power and energy profession and PES' role to contribute to it.

2.5.2 PES PRESIDENT-ELECT

In accordance with PES Bylaws - shall be elected by PES voting members. To be eligible for nomination to the office of President-Elect, the nominee shall have served as a Member of the Governing Board in some capacity for at least two years. The President-Elect shall serve a term of two years during which he or she shall be Vice President of the Board. The President-Elect. Other duties may also be assigned by the Board or the President.

a. **Functions & Responsibilities**
   1. Serve as Vice Chair of the PES Governing Board and PES Executive Committee
   2. Shall assume the duties of the President in the event of their absence or incapacity
   3. Shall serve as an alternate to serve on the IEEE Technical Activities Board in the absence of the IEEE PES President.
   4. Update and maintain the PES liaison list. Include changes in the President-Elect reports. Change notices need to be sent to the PES Executive Office to update the IEEE PES web site.
   5. Develop and maintain the strategic long-range plan (LRP) and provide leadership for the Long Range Planning committee which reports to the President-Elect. Organize two meetings per year, typically scheduled in conjunction with Governing Board meetings.
   6. Release an update of the LRP report every two years.
   7. Nominate an LRP committee comprised of the Members-At-Large and those appointed by the President-Elect which should consider individuals with varying backgrounds and skillsets. LRP committee members can be assigned to sub-committees to build organization structure for the Board as needed.
   8. At each PES Board Meeting and PES ExCom meeting, recommended an LRP topic to be a dedicated part of the agenda for the purpose of getting feedback on accomplishments, future direction and priority. As appropriate, action items in the LRP may be transferred to the IEEE PES Secretary's Action Item List for closer monitoring on implementation progress.
   9. Maintain the file of the IEEE PES – Governing Board membership summary. Update it annually and advise the President and the IEEE PES Board of positions where term expiration is pending.
   10. The Nominations and Appointments Committee—reports to the President-Elect.
   11. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.
   12. Participate on the IAS Board as an ex-officio member to facilitate communications and collaborative activities between the Societies.
   13. Create a President-Elect Board report and distribute it before Governing Board and ExCom meetings as requested by the Secretary. The President-Elect Board report should include (but not be limited to) the following:
       i. PES Liaisons
       ii. PES Long Range Planning Activities
       iii. Liaison activity with the Industry Applications Society (IAS)
       iv. Nominating and Appointment Committee Status update
       v. Progress on President-Elect assigned goals

2.5.3 IMMEDIATE PAST PES PRESIDENT

In accordance with PES Bylaws, shall assume office after serving a single term of two years as President.

a. Functions & Responsibilities

1. Shall serve & participate on the PES Governing Board
2. Shall serve & participate on the PES Executive Committee
3. Chair of the PES Nominations & Appointments Committee
4. Continuation and closure on special projects/activities related to initiatives during PES President tenure
5. Special projects/activities as requested by PES President or President-Elect

2.5.4 PES TREASURER

The Treasurer shall serve a term of two years during which he or she shall be Treasurer of the Board. The Treasurer shall be responsible, under direction of the Board and with advice of the Finance Committee, for the collection and disbursement of Society funds. With the assistance of the Finance Committee and with inputs from the Board Members, the Treasurer shall prepare the annual Society budget. The Treasurer shall report the financial condition of the Society to the Board at least annually. The Treasurer shall be eligible for reelection for a second term only

a. Functions and Responsibilities

1. Prepare a Treasurer's Report to be presented at each of the 4 regular meetings of the Governing Board or Executive Committee.
2. Lead the PES effort to develop a budget for the following year
3. Chair the PES Finance Committee
4. Provide advice to the Governing Board on PES financial affairs
5. Work with the PES Executive Office and review monthly financial reports and resolve and discrepancies

2.5.5 PES SECRETARY

The Secretary shall serve a term of two years during which he or she shall be Secretary of the Society. The Secretary shall be responsible for keeping records and minutes, maintaining a complete file of the minutes of the Board meetings, conducting voting by the Board in meetings or by ballot using mail, facsimile, or other electronic media, publishing notices to Members of proposed Constitutional or Bylaw Amendments as required by the Constitution, providing a cover letter for PES general membership elections and Constitutional Amendments votes, and informing Members of any Amendments or policy or procedural changes enacted by the Board. The Society Secretary shall be eligible for reelection for a second term only.

a. Functions and Responsibilities

1. Work with PES President to draft PES GB and ExCom Meeting agendas
2. Send out updated action items list to Governing Board approximately one month prior to a meeting asking for feedback on status of items. Request feedback for these items by two weeks before meeting.
3. Distribute the PES meeting agenda at least 21 days prior to the meeting
4. Submit revised minutes from previous meeting to Governing Board two weeks before meeting for final review before approval at meeting.
5. Transmit an updated action items list to the Governing Board at least one week before the meeting.
6. Take attendance of members and visitors present during the meeting.
7. Send final copy of minutes approved at meeting to PES Executive Office.

8. Email updated action items including new ones from recent meetings to Governing Board and Executive Office staff for review and action within one week of meeting.
9. Prepare draft meeting minutes within thirty days of the meeting.
10. Email draft meeting minutes to PES President & Executive Director for comments prior to distribution to the Governing Board or Executive Committee for their review and comments.
11. As necessary, conduct Governing Board or Executive Committee votes between meetings. Record the final vote and include that in the Secretary's report for the next meeting.
12. Working with the PES Executive Office, develop the cover letter for any PES-wide elections or votes.
13. Constitution & Bylaws Committee
    a. Ensure all PES changes are accurately incorporated and the procedures for review and approval are followed.
    b. Develop notices and other updates related to constitution and by-laws that must be published to PES membership in Power & Energy Magazine or other venues.
    c. Develop necessary communications working with PES Executive Director related to changes in PES Constitution and/or By-laws. This includes TAB notification as necessary.
14. History Committee
    a. Work with the History Committee Chair to define and update the scope of the committee.

2.6 VICE PRESIDENTS

Each of the Society functional areas, covered below, shall be administered by a Vice President, via his/her organization. The Vice Presidents shall have responsibilities as set forth in the following subparagraphs to address the functions of the Society as described in Article I of the Constitution. All VPs serve as voting members on the PES Governing Board and the PES Executive Committee.

All Vice Presidents shall be appointed by the PES President and serve a one-year term and can be reappointed up to four additional terms. The Vice President of Technical Activities shall be appointed in accordance with the Technical Council Operating and Procedures Manual.

2.6.1 Chapters & Membership

Responsible for PES Chapters, student activities, Affinity Groups, member development, including recruitment, retention, elevation, service and products, as well as related operational and budget matters.

a. **Functions and Responsibilities**:

1. Shall be empowered to determine and staff the Committees, Subcommittees, etc. as required to promote the Chapter scope and functions of the Society. This organization shall include the following Region Representatives, who report to this Vice President:

    - Up to seven Region Representatives for USA & Canada.
    - One Region Representative for Latin America.
    - One Region Representative for Europe, Middle East & Africa.
    - One Region Representative for Asia & Pacific.

2. Shall determine which one of the Region Representatives for Canada and the USA to nominate to serve on the Governing Board, joining the Region Representative for Latin America, the Region Representative for Europe, Middle East & Africa, and the Region Representative for Asia & Pacific.
3. Shall promote the organization and effective performance of Society Chapters. The Vice President shall also represent the interests of individual Chapters in the policies and decisions of the Society.
4. The Chapter and/or Zonal Representatives shall report to their respective Region Representatives.
5. The Distinguished Lecturers Program will be managed by the VP-Chapters or a designee.
6. Line responsibility for Chapters throughout Regions 1 – 10 and staff responsibility for the support functions within the Chapters organization:
    - Six Region Representatives for USA
    - Region Representatives for Canada
    - Region Representative for Latin America
    - Region Representative for Europe, Middle East & Africa
    - Region Representative for Asia & Pacific
    - Student Branch Chapters Committee Coordinator
    - Electronic Communications & Analytics Committee Coordinator
    - Awards and Resources Coordinator
    - Distinguished Lecturers Program (DLP) Coordinator
    - Membership Development Committee (MDC) Coordinator
    - Life Members (LM) Coordinator
7. Four Region Representatives are appointed to the Board for a two-year term, with a three consecutive terms maximum, on a schedule such that ideally the Board terms of half of these Region Representatives expire each year. The Region Representatives to the Board will include:
    - Region Representative representing USA and Canada
    - Region Representative representing Europe, Middle East & Africa
    - Region Representative representing Latin America
    - Region Representative representing Asia and the Pacific
8. Nominate one of the Region Representatives for Canada and the USA to serve on the Governing Board together with the Region Representatives for Latin America, the Region Representative for Europe, Middle East & Africa, and the Region Representative for Asia & Pacific.
9. Nominate candidates to serve as Region Representative for a two-year term, with a three consecutive terms maximum, to replace those whose terms expire at the end of the year.
10. Consult with the appropriate Region Representatives and provide, as information to the Board, a list of appointments of Chapters/Zonal Representatives to replace those whose terms expire at the end of the year or when required.
11. Establish, maintain, enhance and eliminate committees dedicated to important member demographics.
12. Track and monitor PES membership statistics, but not limited to, including membership by Region, IEEE Membership Grade, profession, etc.

13. Designates volunteers for the Chapters Organization as required to promote the scope and mission of the Society.
14. Responsible for the presentation of VP budget to the PES Governing Board for approval. The budget shall include all expenses for the corresponding year including all programs awards, meetings, Distinguished Lecturer Program (DLP), student branch chapter activities, member driven initiatives, special programs and VP travel expenses to PES Meetings.
15. Provides assistance for the creation of PES Chapters/Student Branch Chapters with coordination of Regional/Zonal and Chapter Representatives, Student Branch Chapter Committee in preparation and submission of the required petitions.
16. Responsible with the corresponding Regional Representative for conducting Chapter Chair Training. Regions 1-7 training is held annually prior to the General Meeting. Regions 8, 9 and 10 training is held annually in conjunction with an event in their Region.
17. Work closely with other PES VPs and staff for the implementation of programs, contests or activities at the Chapter level including but not limited to providing timely information to PES P&E magazine for e-news, assisting and coordinating the Young Professional (YP), Women in Power (WIP) panel sessions at major PES conferences, reviewing student housing allocation grants in R8-10 when papers would be accepted at major PES conferences, helping the technical council with local organizing chapter volunteers and outreach efforts for technical subcommittee meetings.
18. Responsible with the corresponding Regional Representatives and/or Chapter Representatives for conducting regular Chapter Officer meetings (recommended at least quarterly) to inform Chapters of changes that may occur in both IEEE and PES.
19. Work with the volunteers to run programs to expand collaboration and engagement, and enhance membership.
20. Student Branch Chapters:
    - Responsible, with the support from the SCC Coordinator, for growth, performance and support of PES Student Branch Chapters in Regions 1 – 10.
    - Responsible, with the support from the SCC Coordinator, for conducting the High-Performance Student Branch Chapter Program.
    - Responsible, with the support from the SCC Coordinator, for planning and conducting the annual Student Branch Chapter Meet & Greet events alongside Professional CC Training in Regions 1-10.
21. Membership Analytics & Communications Committee:
    - Responsible, with the support from the Electronic Communications Coordinator and guidance from PES Staff, to maintain the Chapter's web site, ensure the PES Chapter locator is accurate, promote activities (via social media) and ensure that all activities are branded correctly.
    - Responsible, with the support from the Electronic Communications Coordinator and PES Staff, to maintain the chapter's e-mail distribution lists, including but not limited to IEEE Listserv,, up to date with changes in chapter leadership as they occur.
    - Responsible, with the support from the Analytics Committee Coordinator and PES Staff, to work with IEEE IT for dashboards, analytics, reporting, of chapters and student chapters health index, senior member eligibility, chapters with no officers, and so on and such data made available to chapter leaders on a monthly cadence.

22. Chapter Awards and Resources:
    - Responsible, with the support from the Chapter Awards and Resources Coordinator, for running programs, contests and awards promoting activities within the chapters including:
    - Chapters Social Media Presence Contest in collaboration with other Governing Board members and PES Staff.
    - Frank Lambert Outstanding Chapter Awards
    - Outstanding Chapter Engineer awards
    - Outstanding Chapter Volunteer award
    - Distinguished Lecturers Program (DLP)
    - High Performance Chapter Program
    - Responsible, with the support of the Award and Resources Coordinator, for the implementation of awards and other programs to promote activities within the Chapters. They will work closely with the PES Executive office in the preparation of plaques, certificates, checks, etc., corresponding to the different awards and programs.
23. Distinguished Lecturers Program (DLP):
    - Responsible, with the support from the DLP Coordinator, to maintain the active DLP list of speakers and search for new lecturers on trending technical topics as publicized by PES Technical Council.
    - Responsible, with the support from the DLP Coordinator, for the DLP Speaker Review Committee (DLP Coordinator, VP Chapters, appropriate Region Rep, VP Education, VP – Technical Activities and the PES President-Elect) to recommend Distinguished Lecturers to the Governing Board or ExCom for approval.
    - Responsible, with the support from the DLP Coordinator, to evaluate DLP requests.
24. In consultation with PES President, PES N&A Committee - appoint the PES Young Professionals Advisory Council Chair.
25. In consultation with PES President, PES N&A Committee - appoint the PES Women in Power Advisory Council Chair

2.6.2 Education

The VP Education provides leadership for all education-related activities of the Society and advances the PES mission by fostering a strong student pipeline, enabling lifelong learning, and ensuring PES is recognized globally as the premier provider of power and energy education.

a. Functions and Responsibilities

1. Educational Leadership and Strategy
    - Provide strategic leadership for all PES education activities in alignment with the PES Constitution, Bylaws, and Operations Manual.
    - Establish and lead committees, subcommittees, and task forces as needed to promote power engineering education and lifelong learning.
    - Serve as a member of PES Long Range Planning (Subcommittee 4), ensuring that education priorities address industry challenges, emerging technologies, and member needs.
    - Ensure educational programs address global needs and expand accessibility across all PES regions.

- Propose, lead, and implement updates to the structure and scope of PES University and the Power & Energy Education Committee (PEEC) to ensure alignment with evolving industry, academic, and member needs.

2. Student Pipeline and Scholarships
   - Lead and expand PES student scholarship initiatives, including the Scholarship Plus program.
   - Promote and oversee student-focused activities at PES conferences, NAPS, and selected regional conferences, strengthening pathways from student membership to professional careers.
   - Advance workforce development and student engagement by strengthening pathways from education to careers, while monitoring outcomes such as scholarship applicants and retention into PES.
3. Professional and Lifelong Learning
   - Provide strategic direction for PES University courses, tutorials, and professional development offerings at PES conferences.
   - Ensure high-quality, relevant, and diverse technical content delivery, while implementing fair and timely surplus revenue sharing with instructors.
   - Oversee the Resource Center and evolve it into a premier digital platform for continuing education, offering webinars, tutorials, electronic modules, and emerging formats such as micro-credentials.
   - Collaborate with IEEE Educational Activities Department and PES staff on new initiatives, including online learning, hybrid delivery, and other formats (e.g., Plain Talk for non-engineers).
   - Lead the development, implementation, and promotion of the PES Certification program.
4. Partnerships and Outreach
   - Partner with the VP Chapters & Membership to review and approve new PES Distinguished Lecturers, ensuring global coverage and diversity of expertise.
5. Governance and Finance
   - Develop, manage, and report on the Education portfolio budget, providing accurate forecasts and ensuring alignment with PES strategic priorities.
   - Establish and track key performance indicators (KPIs) to measure the effectiveness and impact of education programs.
   - Regularly review and update education-related processes and policies to ensure sustainability, innovation, and member value.

2.6.3 Conferences & Meetings

Responsible for the overall management of financially sponsored meetings and conferences from a strategic planning, implementation and sustainability standpoint.

a. Functions and Responsibilities

1. Shall be empowered to determine and appoint the Committees, Subcommittees, etc., as required promoting the meetings policy scope and functions of the Society.
2. Provides leadership for that described herein in the PES Operations Manual, PES Bylaws and Article VIII of the Society Constitution and shall be responsible for working with the PES Executive Office and coordinate as necessary across the Society and within IEEE.

3. Develops the overall strategic planning of meetings and conferences for the PES. This includes the development of various steering committees of conferences and regions, as necessary.
4. Works with the PES Executive Office to report on the overall status of PES Conferences.
5. Works with, and provides guidance to, PES conference steering committees to set goals and strategic direction for meetings.
6. Works with the PES GB to identify potential meeting sites based on several factors, including but not limited to trends in the power and energy field.
7. Assures the negotiations and reviews all hotel and convention center contracts with participation by PES EO follows best practices and the necessary requirements of IEEE PES.
8. Participates in the selection of the host utility for the PES General Meeting , PES Transmission & Distribution Conference and Exposition and PES Grid Edge Technologies Conference & Exposition.
9. In coordination with the Executive Advisory Council and the Local Organizing Committee, participates in the organization of the plenary and super-sessions at the PES General Meeting, PES Transmission & Distribution Conference and Exposition, and PES Grid Edge Technologies Conference & Exposition.
10. Appoints the PES Conference Steering Committee Chairs which includes but isn't limited to the PES General Meeting, PES Transmission & Distribution Conference & Exposition, PES Grid Edge Technologies Conference & Exposition, PES Energy & Policy Forum, ISGT series of conferences and other PES Financially sponsored conferences.
11. Reviews and approves preliminary conference budgets
12. Present PES Financial sponsored conferences budgets to the PES Finance Committee for approval.
13. As requested, attends post conference meetings for core conferences, including review of evaluations and discussion of targets met and not met, successes, and lessons learned.
14. Reviews new proposals received for financial sponsorship
15. Chairs the Conference Advisory Committee
16. Acts as liaison to the Board of Governors for all conference activity
17. Represents the Society to IEEE or to other organizations, on behalf of the Society, on matters concerned with the Society's conferences.

2.6.4 New Initiatives & Outreach

Serves in the role of being the focal point for new initiatives that PES engages in and reaching out to both PES members and beyond showcasing the programs and opportunities that the society makes available to the technical community and the public at large. The guiding principle of this vice presidency is to take a proactive role in developing and nurturing new activities (e.g., conferences, publications, educational materials) and then hand those over to line vice presidents for them to operate these as standard PES offerings.

a. Functions and Responsibilities:

1. Shall be empowered to determine and appoint the committees, subcommittees, etc. as required to promote the energy initiatives, public affairs, and outreach functions for the Society.
2. Shall be responsible for outreach and coordination within PES, other Societies, and industry-related entities to identify and pursue collaborative opportunities.
3. Shall be responsible for monitoring interests worldwide and maintain knowledge of topical issues. Collaborative opportunities will be identified to pursue emerging technologies, related conferences and new publication and educational venues.
4. Shall be responsible for incubating new ideas. Once initiated, efforts to coordinate necessary Society organization structure for sustaining operations will be pursued.
5. Will develop channels with industry leadership, seek executive support for the Society.
6. Oversee the PES Industry Outreach Program.
7. Be proactive in reaching out to society members to seek out and propose major new initiatives.
8. Help to co-sponsor high quality conferences with non-PES entities such that the PES's leadership in the power and energy community is enhanced, and its share of the intellectual property in IEEE Xplore is increased.
9. Explore opportunities for launching specialized conferences and new periodicals to provide platforms for discourse in emerging technologies and systems as well as providing technical expertise to address global issues like climate change.

2.6.5 Publications

Shall provide oversight on services and products which disseminate information on technical, scientific, professional, and newsworthy topics of interest to PES members, the engineering and scientific community, and the general public.

a. **Functions and Responsibilities**:

1. Shall determine and appoint the Committees, Subcommittees, etc. as required to promote the publication policy scope and functions of the Society and provide leadership for the area described in the PES Bylaws, PES Operations Manual and Article X of the Society Constitution. This organization shall also be responsible for the solicitation, selection, and grading of technical papers to be published in the Transactions.
2. Serve as Chair of the PES Publications Board as noted in Section 8.24.
3. Shall be responsible for working with the Editors of the Society's periodicals.
4. Review and recommend the appointment of Editors-in-Chief and Regional Editors. (Power & Energy Magazine, IEEE Energy Sustainability Magazine, Power Engineering Letters, Transactions on Energy Conservation, Energy, Market, Policy & Regulations, Open Access Journal of Power and Energy Power Delivery, Power Systems, Smart Grid, and Sustainable Energy)
5. Work with other PES vice presidents on enhancing the existing PES publications and launching new IEEE/PES Transactions and magazines

6. Attend the IEEE Panel of Editors meetings and work as a liaison with IEEE on streamlining IEEE publication issues
7. Lead the activities and prepare the report for the 5-year review of the PES publications by the IEEE Technical Activities Board
8. Lead the process and work with the IEEE Intellectual Property Office on reviewing the publication misconduct and plagiarism cases
9. Work with EICs for PES publications on improving the metrics.
10. Moderate disputes between authors and EICs/Editorial Boards
11. Work with EICs for PES publications to enhance and expand PES e-Newsletter
12. Work with the PES Office staff and EICs on enhancing the Manuscript Central updates and applications
13. Work with the PES Office to enhance and expand the IEEE Xplore applications and expand the Xplore legacy database.
14. Lead the development of special publications such as special issues.
15. Serve on the IEEE PES Finance Committee
16. Work with PES VP Technical Activities and VP Conference & Meetings to provide consistency between conference and journal articles
17. Promote special initiatives such as magazine and special issue translations, webinars, etc.
18. Provide liaison with other IEEE Publication boards and societies

2.6.6 Strategic Communications and Partnerships

Shall be responsible for overseeing partnership agreements, awards and recognition, and developing and delivering core messaging across all channels and platforms to PES members, the technical community and general public.

a. **Functions and Responsibilities**
   1. In consultation with PES President, PES N&A Committee - appoint the PES Awards & Recognition Committee Chair
   2. In consultation with PES President, PES N&A Committee - appoint the PES Day Committee Chair.

2.6.7 Technical Activities

Shall take lead in technical activities relating to P&E Society and provides oversight of the PES Technical Council (TC) and the PES Localized Technical Activities Committee (LTAC). Vice President of Technical Activities is also responsible for the technical program of the major technical conferences and meetings that the P & E Society sponsors. Additionally, the VP coordinates the operation of the committees under its umbrella and provides leadership and guidance to volunteers working to support technical activities.

a. Functions and Responsibilities

1. Shall be empowered to determine and appoint the Standing Committees, Subcommittees, Working Groups, etc., as required to promote the technical scope and functions of the Society.
2. Serves as the Chair of the PES Technical Council and is a voting member of the LTAC. The formation of Technical Committees and Coordinating Committees shall follow the procedures outlined in the Technical Council Operations & Procedures Manual. The formation of Satellite Technical Committees shall follow the procedures outlined in the Satellite Technical Committees Organization and Procedures Manual.
3. Provides leadership for the area described herein Section 10 and Article VII of the Society Constitution and shall be responsible for establishing policies which will stimulate among Society Members the acquisition of new knowledge and technology and the interchange of ideas and experience and for appraising the performance of the Technical Committees.
4. Each Technical Committee or Coordinating Committee shall be responsible for the evaluation and dissemination of technical information in its field of interest. It shall be responsible for the content of the technical sessions at the Society meetings. It shall provide technical assistance, within its respective scope, to Chapters. It shall be responsible for the organization and supervision of the work of Subcommittees and Working Groups as may be found necessary for the effective handling of the technology encompassed within its field of interest. Technical Committees are also responsible for the initiation, preparation, and formulation of Standards, guides, and recommended practices for issue in accordance with IEEE regulations
5. Preside at the meeting of the Technical Council, the assemblage of the Chairs of the various Technical Committees and Coordinating Committees that together comprise the Technical Activities of the Society.
6. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.
7. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.
8. Represent the Technical Council and LTAC at PES Governing Board/Executive Committee meetings, make such reports (including annual report to the PES Governing Board) as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities.
9. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members.
10. Appoint the Secretary of the Technical Council, with approval by the Power & Energy Society President.
11. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter or electronic ballot no later than 10 days after receipt of the proposed slate.
12. Appoint Standing Committee Chair with approval by the PES President.
13. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair.

2.7 MEMBERS-AT-LARGE

In accordance with PES Bylaws, the PES President shall appoint (4) Members-at-Large to the PES Governing Board. Each member at large has a defined set of special ad-hoc tasks. These tasks address current PES Governing Board (GB) priorities and liaison roles – and are assigned by the PES President. Examples of focus and liaison areas have included:

- PES Resource Center
- IEEE Standards
- IEEE Smart Grid
- Industry Outreach
- Other current priorities as needed

These assignments typically involve interactions with PES VPs and other members of the GB.

2.8 PES GOVERNING BOARD MEETINGS

1. Number of PES Governing Board Meetings and Locations. Per the PES Constitution - the Board shall hold at least two meetings each year. These two meetings shall generally be held in conjunction with the annual General Meeting and another meeting at a date approximately 6 months apart from the General Meeting at a venue selected for a purpose identified at that time. The agendas and minutes of all Board meetings shall be distributed to all Members of the Board.

2. Meeting Schedule Changes. Once scheduled, a meeting date or location may be altered or canceled by the PES President only in extenuating circumstances and not less than 20 calendar days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such change shall be distributed to all GB voting members not less than 20 calendar days before the original or the new date of the said scheduled meeting, whichever is the earlier.

3. PES GB Special Meetings. Special meetings of the PES Governing Board may be called by the PES President or by 20% of the PES GB voting members on notice to all other GB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the GB voting members calling the meeting, shall be distributed to all GB members not less than 20 calendar days before the date set for the special meeting.

4. Actions Without Meeting. IEEE Bylaw I-300.5 applies to the PES Governing Board, as it is an IEEE Society. Unless otherwise provided in the Certificate of Incorporation, the Constitution, the Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by the Board of Directors, the Major Boards, the Committees and any other board or committee reporting directly to the Board of Directors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee.

5. Notices of Meetings. Notices of meetings and any other documents required to be sent to GB members pursuant to provisions of the IEEE Constitution, IEEE Bylaws, IEEE Policies, and this PES Operations Manual shall be sent by such routings as shall ensure prompt delivery.

6. Parliamentary Authority. Robert's Rules of Order (latest edition) shall be used to conduct business at meetings of the PES GB and all other governing bodies thereof, unless otherwise specified by IEEE governing documents

2.9 VOLUNTEER RESPONSIBILITIES & IEEE CODE OF ETHICS

1. Volunteers carry out a very wide range of duties and responsibilities on behalf of IEEE. In special cases formal orientation is provided for new volunteers, but all volunteers, particularly leaders, are required to acquaint themselves appropriately with IEEE policies, procedures, and practices. For example, newly elected members of the IEEE Board of Directors receive specific guidance on their fiduciary responsibilities. Each year, in the membership renewal pack, all members affirm their intention to adhere to the IEEE Code of Ethics. This Code also applies to nonmembers who are serving IEEE in some capacity. The Code comprises 10 articles that aim to address in concise terms ethical issues encountered in professional engineering activity. Beyond this, there is also an obligation for volunteers to abide by the spirit of the Code, especially in respect of Articles 2, 7, 8, 9, and 10.

2. Conduct as an Office, or Members of PES Committee
   Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The chair has the prime responsibility for the conduct of the meeting, but the cooperation of all members present is also an important factor in ensuring that the business is conducted in a fair and harmonious manner.

3. Conflict of Interest

   A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for volunteers is to follow IEEE policies, procedures, and practices, and be seen by their peers to be acting ethically in their decision-making.

4. Acceptance of Position Obligations

   Election or appointment of a volunteer to a position, such as a board or committee chair or member implies that there is an expectation that the person will be willing and able to undertake assigned duties, and if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and that any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

5. Transfer of Position

   An orderly and regular turnover of board or committee, including that of the officers, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE organizational units. Sections of this Operations Manual define the terms of office for volunteers involved with member and geographic activities and the procedures for their election or appointment. It is the responsibility of the PES President to ensure that these practices are followed. It is a duty of all PES volunteers to transfer all documents and other resources necessary for their successors to carry out their work effectively.

6. Legal Aspects

In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, IEEE Policies, procedures, and practices, provides a measure of protection to both IEEE and to individual members.

The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE volunteers should conduct themselves in their service on behalf of IEEE, but it provides a sound basis on which high ethical standards can be established.
(See also the IEEE Code of Ethics, IEEE Policies, Section 9.9 – Conflict of Interest.)

2.10 PES EXPANDING COLLABORATION AND ENGAGEMENT STATEMENT

IEEE Power and Energy Society (PES) shares the mission of IEEE, to foster technological innovation and excellence to benefit humanity. In accordance with IEEE Policy 9.8, this mission requires and embraces the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. In an increasingly global world, where individuals with varying backgrounds and skillsets are ever more closely connected, IEEE PES is strongly committed to meeting everyone's needs as one of the main pillars of sustainable growth.

The purpose of expanding collaboration and engagement (ECE) in IEEE PES is promoting a culture that welcomes, engages and rewards all who contribute to the field. This is enhanced by a conscious strategy that focuses on developing the structures, systems, and processes that generate respect for the individual characteristics of all people within the organization, while also fostering a sense of belonging that makes everyone feel valued and part of the wider community.

IEEE PES is governed by the following principles grouped around core PES activities:

1) Member engagement and leadership development

- Acknowledge the differences of IEEE PES members and promote opportunity, transparent communication, and non-discrimination to all existing and prospective IEEE PES members.
- Facilitate the development of surveys and reporting mechanisms to track progress on ECE principles in all IEEE PES activities.
- Promote the contribution of the knowledge, experiences, and abilities of all the IEEE PES members, regardless of any personal or social conditions or circumstances.
- Recognize the coexistence of different generations and levels of professional experience as a source of continuous enrichment to the PES, due to their varying skills and approaches, and as a major contribution to the transformation of the services and benefits provided by the society to its members. Provide opportunities for professional and personal development, which entails the commitment to intentionally promote the progress of the members in the following fields:
  - Selection of award and recognition nominations: appoint or nominate the best candidates based on their knowledge, abilities, and achievements.
  - Support the education and training of all IEEE PES members to acquire the knowledge and skills required for the proper performance of their role in IEEE PES and for their personal and professional growth.
  - Elimination of any actions contrary to these principles.
- Showcase the commitment to expanding collaboration and engagement of IEEE PES members and promote ECE related campaigns through websites, emails and social media.

2) Technical activities, conferences and meetings

- Encourage committee memberships to expand collaboration and engagement across all PES activities (including technical committees, chapter committees, task forces, etc.).
- Establish clear criteria that adhere to ECE principles in selecting panelists, keynote speakers, and distinguished lecturers in all IEEE PES conferences and meetings.
- Improve accessibility, both physical and digital, to all IEEE PES conferences and meetings, by implementing affordable measures (e.g., wheelchair access in venues)

and tools (e.g., online applications for visually impaired, real-time transcription of speech into text, etc.).
- Develop metrics to measure expanding collaboration, engagement and accessibility of conferences and meetings.

3) Publications and digital experience

- Encourage formation of editorial boards comprised of individuals with varying backgrounds and skillsets by introducing focused nomination programs for potential associate editors.
- Improve accessibility of digital materials, especially in terms of addressing disabilities and language barriers, by introducing affordable online tools where applicable.
- Encourage the use of collaborative and engaging language in all IEEE PES publications and websites.
- Re-design online registration forms to compile the differences of our attendees, thus enabling the creation of comprehensive profiles and understanding of IEEE PES members in all regions.

4) Education

- Provide educational programs, such as webinars, in-person and virtual tutorials, and other learning modules, catering to a global audience, presented by speakers with varying backgrounds and skillsets, and addressing the varied topics and levels of experience of power and energy students and professionals around the world. Enhance educational resources and professional development offerings to make them more accessible and engaging, supporting the continuous learning of all IEEE PES members.
- Encourage and support PES scholarship programs in all regions.
- Promote power and energy subjects and showcase the different careers in the field focusing on all groups of individuals in schools and universities.

The responsibility for this statement sits with the IEEE PES Expanding Collaboration and Engagement (ECE) Committee, with oversight from the IEEE PES Governing Board. The ECE Committee will work with and draw upon support from its members and volunteers.

3.0 FINANCIAL OVERSIGHT

3.1 ANNUAL BUDGET

An annual budget shall be prepared by the IEEE PES Finance Committee for the ensuing year, subject to the endorsement by the PES Governing Board and approved as part of the annual IEEE Budget. The PES budget is also approved by TAB Finance Committee, the Technical Activities Board and the IEEE Board of Directors.

Specific dates regarding the development of the budget shall be distributed and determined by the IEEE Finance Committee.

3.2 SOCIETY MEMBERSHIP DUES

Per the PES Constitution - the Society Executive Committee shall establish an annual fee for Membership and shall establish prices for publications and other services and activities offered to Members as provided in its Bylaws.

The membership dues structure for Societies shall be set as part of the annual budget cycle. (Per TAB Operations Manual Section 4.2.A.1)

3.3 SOCIETY RESERVES

PES will manage its reserves in accordance with the IEEE Financial Operations Manual.

3.4 PES TRAVEL POLICY

Under discussion by PES Finance committee – the formal policy was approved by the PES Governing Board in January 2019.

4.0 PES STANDING COMMITTEES

As noted in the PES Bylaws, the following are the PES Standing Committees (a) Constitution & Bylaws (b) Fellows (c) Finance (d) History (e) Long Range Planning (f) Nominations and Appointments.

4.1 CONSTITUTION & BYLAWS COMMITTEE

Scope: It shall investigate all matters related to the recorded laws and regulations of the Society. It shall be responsible for editing and coordinating the Constitution and Bylaws and calling to the attention of the Board any inconsistency between current practice and recorded legal requirements. It shall examine proposals for the amendment of the Society governing documents and recommend final drafts of amendments for adoption by the Board or the Society membership as required by the Society Constitution.

Reports: Secretary

Membership: Chair appointed by the President, and a minimum of two Board Members, appointed by the Constitution and Bylaws Committee Chair. All individuals must be IEEE PES Members of Graduate Student, Member, Senior Member or Fellow grade.

Terms of Office: One year term of office (January to December) renewable up to five (5) years

Vacancy: The PES President shall fill the vacancy of the Committee Chair. The Committee chair shall be responsible for filling the vacancy of committee members. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair and are held electronically.

4.2 FELLOWS COMMITTEE

Scope: This Committee shall function in accordance with the IEEE Fellow Committee guidelines and shall evaluate and rank Fellow candidates of the Society.

Reports: President

Membership: Chair appointed by the President and a minimum of eight additional members. The committee members shall be chosen to ensure that they represent the technical diversity of the Society as well as consideration to the balance of academic and industry expertise of the Society and that they are preferably IEEE Fellow grade members. Additional eligibility requirements for FEC chairs, vice chairs, and members are specified in the IEEE Fellow Committee Operations Manual, see 9.5.5.1 and 9.5.6.1

Terms of Office: One year term of office (January to December) renewable up to three (3) years

Vacancy: The PES President shall fill the vacancy of the Committee Chair. The Committee chair shall be responsible for filling the vacancy of committee members. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair in accordance with the IEEE Fellows application review cycle.

4.3 FINANCE COMMITTEE

Scope: Shall maintain a continuing audit of the financial position of the Society, assist the Treasurer in preparing the annual budget, and advise the Board relative to financial affairs.

Reports: Treasurer

Membership: The Treasurer is Chair and there is a minimum of four other Governing Board Members, including the Vice President–Meetings and the Vice President–Publications. The other two Members shall be appointed by the Finance Committee Chair. The Executive Director of the Society shall also be an ex officio, non-voting Member. All individuals must be IEEE PES Members of Graduate Student, Member, Senior Member or Fellow grade.

Terms of Office: One year term of office (January to December) renewable up to five (5) years

Vacancy: Treasurer vacancy shall be filled in accordance to PES Bylaw 8.6. The Committee chair shall be responsible for filling the vacancy of committee members. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair and are held electronically

4.4 HISTORY COMMITTEE

Scope: Shall participate, and in some cases take the lead at the discretion of the Board, in the recognition of milestones and anniversaries of important historical achievements and events within the scope of the Society. It shall provide historical information on request.

The committee shall work with the IEEE History Committee to recognize milestones and anniversaries of important historical achievements and events within the scope of the Society.

Reports: Secretary

Membership: Chair, appointed by the PES President. Up to three (3) additional members appointed by the Chair in consultation with the PES President or Secretary. The PES History Committee shall provide a global perspective on appropriate milestones/historical achievements within the industry.

It is desired that the History Committee Chair be familiar with PES individual Awards including the Lifetime Achievement Award, P. Ryan Meritorious Service Award, and the Outstanding Power Engineering Educator Award.

Terms of Office: One year, renewable for up to four additional terms

Vacancy: Shall be filled by the PES President-elect. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair.

4.5 LONG RANGE PLANNING COMMITTEE

October 2025 – the PES Executive Committee agreed that PES would adopt and follow the IEEE Strategic Plan and IEEE Technical Activities Goals.

Scope: Responsible for recommending actions and plans that allow PES to execute on its mission and vision while serving as the bridge to the IEEE Strategic Plan and IEEE Technical Activities goals.

Reports: President-Elect

Membership: Consists of the PES Members-at-Large and those appointed by the President-Elect which should consider individuals with varying backgrounds and skillsets.

Terms of Office: One-year term of office renewable up to three years

Vacancy: Shall be filled by the PES President-elect. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair.

4.6 NOMINATIONS & APPOINTMENTS COMMITTEE

Scope: Responsible for nominations for the PES offices of President-Elect, Secretary and Treasurer. It shall study the requirements of offices to be filled and the qualifications of available personnel and present suitable candidates for election by the Society membership or the Board as required by the Society Constitution and Bylaws.

Reports: President-Elect

Membership: Reference PES Bylaw 15.1 – Nominations & Elections

Terms of Office: Two-year term of office non-renewable

Vacancy: Shall be filled by the PES Governing Board or the Chair dependent on who made the original appointment. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

Meetings: Shall occur at the call of the Chair and are usually held via teleconference.

5.0 PES EXECUTIVE COMMITTEE (EXCOM)

5.1 SCOPE

The PES Executive Committee shall make such rules and regulations as from time to time it may deem proper for its own governance and for the duly authorized transaction of business of the Society. At all times between Board meetings, the ExCom shall have all the powers and duties of the Board, except that it shall not have the power of amending the Bylaws, subject to the following limitations:

1. The Board may, by a majority of the votes cast at any meeting, overrule any act or decision of the ExCom.
2. The Board may direct any plan or action of the ExCom.

5.2 MEMBERSHIP

Per PES Bylaw 7.0 – the PES Executive Committee consists of the following individuals:

1. President – Serves as Chair
2. President-Elect – Serves as Vice Chair
3. Secretary
4. Treasurer
5. Vice President–Technical Activities
6. Vice President–Publications
7. Vice President–Conferences and Meetings
8. Vice President–Chapters and Membership
9. Vice President–Education
10. Vice President–-Strategic Communications and Partnerships
11. Vice President–New Initiatives and/ Outreach
12. Immediate Past President
13. Division VII Director
14. Division VII Director-Elect (in odd years)
15. PES Executive Director – Ex officio, non-voting

The terms of office shall coincide with the administrative year of the Society.

All members shall:

- Attend & participate in all PES meetings
- Complete assigned tasks on time.
- Provide timely reports on assigned tasks to the ExCom.
- Discuss and vote on motions.
- Interact and coordinate with other GB/ExCom members as needed.
- Respond to new ExCom action requests and new task assignments.

5.3 MEETINGS

Shall meet at the call of the President or upon the request of any three Members of the ExCom or any five Members of the Board to conduct business by telephone communication and balloting.

The ExCom shall meet at least two times per year, in addition to the Board meetings, and as often as otherwise required to properly conduct the duly authorized business of the Society.

PES Governing Board Members are welcome to attend and participate in ExCom meetings, but not vote. The Society does not compensate these Board members attending ExCom meeting unless attending based on a specific invitation by the Society President.

Robert's Rules of Order (latest edition) shall be used to conduct business at meetings of the PES Executive Committee.

6.0 PES NOMINATIONS AND APPOINTMENTS PROCESS

6.1 OVERVIEW

The IEEE PES Governing Board has established a nominations and appointments (N&A) process for various levels under its purview. This process has been developed to choose the best-qualified persons for various offices throughout the PES organization. It was also developed to involve as many members in the selection process as possible. It is necessary that all candidates nominated for office are highly qualified, and it is therefore essential that all nominating committees/individuals show great diligence and exercise judgment in making nominations.

All PES N&A activities shall be in accordance with the IEEE Collaboration and Engagement Committee Charter as noted in the PES Operations Manual.

Additional information on the PES Nominations and Elections is noted in the PES Bylaws.

6.2 OPEN CALL FOR NOMINATIONS

The goals of this process are to ensure PES Governing Board members have varying backgrounds, skillsets, and characteristics to execute on the strategic plan, grow the PES volunteer base, and identify future PES leaders.

1. Anyone may submit a nomination.
2. Nominators do not need to be IEEE members, but nominees must meet specific qualifications.
3. Self-nominations are encouraged.
4. A person may be nominated for more than one position.
5. All eligible nominees will be contacted for their interest, willingness to serve, and required documentation.

6.3 TIMELINE

June

- No later than 15 June - Call for Nominations for appointed and elected positions distributed to all PES Members

August

- 1 August – Deadline for nominations
- Appointed positions reviewed by PES President in consultation with President-elect, Past President
- Elected positions reviewed by PES N&A Committee

October/November

- PES Governing Board to approve the incoming Governing Board roster (includes appointed positions)

January

- During odd-numbers years, the PES Nominations & Appointment Committee to submit a slate of candidates to the PES Governing Board for the PES Elected positions (President-elect, Treasurer, Secretary)
- During even-numbered years, the IEEE Division VII Director-Elect Nomination Committee shall submit a slate of candidates to the PES Governing Board for the office of Division VII Director-Elect.

6.4 PES Officer Election Results

For all society elections, IEEE PES will publicly share the names of the candidates that received the most votes for each position, total ballots distributed, total ballots received, total paper ballots, and total web ballots.

IEEE PES will share the actual counts, upon request, only with the individuals that were involved with the election for that position.

7.0 PES AWARDS

In accordance with IEEE Policies, Section 4.2 – Definitions, the term "awards" shall be defined as follows:

1. The generic word "awards" shall include, but not be limited to, medals, awards, formal recognitions, scholarships, prize papers, and honorary membership.
2. Student recognition and support shall include student prizes, student awards, scholarships, and fellowships.
3. The generic word "awards" shall also include contests and competitions sponsored by Societies and Technical Conferences.
4. All Awards administered by organizational units within IEEE Technical Activities shall comply with the requirements set forth in the IEEE Policies and TAB Operations Manual. Awards Policies shall apply to Society contests and competitions and Technical Conference contests and competitions. In addition, hierarchical prize amounts shall be in accordance with IEEE Policies, Sections 4.10 – Hierarchy of Awards and Table A – IEEE Student Recognition and Support

7.1 Award Definitions

1. **PES Awards** are the highest awards in the hierarchy of PES Recognitions. Oversight is provided by the PES Awards & Recognition Committee with the PES Governing Board providing final approval of the recipients.
2. **Technical Council Awards** are awarded to individuals who serve on PES Technical committees or committees that report to the Technical Council and have made significant contributions to PES Technical Activities. The PES Technical Council Awards Committee provides oversight and approval of recipients.
3. **Technical Committee Awards** are awarded to technical committee members who have provided outstanding technical contributions to society. The respective PES Technical Committees provide oversight and approval of recipients.
4. **Localized Technical Activities Committee (LTAC) Awards** are awarded to individuals who serve on PES Satellite Technical committees or committees that report to LTAC that have made significant contributions to PES Technical Activities. The PES LTAC Awards Committee provides oversight and approval of recipients.
5. **Satellite Technical Committee Awards** are distributed by Satellite Technical Committees to members who have provided outstanding technical contributions to society. The respective Satellite Technical Committees provide oversight and approval of recipients.
6. **Chapter Awards** annually recognize the high-performing chapters for their significant efforts and contributions to help drive the IEEE and PES membership mission locally. The PES Chapters Awards & Resources Committee provides oversight & approval of recipients.
7. **Scholarships** annually recognize the efforts of undergraduate and graduate students. The PES Power & Energy Education Committee provides oversight with the respective review committees determining the recipients.
8. **Awards Not Requiring Approval** (per IEEE Policies 4.4.L) approval is not required for the establishment of "informal" or customary recognitions not carrying honoraria, such as certificates of appreciation, Committee Chair's certificates, Section Chair's certificates, Society President's pins, etc.

7.2 Establishment of Awards

Proposals for the establishment of new PES awards or revision of existing PES awards, including contests and competitions, shall be endorsed by the organization that is providing oversight and presented to the PES Governing Board for approval. Following this approval, the item shall be

forwarded to the TAB Awards and Recognition Committee for review and endorsement of the specifications of the award, and to TAB for approval and to the IEEE Awards Board for information. The current hierarchical cap for Society awards, including Society contests and competitions, of USD$10,000 shall apply.

PES Technical Conference Awards - Responsibility for the establishment and revision of PES Technical Conference awards, including technical conference contests and competitions, Technical Committee/Community, Chapter and Student Branch Chapter awards are delegated to the sponsoring societies of the corresponding related unit (e.g., Technical Conference, Technical Committee/Community, Chapter Student Branch Chapter). The PES Vice President – Meetings & Conferences and/or PES Vice President Education shall formally approve these awards and be responsible for ensuring compliance with relevant policies regarding awards and that the awards do not conflict with existing IEEE and Society awards.

PES shall report all new Technical Conference awards and award revisions to the TAB Awards and Recognition Committee Chair. After formal approval by the TAB Awards and Recognition Committee Chair, these awards shall be incorporated in a dedicated section of the TABARC manual. The current hierarchical cap for Technical Conference awards, including technical conference contests and competitions, of USD$5,000 shall apply.

7.3 Eligibility for awards

Eligibility and selection process shall comply with IEEE Policy 4.4 on Awards Limitations.

Previous recipients are ineligible: An individual shall receive only one award for a given achievement, unless the significance merits a higher award, which may be given in the following year or thereafter.

Specific eligibility criteria for each award are noted in the description of the recognition and may be edited or augmented from time-to-time pending approval by the PES Governing Board.

PES Governing Board (GB) Member eligibility

1. PES Awards - PES GB members cannot be (a) nominated for an award, (b) submit an award nomination, (c) submit references or endorsement in support of a nomination, or (d) participate in an Award evaluation committee.
2. PES Governing Board members are eligible to be considered for Technical Council, Technical Committee and Chapter Awards provided they comply with IEEE Policy 4.4.

The following are not eligible to be considered for PES Awards:

1. Deceased person. However, a deceased individual may be included within a team nomination for awards allowing multiple recipients. The individual would be recognized within the recipient announcements. While there would be no eligibility for anyone or any organization associated with the deceased individual(s) to receive the cash prize or medal, a certificate will, if practical, be issued to a legal heir of the deceased for each such individual, recognizing their contribution to the team effort.
2. Self-Nominations
3. IEEE Staff

7.3 Conflict of Interest

Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B. and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award.

7.5 Selection Committees

The membership of all Selection Committees shall reflect PES membership with varying backgrounds and skillsets. Additionally, representation from the same company or affiliation should be monitored to ensure a proper balance representation regionally organizationally.

The composition of the selection committees for Technical Council, Technical Committee, Chapter and Scholarships is noted in the description of the recognition.

The composition for the PES Awards Selection Committees shall adhere to the following:

a. Chair
    i. Appointed by the PES Awards & Recognition Committee Chair
    ii. Shall be an IEEE PES member
    iii. Shall serve a one-year term with up to three consecutive year limit
    iv. Should have prior experience on the committee (preferably Vice Chair)
b. Vice Chair and Members
    i. Appointed by the Selection Committee chair
    ii. Shall be an IEEE PES member
    iii. Shall serve a one-year term with up to three consecutive year limit

The Selection Committee shall have a minimum of five and a maximum of nine members. At their discretion, the PES President may appoint up to two individuals to serve on a PES Awards Section Committee provided the maximum number of members does not exceed the maximum.

Current Selection Committee members shall not be eligible for nomination and shall not act as a nominator or as a reference for the current award that the Selection Committee will recommend.

The Selection Committee Chair is responsible for keeping the award relevant by:

- Recommending changes to the selection criteria to keep the award industry current.
- Evaluating the award's relevance on an annual basis and recommending discontinuing or suspension of the award if appropriate.

7.6 PES Award Nomination Requirements & Approval Process

The Selection Committees shall recommend award recipients to the PES Awards & Recognition Committee chair. The PES Awards & Recognition Committee chair shall review the individual PES Award recipients and make a final recommendation of all PES Award recipients to the PES Governing Board for final approval.

If only one nomination is received for an award noted in Section 7.8 and the Selection Committee recommends giving the award to this individual, the PES Awards Committee Chair shall form an

ad-hoc committee to review the Selection Committee decision. The ad-hoc shall make a recommendation on distribution of that award.

A goal for the PES Awards & Recognition Committee and the individual Selection Committees is that each PES Award noted in Section 7.8 will have at least three nominations for evaluation each year, of which two nominations are new.

Each Award noted in Section 7.8 that receives fewer than three nominations in each of three consecutive years shall be reviewed by the PES Awards & Recognition Committee with support from the award's Selection Committee. After review, the PES Awards & Recognition Committee shall provide recommendations for continuation of discontinuation of this award to the PES Governing Board.

7.7 Procedures for Selection of Recipients – PES Awards

1. Call for Nominations – shall be placed on the PES website and distributed to PES Membership. Typically, the award period is from 15 September to 31 January but can be modified with approval of the PES Awards & Recognition Committee Chair.
2. Electronic Nomination Form - The electronic nomination form will consist of the nomination form and endorsement letters. Materials more than the specified required nomination information will not be reviewed by the Committee.
3. Development of Candidate Rankings. The electronic review form links are emailed to Committee members for review and submission of rankings are entered electronically.
4. Final Selection of Recommended Recipient. The Committee members rank the nominees in descending rank order; No. 1 being the first choice, etc. Electronic results are tabulated and distributed to the Committee for use in the selection process. The Committee will meet via teleconference to (a) Review the tabulated rankings and discuss the nominees (b) Select the recommended recipient (c) Develop the respective proposed citations for the recipient (d) Provide feedback to nominators on the nominations that were not approved. The Selection Committee Chairs shall notify the IEEE PES Awards administrator with the recommendation for award recipients.

7.8 PES Awards

1. PES Lifetime Achievement Award
2. PES Patrick P. Ryan Meritorious Service Award
3. PES Leadership in Power Award
4. PES Outstanding Young Engineer Award
5. PES Peter W. Sauer Outstanding Power Engineering Educator Award – Graduate and Undergraduate
6. PES Robert Noberini Distinguished Contributions to Power Engineering Professionalism Award
7. PES Wanda Reder Pioneer in Power Award
8. PES/IAS A. P. Seethapathy Rural Electrification Excellence Award
9. PES CSEE Yu-Hsiu Ku Electrical Engineering Award
10. PES Uno Lamm HVDC Award
11. PES Award for Excellence in Power Distribution Engineering
12. PES Nari Hingorani FACTS Award
13. PES Nari Hingorani Custom Power Award
14. PES Cyril Veinott Electromechanical Energy Conversion Award
15. PES Charles Concordia Power Systems Engineering Award
16. PES Douglas M. Staszesky Distribution Automation Award

17. PES Roy Billinton Power System Reliability Award
18. PES Ramakumar Family Renewable Energy Excellence Award
19. PES Prabha S. Kundur Power System Dynamics and Control Award

7.9 Technical Council Awards

1. PES Technical Council Technical Committee of the Year (TCOY) Award
2. PES Technical Council Distinguished Service Award
3. PES Technical Council Young Professionals Award

7.10 Technical Committee Awards

1. PES Technical Committee Prize Paper Award
2. PES Technical Committee Working Group Recognition Award for Outstanding Standard or Guide
3. PES Technical Committee Working Group Recognition Award for Outstanding Technical Report
4. PES Technical Committee Distinguished Individual Service Award
5. PES Technical Committee Recognition Awards for Outgoing Committee & Subcommittee Chairs

7.11 Localized Technical Activities Committee (LTAC) Awards

1. Satellite Technical Committee of the Year

7.12 Satellite Technical Committee Awards

1. To be determined

7.13 Chapter Awards

1. PES Frank Lambert Outstanding Chapters Award
2. PES High Performing Chapter Award
3. PES High Performing Student Branch Chapter Program
4. PES Chapter Outstanding Engineer Awards
5. PES Outstanding Chapter Volunteer Award

7.14 Scholarships & Fellowships

1. PES Scholarship Plus Initiative
2. PES Outstanding Student Scholarship
3. PES G. Ray Ekenstam Memorial Scholarship
4. PES Erich Gunther Future Power Innovator Scholarship
5. PES Murty & Bhavani Yalla Power System Protection & Control Fellowship

7.15 PES Lifetime Achievement Award (Established 2007, Revised 2025)

Description: To recognize exceptional power engineers for outstanding career-long contributions to the art and science of electric power engineering.

Prize: USD $10,000, Sculpture, Certificate, and a travel stipend of up to $2,000 for the recipient to attend the presentation ceremony.

Funding: Funded by the IEEE PES Awards Endowment Fund through the IEEE Foundation.

Eligibility: Candidate must have been an IEEE Power & Energy Society member in good standing for at least 10 years. No current members of the IEEE BoD, IEEE PES Governing Board, PES ARC,

the Leadership in Power Award Committee, or IEEE staff may be candidates or nominate or endorse candidates for this award.

Basis for Judging: Selection will be based on evaluation of accomplishments as revealed by published works, documented testimonials from industry colleagues, or other objective demonstrations of accomplishments over an extended period of work. Of particular importance is evidence of the candidate's contributions to the knowledge base of power engineering profession, whether in research, teaching, product development, electric system design, or electric utility operations.

Presentation: Presentation of the award shall be made by the PES President

7.16 PES Patrick P. Ryan Meritorious Service Award (Established 1972) (revised in 2021 & 2025)

Description: To recognize outstanding contributions in leadership, technical activities, and educational activities, global inclusion and membership growth of the IEEE Power & Energy Society.

Prize: USD$10,000, Plaque and travel subsidy of up to $2,000 for recipient to attend presentation ceremony, to be paid as a reimbursement after the IEEE expense report is submitted. All IEEE reimbursement policies and procedures will be followed.

Funding: Funded by the IEEE Power & Energy Society Endowment Fund from the IEEE Foundation.

Eligibility: PES members with the IEEE grade of Senior Member or above and are holding current active membership.

Basis for Judging: Continued and impacting contributions over at least 10 years in leadership, technical activities, educational activities, global inclusion and membership growth of the IEEE Power & Energy society will be considered and judged when scoring a candidate.

Presentation: Presentation of the award shall be made at a PES Meeting/Conference, usually.

7.17 PES Leadership in Power Award (Established 2007)

Description: To recognize industry leaders for exceptional contributions to the promotion of the electric power engineering profession. The award is intended to highlight actions which encouraged the development and growth of electric power engineering practitioners and recognized the contributions electric power engineers make to society.

Prize: $2,000, Sculpture, and a travel stipend of up to $2,000 for the recipient to attend the presentation ceremony.

Funding: Funded by the IEEE PES Awards Endowment Fund through the IEEE Foundation.

Eligibility: Not restricted to IEEE members but must have been active in the electric power industry. No current members of the IEEE Board of Directors, IEEE PES Governing Board, PES ARC, the Leadership in Power Award Committee, or IEEE staff may be candidates or nominate or endorse candidates for this award.

Basis for Judging: Selection will be based on evaluation of accomplishments as revealed by documented testimonials from industry members. Of particular importance is evidence of the candidate's promotion of the importance of the power engineering profession and the people practicing it. Working in encouraging industry involvement with university power engineering programs, encouraging young engineers through mentoring and career development programs, recognition programs for power engineers, encouragement of professional activities by practitioners, etc. will also be considered.

Presentation: Presentation of the award shall be made by the PES President

7.18 PES Outstanding Young Engineer Award

Description: To recognize outstanding contributions in the leadership of technical activities.

Prize: Plaque and travel subsidy (up to $1,000) for recipient to attend presentation ceremony. The recipient will designate a college or university to receive a $2000 scholarship fund for electrical engineering.

Funding: Funded by IEEE Power & Energy Society

Eligibility: Must be no more than 35 years of age as of January 1 of presentation year; must be member of PES for at least one (1) year.

Basis for Judging: Leadership in technical activities including local and/or transnational PES and other Societies, leadership in community and humanitarian activities, evidence of technical competence through significant engineering achievements.

Presentation: One (1) annually at PES General Meeting or other PES Conference.

7.19 PES Peter W. Sauer Outstanding Power Engineering Educator Award – Graduate and Undergraduate (Established - Revised 2023)

Description: Awarded to outstanding electric power engineering educators who have excelled in teaching. Up to two recipients will be selected (a) Undergraduate Power Engineering Educator and (b) Graduate Power Engineering Educator.

Throughout his 45-year career, Dr. Peter W. Sauer (Pete) made outstanding contributions to the electric power field in research, teaching and service. What is particularly unique about Pete is not just that he is a superstar in many aspects of our profession (research, engineering education, and professional service), but that he accomplishes this with great humility and selfless service to all in our profession, ranging from the most accomplished to the undergraduates just beginning their professional journeys. Throughout his career Pete strongly valued university education, particularly to undergraduates.

Prize:

- Up to two (2) recipients with a maximum of one per category (a) Undergraduate Power Engineering Educator and (b) Graduate Power Engineering Educator.
- Each recipient will receive $1,000 USD, a plaque and up to $1,000 USD travel reimbursement for the recipient to attend the PES Awards ceremony.

Funding:

- The Undergraduate and Graduate Educator awards will be funded by the IEEE Power & Energy Society Peter Sauer Endowment Fund administered by the IEEE Foundation.

Eligibility:

- An active IEEE PES Member (Member Grade or higher) for at least three calendar years.
- The Undergraduate Power Engineering Educator honors outstanding undergraduate teaching which includes conducting classroom instruction in electrical engineering at a college or university with an accredited program in electrical engineering or equivalent. Must have taught, preferably, for less than 25 years (time spent as a teaching assistant does not count towards eligibility for this award)
- The Graduate Power Engineering Education Award honors outstanding graduate teaching, which includes commitment to academic excellence; attention to individual student needs, interests, and development; excellent teaching of graduate courses; and service on thesis and dissertation committees.
- No current members of the IEEE Board of Directors, IEEE PES Governing Board, PES Awards & Recognition Committee, the IEEE PES Peter Sauer Outstanding Power Engineering Educator Award, or IEEE staff may be candidates or nominate or endorse candidates for this award

Basis for Judging: Recipients are expected to have made an outstanding contribution to education, whose impact extends beyond the individual's institution of employment. Criteria considered include (but are not limited to):

- Development and implementation of teaching/learning tools that are or can be made available to students and instructors worldwide and have gained documented acceptance by students and professors.
- Impact (i.e. Publications based on supervised Undergraduate final works; additional recognitions; service as IEEE Student Branch Counselor/Advisor)
- Documented excellence in teaching.
- Involvement with and direction of undergraduate & graduate students to prepare them for successful engineering careers.
- Curriculum development with inclusion of current research and knowledge that reflects the state of the art in courses, and
- Authorship of educational material.
- All scores will be anonymous, tallied and distributed to the award committee for review & discussion. The committee will review the results and vote to determine the recipient. There will be no ties. The result will be shared with the PES Awards Chair for final review and approval. The PES Awards Chair shares the outcome with the VP of Strategic Communications and Partnership.

Presentation: Typically, the award presentations shall be given at a PES Meeting/Conference

7.20 PES Robert Noberini Distinguished Contributions to Power Engineering Professionalism Award (established in 2006) (revised 2007, 2025)

Description: To honor members of the power engineering profession for long-term dedicated effort and outstanding accomplishments in advancing the aims of IEEE professional activities in the IEEE Power & Energy Society (PES). Contributions to professional activities can include volunteer work in furthering the goals of professional development webinars and videos, women in engineering, life members, ethics, history, students, social responsibility in engineering and design, and legislation that benefits engineers, IEEE K-12, STEM programs and activities, and other active IEEE programs focusing on professional activities. Contributions can be made to the

PES community, the IEEE community or to the public. Specific details of the candidate's contributions must be included in the nomination.

Prize: USD$2,000, *a* plaque for a single recipient. A travel subsidy of up to USD$1,500 to participate in a presentation ceremony where the award is presented.

Funding: Funded by the IEEE Power & Energy Society.

Eligibility: PES Member with the IEEE grade of Senior Member grade or above and are holding current (Active) membership. No current member of the IEEE Board of Directors, IEEE PES Board of Directors, IEEE PES Awards and Recognition Committee, IEEE USA Board of Directors, IEEE USA Awards and Recognition, or IEEE staff may be candidates or nominate or endorse candidates for this award.

Basis for Judging: Based on the dedication, effort, quality, and most particularly on clearly successful accomplishment and achievement in advancing the social, economic, legal, and ethical aims of the IEEE professional activities. Factors to be considered shall include at least the following: Time as IEEE volunteer, Contributions to Power Engineering Activities; Contributions to IEEE Activities; IEEE member grade (shall be senior member); PES membership (recommended).

Presentation: Presentation of the award shall be made by the President, IEEE PES at the PES General Meeting Awards Luncheon.

7.21 PES Wanda Reder Pioneer in Power Award (Established 2013) (Revised 2015)

Description: Created to foster a more diverse leadership by supporting career advancement, networking and education of women in the electric power and energy industry. One important way this mission is supported is through the formal recognition of a worthy female member of this community.

The IEEE PES Wanda Reder Pioneer in Power Award seeks to recognize a deserving individual in the field of power engineering. The Award is intended to provide visibility to the awardee's efforts, accomplishments and future potential while empowering her to be an inspiration and role model for other women in the industry.

The recipient shall have demonstrated a high level of influence in technical development, infrastructure enhancement, entrepreneurial/management practices or education within the field of electric power and energy engineering.

In addition to recognizing the recipient, the Award brings attention to the value of fostering a diverse talent pool. It further empowers the recipient to have a greater influence on the growth and development of others in the industry.

The award is in honor of the first female president of IEEE PES, Ms. Wanda Reder.

Prize: The awardee will receive a plaque and a monetary prize/honorarium of US$1,500.

Funding: The award will be funded from an endowment seeded from a commitment that has been secured by an US-based industry supporter, managed through the IEEE Foundation.

Eligibility: Must be an active IEEE PES Member of Senior Member or Fellow grade.

Basis for Judging: Tangible and visible achievements in one or more of the following:

- Innovation and technology development;
- Entrepreneurship and innovative business models;
- Education and mentorship;
- Related achievements.

Presentation: The award will be presented annually (if a qualified candidate is nominated) at the PES General Meeting in July, in recognition of achievements during the previous calendar year.

7.22 PES/IAS A. P. Seethapathy Rural Electrification Excellence Award (established in 2008)

Description: To recognize exceptional power engineers who have worked, implemented or innovated better and cheaper electrification technologies for the rural sector.

Prize: $500, sculpture, certificate, and a travel stipend of up to $1,500 for recipient to attend the presentation ceremony. It is anticipated to have only one recipient; however if a team is chosen, the award would be shared equally.

Funding: The award will be co-funded by the IEEE Power & Energy Society and the IEEE Industry Applications Society. This funding was already endorsed by the IEEE Foundation. A matching donation will also be provided by the family of A.P. Seethapathy.

Eligibility: Candidate must be active in the field of rural electrification for at least 5 years. No current member of the IEEE Board of Directors, the IEEE-PES Governing Board, IAS Executive Board, the IEEE-PES Awards and Recognition Committee, the IAS Awards Department, the Rural Electrification Excellence Award Committee, or IEEE staff may be candidates, or nominate or endorse candidates for this award.

Basis for Judging: Selection will be based on evaluation of accomplishments as revealed by published works, documented testimonials from industry colleagues, or other objective demonstrations of accomplishments over an extended period of time. Of particular importance is evidence of the candidate's innovative content and societal impact; lower cost solution; originality and practicality; and evidence of implementation.

Presentation: Presentation of the award shall be made by the PES President, IAS President or the Rural Electrification Excellence Award Chair or their designated representative.

7.23 Power & Energy Society (PES) and Chinese Society for Electrical Engineers (CSEE) Yu-Hsiu Ku Electrical Engineering Award (established in 2009)

Description: Award specifications include the recognition of a professional who has demonstrated excellent performance in the fields of electricity, electrical machinery, power system engineering and/or related fields. The recognized contributions in electrical engineering must have a lasting beneficial impact on the Chinese society. The recipient's contribution in electrical engineering shall be evaluated based on technical innovations and well recognized contributions in electrical power engineering and associated fields. The award is aimed at stimulating outstanding achievements in successful industrial practices.

The award is in memory of Dr Yu-Hsiu KU (1902~2002), who has made great contributions in mathematics, electrical machinery and modern control theory during his longstanding career in

the US and China. Prof. Ku was the recipient of the IEEE Lamme Medal (1972) and the IEEE Millennium Medal (1999). He was also the founding member of CSEE.

Prize: An honorarium of US$2,000, and a non-gold medal/plaque and certificate. No multiple recipients will be awarded.

Funding: The source of funding will be provided by NARi-Relays Electric CO. LTD. and Beijing Sifang Automation Co. Ltd. The two companies are leading providers of high-performance protective relaying control, monitoring, substation automation and control equipment for power transmission, distribution and generation applications by electric power utilities and related industries. It is very likely that there will be other corporations in China providing a portion of this funding. An award fund will be established through the IEEE Foundation.

Eligibility: Candidates should be working in China, for the past 5 years, preferably living or working in China at the time of nomination.

Basis for Judging: The candidate dossier will consist of the nomination form and supporting letters. Materials in excess of the specified required nominations information will not be forwarded to the Selection Committee. The candidate dossier will be emailed to Selection Committee members for review and submission of rankings. In the final selection of a recommended award recipient, Selection Committee members will rank the nominees in descending rank order. Results will be tabulated and distributed to Selection Committee members for use in the selection process. The Selection Committee will meet via teleconference to review the tabulated rankings and discuss the nominees.

The Selection Committee shall designate an alternate candidate in order for additional candidate be recommended for reconsideration. No award shall be given if there are fewer than three candidate nominations (new, plus carry-over), unless special permission is granted by the CSEE Executive Council or the PES Governing Board.

Presentation: If the IEEE PES Governing Board and the Executive Council of CSEE concur with the recommendation of the Selection Committee, the award will be presented at the CSEE Annual Meetings or IEEE PES General Meeting awards luncheons, as preferred by the recipient(s) of the award. The presentation of the award shall be made by the CSEE president or the IEEE PES president, depending on the presentation venue. Regardless of the venue, high-level representatives of both CSEE and IEEE PES are to be present.

7.24 PES Uno Lamm HVDC Award (Established 1981)

Description: To recognize outstanding contributions to High Voltage Direct Current Technology.

Prize: $1,000, Medallion, Plaque, and travel expenses of up to $1,000 for recipient to attend presentation ceremony with Uno Lamm HVDC Award Committee approval based on need.

Funding: Funded by contributions from the IEEE Power & Energy Society, Hydro-Quebec, ABB Power Systems and General Electric, managed by the IEEE Foundation.

Eligibility: Individuals in the electric power engineering international community who have been or are intensely involved in the development and advancement of the HVDC technology.

Presentation: Annually, at PES General Meeting or other PES Conference.

7.25 PES Award for Excellence in Power Distribution Engineering (revised 2001; revised Eligibility 2017)

Description: To recognize engineering contributions that have enhanced the quality and economy of electric power distribution.

Prize: $1,000, Plaque and travel subsidy for recipient of $1,000 (with review by the PES Executive Director for extenuating circumstances) to attend the PES award meeting.

Funding: Funded by the following 8 Power Companies: Asplunch Tree, Kearney, A B Chance Co., Commonwealth Edison, Philadelphia Electric, Pacific Gas & Electric, S&C Electric, and Georgia Power, managed by the IEEE Foundation.

Eligibility: Must have Bachelor's degree in engineering from an accredited institution, minimum of 15-years' experience in industry and/or academia, and have been a member of IEEE/PES for a minimum of five (5) years.

Presentation: One (1) annually at PES General Meeting or other PES Conference.

7.26 PES Nari Hingorani FACTS Award (established in 1998) (revised 2003) (revised prize and funding 2016)

Description: To recognize individuals who have made a major contribution to the state of the art of FACTS (Flexible AC Transmission System) technology and its applications. The IEEE definition of FACTS is: Alternating Current Transmission Systems incorporating power electronics-based and other static controllers to enhance controllability and power transfer capability. By this definition, the FACTS concept, in addition to the hardware, software and applications work carried out since its introduction, incorporates considerable prior work done on Static Var Compensators and other static Controllers.

Prize: $2,000, Medal, and Plaque. Travel expenses for the recipient to attend the PES General Meeting to receive the award will be covered by the recipient unless strongly justified. The Award Selection Committee should approve any requests for travel expenses.

Funding: Funded by contributions from the following supporters: Hingorani Power Electronics, Electric Power Research Institute, Westinghouse, GEC-UK, Siemens-Germany, GE Power Systems, and Joyce Hingorani, and administered by the IEEE Foundation.

Eligibility: Individuals who have made a major contribution to the state-of-the-art of FACTS technology and its applications.

Basis for Judging: Factors to be considered in the selection: Candidate's contribution(s) to FACTS technology; Originality or innovative nature of the contribution(s); Impact of the contribution(s) on FACTS technology; Publications in FACTS; Candidate's stature in FACTS; Candidate's period of dominance in FACTS; Achievements in other fields or technologies; Professional activities or involvements. One individual per year selected from nominations for individual accomplishments in the FACTS area.

Presentation: Award will be presented annually at PES General Meeting or other PES Conference - to be decided by the Awards Committee.

7.27 PES Nari Hingorani Custom Power Award (established in 2002) (revised prize and presentation 2016)

Description: To recognize an individual who has made a major contribution to the state-of-the-art in Custom Power technologies and their applications. The IEEE definition of Custom Power is: "The concept of employing power electronic (static) controllers in 1 kV through 38 kV distribution systems for supplying a compatible level of power quality necessary for adequate performance of selected facilities and processes." By this definition, the Custom Power concept, in addition to the hardware, software and applications work carried out since its introduction, incorporates considerable prior work done on Static VAR Compensators and other static Controllers.

Prize: $2,000, Medal, and Plaque

Funding: Funded by the same contributions made to fund the PES FACTS Award and administered by the IEEE Foundation.

Eligibility: Individuals, who have made a major contribution to the state-of-the-art of Custom Power technologies and their applications, will be considered.
Basis for Judging: Factors to be considered in selecting the Custom Power Award include: the candidate's contribution(s) to Custom Power technology; originality or innovative nature of the contribution(s); impact of the contribution(s) on Custom Power technology and its applications; list of significant publications in Custom Power; candidate's stature in Custom Power; achievements in other fields or power electronics technologies; and professional activities or involvements. Nominators are encouraged to format the nomination package in sections addressing each of the factors itemized above.

Presentation: Presented an IEEE sponsored meeting relevant to the field of custom power.

7.28 PES Cyril Veinott Electromechanical Energy Conversion Award (established in 2001)

Description: To recognize outstanding contributions in the field of electromechanical energy conversion.

Prize: $5,000 and Plaque

Funding: Funded by an endowment provided by Dr. Veinott and administered by the IEEE Foundation.

Eligibility: Restricted to the power engineering area of electromechanical energy conversion

Basis for Judging: Career dedication to the power engineering profession; career contributions to the development of electromechanical energy conversion design, analysis, or manufacturing.
Presentation: At a PES-sponsored meeting.

7.29 PES Charles Concordia Power Systems Engineering Award (established in 2002)

Description: To recognize outstanding contributions in the high-voltage electric power system-engineering field. This field encompasses Operations, Planning, Control, Modeling, and Analysis of high-voltage power systems and includes the system's interaction with turbine generators. This award is named for Charles Concordia, the most prestigious power system engineer, who received the Power Life Award in 1992 and the IEEE Medal of Honor in 1999 for "outstanding contributions in the area of power system dynamics."

Prize: $5,000 and plaque

Funding: Funded by contributions from General Electric Co. and administered by the IEEE Foundation.

Eligibility: IEEE PES member for at least 10 years with tangible and visible achievements in one of the following areas of high-voltage power system engineering: operations, planning, control, modeling, analysis, and interaction with turbine-generators.

Basis for Judging: Selection will be based on tangible and visible achievements in one of the following areas of high-voltage power system engineering: operations, planning, control, modeling, analysis, and interaction with turbine-generators. Each member of the PSE Award Committee will rank the nominees and the chair will determine the recipient. However for the selection to be finalized, four of the five PSE Award Committee members must be agreeable to the final selection.

Presentation: Presented at the annual PES General Meeting in the name of IEEE PES.

7.30 PES Douglas M. Staszesky Distribution Automation Award (established in 2008)

Description: To recognize those in the industry who have made a significant contribution to making the automation of electric utility distribution systems a practical reality. Doug Staszesky worked with a great deal of energy and passion to bring new technologies and new concepts to the field of distribution automation and to promote the value of investments in such systems to electric utility decision makers. This award is established to recognize people in the industry that have displayed that same energy and passion to the field of distribution automation and who have demonstrated success in the implementation of systems that provide real benefits for electric utilities and their customers.

Prize: $2000 scholarship to the engineering school of the recipient's choice, plaque, and a travel stipend of up to $1500 to attend the presentation ceremony

Funding: Funded by S&C Electric Company intended to produce enough revenue to fund the basis award on an annual basis for perpetuity through an endowment administered by the IEEE Foundation.

Eligibility: Recipient must be an IEEE PES member in good standing. No current member of the IEEE BoD, PES Governing Board, PES ARC, PES Douglas M. Staszesky Award Committee, or PES staff may be candidates or nominate or endorse candidates for this award.
Basis for Judging: Selection will be based on evaluation of accomplishments as revealed by documented testimonials from industry members. Recipients may be electric utility practitioners, consulting engineers, design engineers or application experts at a manufacturer, or educators. Emphasis will be on the creation of practical solutions that produce real improvement in terms of system reliability and availability to the benefit of an electric utility and its customers. It is possible for collaborators to receive the award jointly in which case the monetary portions of the award will be divided among the recipients. A Committee majority vote will determine the recipient.

Presentation: May be presented annually at a regularly scheduled PES meeting of the recipient's choice. The PES General Meeting Luncheon is the highest profile event and would generally be preferred. To ensure the award is presented to appropriately qualified recipients and to maintain

the prestigious nature of the award, it may not be presented every year. Presentation shall be preferably made by the PES President.

7.31 PES Roy Billinton Power System Reliability Award (established in 2008)

Description: To recognize outstanding individuals for their contributions to reliability of electric power systems.

Prize: An honorarium of $3,000 and a plaque. It is anticipated to have only one recipient; however if a team is chosen, the award would be shared equally.

Funding: The IEEE PES Roy Billinton Power System Reliability Award Fund in the IEEE Foundation.

Eligibility: Candidate must have been an IEEE Power & Energy Society member in good standing for at least 5 years. No current member of the IEEE Board of Directors, the IEEE-PES Governing Board, the IEEE-PES Awards and Recognition Committee, the Roy Billinton Power System Reliability Award Committee, or IEEE staff may be candidates, or nominate or endorse candidates for this award.

Basis for Judging: The scope of contributions for the award includes modeling, analysis and data development to quantify power system reliability and assessments to plan and operate reliable electric utility generation, transmission, distribution systems, or interconnected power system grids. Selection will be based on evaluation of accomplishments as revealed by technical publications, testimonials from industry colleagues, professional and industry activities, and development of standards and operating guides.

Presentation: Presentation of the award shall be made by the PES President.

7.32 PES Ramakumar Family Renewable Energy Excellence Award. (Established 2011)

Description: The objective is to recognize outstanding contributions in the field of developing, utilizing and integrating renewable energy resources in the national and global energy scenarios. As the world transitions into increasing use of energy technologies that have minimal carbon footprint, IEEE Power & Energy Society (PES) should play a leading role to enable this transition. The need to stimulate and encourage activity towards this goal is the primary objective of this award.

Prize: Plaque, formal certificate, honorarium of $2,500.00 and a maximum of $750.00 towards travel and other expenses.

Funding: Funded through a quasi-endowment fund established through the IEEE Foundation and provided by the Ramakumar family for this award.

Eligibility: Nominees must be members of IEEE and PES with clearly identifiable and valuable contributions in the field of renewable energy.

Basis for Judging: Renewable energy is a vast field. It involves different manifestations of solar energy – solar radiation, solar heat, wind, hydro and biomass. Other resources include geothermal, tides, waves. Each of these resources requires special conversion and utilization technologies. Large-scale hydro and ancient sun (coal, oil, and natural gas) are considered mature technologies and are excluded from this group. Development of innovative conversion technologies can increase collection efficiencies and improve reliability. Feeding the electrical

energy generated from these resources into conventional utility grids and operating the combined system satisfactorily involves a long list of issues. Effective use of locally available renewable energy resources in remote and rural areas to improve the human living environment is a major component in this mix.

It is expected that the honoree would have valuable and sustained contributions in one or more of the areas listed above and in associated areas that specifically enable the utilization of renewable energy resources. Successful establishment and operation of renewable energy systems and their promotion to the public at large is also a worthwhile activity. All of these should be clearly documented in the nomination form and should be validated by 3 or 4 colleagues/professionals.

It is hoped that the selection by the committee will be unanimous or at least a majority of the members will agree with the decision. The committee will formulate the scoring, voting and categories of factors to be considered in making the decision.

Presentation: The award will be presented during the Awards Banquet at the PES General Meeting, typically held during the last week of July. It will be a PES award, presented on behalf of the Power and Energy Society.

7.33 PES Prabha S. Kundur Power System Dynamics and Control Award (established 2012)

Description: As the development of the complex system known as the interconnected bulk power system unfolded around the world, it became critical to understand its nonlinear behavior as well as develop and deploy system controls vital to manage dynamic system behavior to ensure reliability. Even today, as the bulk power system evolves to accommodate an unprecedented change in resource mix and technology innovation, it is critical to manage integration of new and emergent technologies. Without this ability to model the general dynamic behavior of the bulk power system and devise suitable coordinated systems controls, the modernization of the bulk power system would be inhibited. These developments come from the work of dedicated engineers who devote their careers to the deep understanding of bulk power system dynamic behavior, including transient, small-signal, voltage, and frequency stability, along with the development of controls vital to support bulk power system security and quality of power supply.

Prize: The award consists of an appropriate memento and an honorarium of $3,000.

Funding: The award fund will reside in the IEEE Foundation and will be 'seeded' from donations by select manufacturers, vendors and individuals. The PES budget will include the amount for this award AND will be net positive with the inclusion of the award. The IEEE Development Office staff will work with IEEE PES to establish a fundraising plan and assist in coordination of donor appeals and messaging to industry prospects as well as past students of Dr. Kundur.

Eligibility: Nominees for the award must have been an IEEE PES member for at least 10 years with tangible and visible achievements in one or more of the areas listed below. Selection factors include contributions to:

- Bulk power system dynamics and control, including transient, small-signal, voltage, and frequency stability;
- Modern system analysis tools;
- Dynamic system modeling including non-linearities, and interconnection-wide dynamic behavior and control;
- Originality and impact of technical publications;
- Professional and industry activities;

- Development of standards and operating guides;
- Achievements in other fields.

Basis for Judging: The award recognizes outstanding individuals based on their contributions to modern bulk power system dynamics and control. The scope of contributions are as listed in the Eligibility Section, above.

Presentation: The award may be presented annually, after receipt of suitable nominations, at the Power & Energy Society's General Meeting of the following year.

7.34 PES Technical Council Technical Committee of the Year (TCOY) Award

Recognizes technical committee that has had an active, impactful year in promoting and advancing the technical influence and value of PES. This award is determined based on the review of each PES Technical Committee's annual report submission.

7.35 PES Technical Council Distinguished Service Award

Description: To recognize the efforts by individuals whose sustained performance over many years has contributed to the advancement of the Committee technology.

Prize: Plaque

Funding: Funded by the IEEE Power & Energy Society.

Eligibility: Individuals with sustained performance over many years.

Presentation: At PES General Meeting or other PES Conference (Presented by each Technical Committee).

7.36 PES Technical Council Young Professionals Award

Description: Recognizes the technical and PES leadership contributions of younger members of PES.

Prize: Plaque

Funding: Funded by the IEEE Power & Energy Society

Eligibility: Active PES members who will be 35 years of age or younger on July 31 of the year in which the award is given. Each Technical Committee is allowed one nomination per year, per committee. Depending on the circumstances and the nominations received, an award may not be presented each year.

Schedule: Nomination deadline is January 31.

7.37 PES Technical Committee Prize Paper Award

Description: To recognize the outstanding paper published within the scope of each Technical Committee.

Prize: Plaque

Funding: Funded by the IEEE Power & Energy Society.

Eligibility: Authors of papers published within the previous three (3) years (September-October).

Presentation: One (1) annually per Technical Committee at PES General Meeting or other PES Conference.

7.38 PES Technical Committee Working Group Recognition Award - Outstanding Standard, Guide or Technical Report (Established 1973)

Description: To recognize achievements and contributions to electric power by duly constituted PES Working Groups.

Prize: Plaque for Chairman; Certificate for each member.

Funding: Funded by the IEEE Power & Energy Society.

Eligibility: Duly constituted Working Groups of PES.

Basis for Judging: One award from each of two categories: 1) technical reports, 2) Standards/guides.

Presentation: May be presented annually, at an IEEE Power & Energy Society Conference.

7.39 PES Technical Committee Distinguished Individual Service Award

Each Technical Committee is encouraged to present a Technical Committee Level award for outstanding distinguished individual service. This personal recognition acknowledges the efforts of those individuals who have sustained performance over many years and/or have contributed to the advancement of the committee technology. This award consists of a plaque with a suitable citation and managed by each PES Technical Committee.

7.40 PES Technical Committee Recognition Awards for Outgoing Committee & Subcommittee Chairs

Each Technical Committee is encouraged to recognize the contributions of outgoing committee and subcommittee chairs for their service to the committee. This award consists of a mounted certificate for Committee Chairs or framed certificates for Subcommittee Chairs.

7.41 PES Satellite Technical Committee of the Year Award (Established 2025)

Description - recognizes an IEEE PES Satellite Technical Committee that has had an active, impactful year in promoting and advancing the technical influence and value of PES. This award is determined based on the review of each PES Satellite Technical Committee's annual report submission.

Administration - The award is administered by the IEEE PES Localized Technical Activities Committee.

Eligibility

This award is directed towards recognizing a high level of activity and significant advancements in the power & energy community by a Satellite Technical Committee of the Power and Energy Society during a calendar year. There is no formal nomination form. The Satellite Technical Committee Annual Reports submitted for the immediate prior year will be used as the nomination and the information reported will be evaluated by the Localized Technical Activities Committee. Items the Awards Committee will take into consideration when evaluating and comparing the information provided by the various PES Satellite Technical Committees:

- Number of active members (Committee, Subcommittee and Working Group levels)
- Number of new members added (Committee, Subcommittee and Working Group levels)
- Number of meetings held (Full committee and other instances of subcommittee or working group meetings)
- Conferences organized and conducted
- Webinars organized and conducted: number of webinars held, title of webinar, approximate online attendance for webinar
- Participation of Satellite Technical Committee members in Standards Working Group managed by an aligned PES Technical Standards Committee
- Technical Reports published in final form and in progress (quantity, titles)
- Coordination of the Satellite Technical Committee with its aligned PES Technical Committee
- Training sessions completed by Committee/Subcommittee officers, Working Group Chairs, etc.
- Significance and benefits of technical work to the power & energy community
- Activities that further the advancement of scientific and engineering information on electric power and energy and the professional development of our members
- Activities that promote engineering careers in the power and energy field
- Activities to promote increased international participation in PES technical activities
- PES-level awards received (for example, Working Group Award for Outstanding Technical Report)

Prize - The recipient will receive a plaque and will have up to $3,000 of travel allowances covered, and the conference registration fee for the IEEE PES General Meeting.

Frequency **-** Yearly, in conjunction with the IEEE PES General Meeting held in July.

Funds - The funding will come from the IEEE PES Technical Activities line item. The total budget for this award is $3500

Award Committee - The recipient will need to be approved by the PES Vice President of Technical Activities.

Schedule - This award is based on the submission of the Satellite Technical Committee Annual Report, which is due January 31st.

Selection/Basis for Judging - The selection and basis for judging is based on the timely submission of the Satellite Technical Committee Annual Report.

Presentation **-** The award will be presented at the IEEE PES General Meeting.

7.42 Frank Lambert Outstanding Chapters Award (Established - 1973-1974) (revised 2013 & 2023)

This award is named in honor of past PES President (2020-2021), Frank Lambert, who was involved in PES activities for close to 40 years. He was committed to engaging the next generation of students and young professionals and worked with PES Chapter leaders around the world promoting the benefits of PES membership.

Description: To recognize outstanding performance by an IEEE Power & Energy Society Chapter based on size of the chapter in the immediate previous year at year end: (a) Large (201+ members) (b) Medium (101-200 members) (c) Small (12 to 100 members).

Prize: Multiple awards given annually as follows:

- Top performing (1st place) chapters in each category (Small, Medium, Large):
  - $2,000 for the chapter
  - Custom prepared Outstanding Chapter Award banner for each chapter
  - Chapter officers (Chair, Vice Chair, Secretary and Treasurer) will receive a plaque
  - The regional representative will be sent digital certificates in recognition of their outstanding leadership.
- 2nd Place chapters in each category (Small, Medium, Large):
  - $500 for the chapter

Funding: Funded by the IEEE Power & Energy Society through an endowment administered by the IEEE Foundation.

Eligibility: Any IEEE Power & Energy Society Chapter, active at the time the nomination is submitted, is eligible to apply. Once a chapter receives this award, they are not eligible for the following 3 consecutive years.

Nominee Solicitation: The award is announced in the presentation materials of the Annual Chapter Training. It is also posted on the PES website. Only Chapter Chairs can apply for this award each year using the online form.

Award Committee: Selection Committee to include the following:

- Chair – PES Vice President, Chapters & Membership (appointed by the PES President)
- Region 1-7 Representative (appointed by PES VP – Chapters & Membership)
- Region 8-10 Representatives (appointed by PES VP – Chapters & Membership)
- Chair, Chapters Awards and Resources Committee (appointed by PES VP- Chapters & Membership)

  Should any of these individual Membership/Chapters positions listed above be vacant, the Vice President, Chapters & Membership may appoint an alternate.
  A quorum consists of the majority voting members. Individuals serve one-years terms of office – renewal for up to four consecutive years.
  The selection committee makes a recommendation to the PES Chapter Awards Chair and the PES Awards Chair for final approval.

Schedule: 1 April – applications are due
No later than 30 May – recipients are announced.

Basis for Judging: Each chapter shall be evaluated and scored on a report they submit that should include the events, activities, membership promotion, chapter membership growth, and chapter membership retention, etc. for the previous calendar year. Evaluation will be based on quality, impact and results in the various areas mentioned.

Presentation: Annually, at an IEEE Power & Energy Society Conference.

7.43 High Performing Chapter Award – Reference Section 9.6 of the PES Operations Manual

7.44 High Performing Student Branch Chapter Program – Reference Section 9.6 of the PES Operations Manual

7.45 PES Chapter Outstanding Engineer Awards (established in 1993 revised 2015)

Description: To recognize outstanding technical, professional, and Society contributions on behalf of the power engineering profession. (Up to two awards to be given annually by each chapter.)

Prize: Plaques

Funding: Funded by IEEE Power & Energy Society's Chapter Budget.

Basis for Judging: Chapters are free to establish their own priorities for selection criteria. The following areas are suggested for comparison of award nominees: 1) outstanding technical contributions to the power engineering profession; 2) outstanding professional and leadership contributions to the power engineering profession; 3) significant contributions to the local community representing the power engineering profession; 4) outstanding contributions in the area of power engineering education; 5) service to the IEEE Power & Energy Society and/or IEEE; 6) PES and/or IEEE membership. It is encouraged for each chapter to select up to two individuals to recognize each year, one for "young professionals" and one for the "more experienced" engineer who are active in the PES Chapter

Presentation: At appropriate Chapter event.

7.46 PES Chapter Outstanding Chapter Volunteer Award (Established 2015)

Description: To recognize outstanding service by an individual to a local PES Chapter (one award to be given annually by each Chapter).

Prize: One Plaque for each winning individual (one per chapter, per year if qualified candidates are received).

Funding: The award would be funded by the PES budget for Chapters which can support this award.

Eligibility: Must be an active PES member.

Basis for Judging: Recipient shall have demonstrated notable volunteer support of PES Chapter activities, broader PES activities, or other volunteer activities related to the Power and Energy community. Exact details shall be at the discretion of the local chapter to identify factors to be considered, scoring, committee voting procedure, etc.

Presentation: At the discretion of the local chapter.

7.47 PES Scholarship Plus Initiative (Established 2010 – Revised 2024)

Description: The IEEE PES Scholarship Plus Initiative was established to help address the crucial challenge facing the field of power and energy – the shortage of power engineers needed to sustain and transform electric energy systems. For qualifying undergraduates in the USA and Canada, the program provides scholarship and industry internships/coop experience, mentoring opportunities and special recognition as a PES Scholar.

Prize: The number of scholarships distributed is based on the amount of funding available based on donations to the IEEE Foundation PES Scholarship Plus fund. The cost of a scholarship is the total scholarship, assuming all renewals are approved. Due to this commitment, IEEE PES will set aside funds (via the IEEE Foundation) to ensure the availability of support for a student over the expected period of the student's scholarship. Undesignated funds for scholarships will be allocated to regions based on their PES membership levels, as of 31 December. Each Regional Selection Committee will have funding available for scholarships.

A student may receive up to three years of financial support subject to check of eligibility compliance and performances. The scholarship levels will be $3,000, $3,000 and $4,000 for first, second and third years respectively. All first-year recipients receive complimentary IEEE & PES Student membership.

Funding: A gift from IEEE Power & Energy Society was used to establish the IEEE PES Scholarship Plus Initiative Fund. This program is supported by donations to the IEEE Foundation PES Scholarship Plus Fund (established in 2010). All donors, whether they are corporate donors or individuals can designate their gifts by IEEE region. All expenses associated with this program are supported by the IEEE Foundation PES Scholarship Plus Fund & PES budget.

Eligibility: Scholarship Candidate must:

- Be a citizen or permanent resident of the USA or Canada and reside in IEEE Regions 1 through 7
- Be considering a career in electric power and energy industry.
- Be working on an engineering undergraduate Bachelor of Science degree in an IEEE designated field of interest (Engineering, Computer Sciences and Information Technology, Physical Sciences, Mathematics, Technical Communications) as a full-time undergraduate student at a U.S. ABET-accredited university in the coming academic year.
- Preference will be provided to individuals working towards a BS in the following disciplines – Civil Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, Power Engineering, Computer Science, Data Analytics, Environmental Engineering, Renewable Energy and Sustainable Studies.
- Be currently enrolled full-time at a university/college or community college.
- Have a current GPA of 3.0 or higher on a 4.0 scale (or equivalent)
- The applicant does not need to be a member of IEEE or PES for their initial application but will be required to be an IEEE PES Student Member to apply for renewal of their application.
- Eligibility and Selection process shall comply with procedures and regulations established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations.
- After awarded the first-year scholarship, the applicant may reapply each year until graduation (for a maximum of three years). To receive the award in the second and third years, it is required to take part in some type of career experience in power and energy engineering each year.

Basis for Judging: The selection of recipients will be made by Regional Committees based on a scholarship funding for each region. Each student must satisfy all eligibility requirements to receive the award. Applications will be sent to the appropriate Regional Committee for scoring, ranking, and selection. A scoring rubric based on the following criteria will be used to rank the candidates within each Region. The criteria that the Regional Committees use for scoring students are the following:

- Academic preparation (GPA, reference letter from faculty member or instructor, electrical engineering major, planned courses, etc.);
- Extra-curricular activities and leadership (volunteer activities, achievements, etc.);
- Interest in engineering in general, and power and energy engineering in particular (statements from candidate, reference letter from faculty member or instructor, etc.);
- Technical quality of application (clarity and quality of writing, responses consistent with what was asked, satisfaction of eligibility criteria, etc.);
- Overall assessment of student's potential for a successful power and energy engineering career.

Renewals are based on satisfaction of renewal criteria. The following criteria are used:

- Making academic progress as evidenced by taking courses in power and energy engineering toward an education foundation for a power and energy engineering career;
- Maintained a minimum of a B overall grade average across all courses taken at the university;
- Obtained career experience, such as with a power engineering internship, cooperative, or equivalent;
- Demonstrated interest in learning more about power engineering careers, such as through mentoring, field trips, attendance of information seminars, attendance of PES events, research projects in power engineering, short courses or on-line courses on power-related subjects, and participation in a PES chapter if one is available.

Schedule (effective 1 January 2025)

- 30 April – Application Deadline
- 30 June – Selection process completed by Regional Review Committees
- 15 July – Final Decision on selected students
- By 15 August –Scholarship recipients announced

Presentation: All scholarship recipients receive a certificate which is sent to contact at their school for presentation at a suitable occasion.

7.48 PES Scholarship Plus John W. Estey Outstanding Scholar (Established 2010 - Revised 2021

Description: The IEEE PES John W. Estey Outstanding Scholar Award is given annually to the top PES Scholar recipient in each Region 1-7.

Prize: - Up to 7 awards will be presented, one for each Region 1-7; no ties are possible.

- $6,000 US for school expenses (tuition, books, student fees, etc.); the funds are paid directly to the recipient's school
- IEEE and IEEE PES Student Membership for the upcoming year
- Up to $1,000 US in travel honorarium to attend the IEEE PES Annual General Meeting in accordance with the IEEE Reimbursement Guidelines.
- Plaque

Funding: This program is supported by donations to the IEEE Foundation PES Scholarship Plus Fund (established in 2010). The S&C Foundation created an endowed fund to support the establishment of the IEEE PES Scholarship Plus Initiative John W. Estey Outstanding Scholar Award.

Eligibility: Must be selected as PES Scholarship recipient per the requirements established by the PES Scholarship Plus Initiative.

Basis for Judging: The Regional Review Committees will select the top scholar within their Region based on the criteria used to select PES Scholarship recipients.

Presentation: All scholarship recipients receive a plaque which is sent to the contact at their school for presentation at a suitable occasion.

7.49 PES Outstanding Student Scholarship (established in 2018) (revised 2020)

Description: To recognize PES student members from around the world who have chosen an academic path leading to an electric power and energy engineering career. Recipients will be chosen based on their academic achievements, contributions to meeting community and humanitarian needs, and leadership in advancing student engagement within PES.

Prize: Multiple Scholarships Given Annually – Each recipient received a full prize

- Each recipient (up to Twenty (20)) will receive a plaque and a prize amount of US$10,000. The prize funds will be distributed directly to the student.
- Each recipient will also receive complimentary housing and conference registration if they are able to participate & attend their corresponding PES Regional meeting. 1. The housing and conference registration fee will come from the PES Budget if they are being recognized at the corresponding events within their Region – PES General Meeting (Regions 1-7), PES Transmission & Distribution Conference & Exposition (Region 1 – 7), PES ISGT Latin America (Region 9), PES ISGT Europe (Region 8) and PES ISGT Asia (Region 10)..

Funding: The award is funded by an endowment managed through the IEEE Foundation.

Funds already allocated in the annual PES budget will be used to cover the complimentary housing and conference registration expenses for the recipients at their corresponding PES Regional meeting.

Eligibility: To be eligible, a student must be:

- An IEEE PES Student Member or a PES member of any grade in good standing
- A full-time student who is pursuing a Master's of Science degree in Electrical Engineering (MSEE)/Masters of Engineering (M.Eng) or an equivalent designation with a focus in electrical power engineering
- Must be attending a university or college that has an active IEEE Student Branch which offers a substantive educational program in electrical power engineering
- Committed to working in the power and energy engineering career field

No current member of the IEEE Board of Directors, the IEEE PES Governing Board, the IEEE PES Awards and Recognition Committee, the IEEE PES Outstanding Student Scholarship Selection Committee, or IEEE staff may be candidates, or endorse candidates.

Basis for Judging: Selection will be based on the evaluation of submitted material that will include, in part, testimonials from peers, teachers or industry members. Emphasis will be on academic

achievements, contributions to meeting community and humanitarian needs, and leadership in advancing student engagement with PES.

- Description of degree program with emphasis on the degree requirements, power and energy engineering courses offered, number of students, and faculty
- Transcript of academic record with minimum requirement of weighted average grade (or equivalent) in courses to date greater than 90%
- Description of courses taken related to power and energy engineering and description of the student's academic plan for the remaining courses to be taken
- Academic presentations such as student posters or academic papers/articles
- Internships and student research projects
- Awards/recognitions received for academic performance or for service to the academic or broader community.
- Activities and accomplishments in local PES activities particularly in promoting student engagement with PES
- Community and humanitarian activities and accomplishments, particularly those relevant to energy and society challenges
- At least two but no more than four letters of reference/recommendation from IEEE Members. It is preferred that one recommendation letter comes from the head of the degree-granting department or college.

For the purposes of this scholarship, power and energy education and research topics underlying this award focus on electric power engineering associated with grid operations, planning and maintenance. Power electronics is included. Other engineering topics, such as communications and IT, are included to the extent they address power engineering challenges.

Presentation: Recipients will be recognized at a regularly scheduled PES meeting (Conference, Chapter, Student Branch meeting, etc). The recipients will be announced during the PES General Meeting Awards Ceremony.

7.50 PES G. Ray Ekenstam Memorial Scholarship (Established 2009 – Revised 2013)

Description: The G. Ray Ekenstam Memorial Scholarship, established in memory of G. Ray Ekenstam and his professional career in the fields of power engineering and industry applications. The Scholarship Fund awards, on an annual basis, a scholarship to a qualified undergraduate student who seeks an electrical engineering degree in the field of power or a related discipline, from an accredited US university or college. The annual selection of scholarship recipients will be administered by IEEE Power and Energy Society (PES).

Prize: The Scholarship Fund will be used to fund on an annual basis the following annual expenses for one recipient:

- A maximum of US$5,000 for one student for school expenses (tuition, books, student fees)
- IEEE Student Membership for twelve months for one student
- Travel stipend up to US$500 for recipient to travel to and participate in the IEEE PES General Meeting

Funding: A gift from Elizabeth Moore was used for the establishment of the G. Ray Ekenstam Memorial Scholarship Fund. The Scholarship Fund is administered by the IEEE Foundation.

Eligibility: Scholarship Candidate must:

- Be a U.S. citizen or permanent resident and reside in IEEE Region 1 through 6;

- Be considering a career in electric power and energy engineering;
- Be working toward an electrical engineering bachelor's degree;
- Be a full-time student at a U.S. university or college that offers undergraduate courses in power engineering;
- Be willing to take at least three of the power engineering courses for a total of nine or more credits;
- Be currently enrolled full-time at a university/college or community college;
- Have a current GPA of 3.0 or higher on a 4.0 scale (or equivalent);
- Be an honorably discharged U.S. veteran or a disable U.S. veteran.

No relatives of current members of the IEEE Board of Directors, the IEEE-PES Governing Board, the IEEE-PES Awards and Recognition Committee, the G. Ray Ekenstam Memorial Scholarship Committee, or IEEE staff may be candidates or nominate or endorse candidates for this Scholarship.

Basis for Judging: Selection criteria will be based on evaluation of the following criteria:

- Evidence of maintaining a cumulative GPA of at least 3.0 on a 4.0 scale;
- One referral letter from an individual who is qualified to evaluate the applicant's academic accomplishments (e.g., professor, administrator, employer, internship organization).

Each IEEE PES Scholarship Plus Initiative Regional Review Committee will forward recommended candidates to the G. Ray Ekenstam Memorial Scholarship Committee who will make the final selection.

Presentation: No specific presentation is necessary; however, award presentation may be made at PES General Meeting if recipient indicates intention to attend.

7.51 PES Erich Gunther Future Power Innovator Scholarship (Established 2016; revised 2018)

Description: To recognize those students in a power engineering discipline that are dedicating their education to the power engineering sector and pushing the bounds of current thought to make the power and energy industry better. This award is established to recognize the future of our industry through the young people who will propel a vision beyond the one we can now see for ourselves and will help strive to drive the lifeblood of our current world, electricity, to a new, and even more brilliant, future.

Prize: One award for both undergraduates and graduates consisting of: US$2,500 scholarship payable to the recipients' school to assist the student with school expenses, plaque, and a travel stipend of up to $750 to attend the presentation ceremony.

Funding: The award would be funded by an endowment managed through the IEEE Foundation.

Eligibility: Must be a full-time student attending a U.S. university or college that offers courses in power engineering. Individuals must be in their final two years of receiving their bachelor's degree or working towards achieving their master's degree in electrical engineering.

No current member of the IEEE Board of Directors, the IEEE PES Governing Board, the IEEE PES Awards and Recognition Committee, the IEEE PES Erich Gunther Future Power Innovator Scholarship Committee, or IEEE staff may be candidates, or endorse candidates.

Basis for Judging: Selection will be based on evaluation of accomplishments as revealed by documented testimonials from peers, teachers or industry members. Recipients must be electric power utility students enrolled and in good standing and have a dedicated focus in the electric power sector. Emphasis will be on the creativity and dedication to the electric power industry and a demonstrated passion for the betterment of electricity for mankind. It is possible for collaborators to receive the award jointly in which case the monetary portions of the award will be divided among the recipients. A Committee majority vote will determine the recipient.

Presentation: The award will be presented annually at a regularly scheduled PES meeting of the recipient's choice. The presentation of the award shall be preferably made by the PES President.

7.52 PES Murty & Bhavani Yalla Power System Protection & Control Fellowship (Established 2025)

To recognize, on an annual basis, a student who is pursuing a career in the Power & Energy sector with emphasis in Power System Protection & Control.

Eligibility

- Candidates must be an IEEE PES Student or PES Graduate Student Members at the time of nomination.
- A full-time student pursuing a Masters-level (with thesis option) degree or working toward a Ph.D. within the PES field of interest on a full-time basis from an accredited graduate school institution in US or Canadian university. The research (thesis) topic must be related to Power Systems Relay Control.

Prize - Single Annual Award - Recipient will receive $5,000 USD, a plaque and up to $1,000 USD travel reimbursement for the recipient to attend the presentation ceremony. Travel reimbursements will follow IEEE Policies and Procedures.

Frequency - One recipient will be selected annually. The Award will be given only if a suitable awardee is identified.

Funds **-** Will be funded by the IEEE Power & Energy Society Murty & Bhavini Yalla Fund administered by the IEEE Foundation. Funded via IEEE Foundation with donations received over 2 years: $100,000 Murty & Bhavani Yalla & Hubbell and $100,000 IEEE Power & Energy Society (PES Funding will be a transfer from another IEEE Foundation Fund -PES Outstanding Student Scholarship Fund) as agreed by PES.

Nominee Solicitation **-** Nominations will be solicited through various channels including but not limited to: PES website, PES print and electronic publications, email, and social media.

Self-nominations are not permitted. In the case of multiple nominations of the same individual, only the first submitted will be considered; withdrawal of a nomination can be requested either by the corresponding nominator or by the nominee, provided that this request is forwarded to the chair of the awards committee before the expiration of the nomination's submission deadline

Award Committee **-** The Committee Chair is appointed by the PES Vice President – Education Activities (1 year term for a maximum of 3 consecutive years). At least 5 committee members (no more than 9) will be appointed by the Committee chair with the consent of the PES VP – Education Activities (1 year term for a maximum of 3 consecutive years). The Award Committee will vote to determine the recipient of the award. There will be no ties.

The result will be shared with the PES VP – Education Activities for final review and final approval. A quorum will consist of >50% of the voting members.

Schedule

- No later than 30 October – Nomination opens on PES website.
- 31 January – Nominations close
- 31 March – Selection process completed by Awards Committee
- No later than 30 April – Recipient notified by email.

Selection/Basis for Judging - Award recipients will be selected based upon, in rank order: the quality of their prior work, the impact of their current research, impact of their potential research in in power system protection and control and their financial need.

All scores will be anonymous, tallied and distributed to the award committee for review & discussion. The committee will review the results and vote to determine the recipient. There will be no ties.

The result will be shared with the PES VP – Education Activities for final review and approval.

Presentation - Typically, the award presentations shall be made at a PES Meeting/Conference or at an alternate site as agreed by the recipient.

Publicity **-** This award will be advertised in the IEEE Power & Energy Magazine, on the PES website, email newsletters and on PES social media channels

8.0 PES OPERATING COMMITTEES

8.1 OVERVIEW

To facilitate the performance of its operational and administrative duties, and to encourage cooperative efforts and communication among the PES activities, the PES Governing Board may establish committees. The scope, function and composition of each committee shall be noted in this Operations Manual.

A committee shall be comprised of members with varying backgrounds and skillsets.

8.2 MEMBER ELIGIBILITY REQUIREMENTS

Unless specified otherwise to be eligible to be a chair or a voting member of any PES Operating Committee, the individual must be a PES member in good standing and shall be at IEEE Graduate Student Member, Member, Senior Member, or Fellow grade.

8.3 TERMS OF APPOINTMENT

Unless otherwise specified, the term of appointment shall be for one year, starting 1 January, with reappointment possible for a maximum tenure of five consecutive years.

8.4 VACANCY

If vacancies occur, they are filled using the methodology originally used to fill that position. In the event of the incapacity of the chair, the immediate Past Committee Chair shall serve as acting chair until such time as a successor has been identified. In the event of the absence of the chair, the immediate Past Committee Chair shall serve as acting chair or, if not available, the voting members of the committee present, from amongst their own, shall select someone to so serve.

If such a vacancy occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the vacancy occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

8.5 COORDINATION OF COMMITTEES

The following shall report to the PES Governing Board through the responsible PES Governing Board Member.

- PES Young Professional Advisory Council – PES President (or their delegate)
  - PES Young Professionals Committee
- PES Women in Power Advisory Council – PES President (or their delegate)
  - PES Women in Power Committee
- PES Climate Change Committee – PES President (or their delegate)
- PES Industry Technical Leadership Support (ILSC) Committee - PES President
  - PES Corporate Engagement Program Subcommittee

A. <u>PES Vice President – Chapters & Membership</u>
   1. PES Chapter Awards & Resources Committee
   2. PES Day

3. PES Distinguished Lecturer Program Committee
4. PES Life Members Committee
5. PES Membership Analytics & Communications Committee
6. PES Membership Development & Engagement Steering Committee
7. PES Membership Development Committee
    a. PES Industry Workshop & MDI Coordinator
8. PES Student Chapters Committee Chair
9. PES Expanding Collaboration and Engagement Committee

B. PES Vice President – Education
1. PES Power & Energy Education Committee (PEEC)
2. PES Educational Activities
    a. Accreditation Committee
    b. Content Acquisition & Curation Committee
    c. Instructional Quality & Initiatives Committee
    d. Pre-University Committee
    e. Selection & Quality Control Committee

C. PES Vice President – Conferences and Meetings
1. Conferences Advisory Committee
    a. PES Technical Co-Sponsorship Conference Committee

D. PES Vice President – New Initiatives and Outreach
1. PES Global Industry Stakeholders Advisory Board
2. PES Executive Advisory Council

E. PES Vice President – Publications
1. PES Publications Board
2. PES Power & Energy Magazine Editorial Board
3. IEEE Energy Sustainability Editorial Board
4. PES Trans Energy, Market, Policy & Regulations Editorial Board
5. PES Open Access Journal of Power and Energy Editorial Board
6. PES Transactions on Smart Grid Editorial Board
7. PES Transactions on Sustainable Energy Editorial Board
8. PES Transactions on Energy Conversion Editorial Board
9. PES Transactions on Power Delivery Editorial Board
10. PES Transactions on Power Systems Editorial Board
11. Power Engineering Letters Editorial Board

F. PES Vice President – Strategic Communications & Partnerships
1. PES Awards & Recognition Committee
2. PES Strategic Partnerships Committee

G. PES Vice President – Technical Activities
1. PES Technical Council
    a. PES External Proposal Management Committee
    b. PES Strategic and Emerging Technologies Standards Committee
    c. PES TC Organization & Procedures Committee
    d. PES Technical Activities Awards
    e. PES Technical Sessions Committee
2. PES Localized Technical Activities Committee

8.6 EXPANDING COLLABORATION AND ENGAGEMENT (ECE) COMMITTEE

Scope: Responsible for ensuring that PES policies, procedures, and practices are conducive to creating and maintaining a collaborative and engaging environment that is valuable for all members.

Reports: PES Vice President – Chapters & Membership

Membership: Chair, appointed by the PES President. Up to three (3) additional members appointed by the Chair in consultation with the PES President or Secretary.

Terms of Office: One year – renewable up to five (5) years

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.7 INDUSTRY TECHNICAL SUPPORT LEADERSHIP COMMITTEE

Scope: Providing and coordinating support to and cooperation with government, regulatory, and other industry organizations globally on technical issues related to power and energy topics. Coordinating corporate engagement initiatives with global industry organizations (Utilities, ISOs, vendors, and others).

Reports: PES President

Membership: Officers include - Chair, Vice Chair, Secretary with additional individuals appointed based on functional areas or regional leads. Typically, the Vice Chair will serve in the role of chair and Secretary will serve in the role of Vice Chair following completion of the term of office.

Terms of office: Officers serve two years and are not eligible for re-appointment.

All other appointments are one year term. Having served one term, a member shall be eligible to be re-appointed, based on active participation, for up to four additional one-year terms, not to exceed five years of total service in this position.

Committees: The PES Corporate Engagement Program Subcommittee reports to this committee.

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.8 PES YOUNG PROFESSIONAL ADVISORY COUNCIL

Scope: Provide strategic oversight of PES Young Professional activities which focus on getting more YPs engaged in all areas of PES activities (Technical Committees; Education; Conferences; Chapters; Publications; Awards). Identify individuals who will serve as the champion for working within each area of PES Activities. Coordinate and develop programs which enhance leadership skills of PES Young Professionals.

Reports: PES President or a PES Governing Board member as delegated by the President

Membership: Chair – appointed by the President; PES Young Professionals Committee Chair; PES Governing Board Representative appointed by the PES President; Up to 5 Members-at-Large appointed by the Chair after consultation with PES President.

Terms of One year – renewable up to five (5) years Office

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

8.9 PES WOMEN IN POWER ADVISORY COUNCIL

Scope: Provide strategic oversight of PES Women in Power activities which focus on getting more individuals engaged in all areas of PES activities (Technical Committees; Education; Conferences; Chapters; Publications; Awards). Identify individuals who will serve as the champion for working within each area of PES Activities.

Reports: PES President or a PES Governing Board member as delegated by the President

Membership: Chair, Vice Chair, Secretary and Past Chair and additional members as determined by the Officers. The Vice Chair will assume the duties of Chair after their term of office as VC is completed.

Terms of One year – renewable up to five (5) years Office

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

8.10 PES CLIMATE CHANGE COMMITTEE

PES Climate Change Mission Statement:
We will build a cleaner energy future by promoting smart and innovative engineered solutions and standards that provide sustainable energy for the world to fight global climate change. Utilizing our strong belief in science, technical knowledge, and broad talents, our IEEE PES members and experts are committed to partnering across academia, business, community and the policy world, to engineer the cleaner energy future that will serve every nation for generations to come.

Scope: Support the PES Climate Change Mission Statement and provide oversight of PES Climate Change activities which focus on getting more individuals engaged in all areas of PES activities (Technical Committees; Education; Conferences; Chapters; Publications; Awards).

Reports: PES President or a PES Governing Board member as delegated by the President

Membership: Chair, Vice Chair, Secretary and Past Chair and additional members as determined by the Officers. The Vice Chair will assume the duties of Chair after their term of office as VC is completed.

Terms of Office: Two Years for Officers and Regional Representatives. Effective 2028, the Vice Chair and Secretary will be selected from the committee membership. Officers and Regional Representatives will be appointed by the PES President (or their delegate) with advice from the Committee Chair. The Past Chair is not an Officer but is expected to remain in the position for two years.

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

8.11 CHAPTERS AWARDS & RESOURCES COMMITTEE

Scope: Responsible for coordinating/administration of the PES Chapter awards (a) PES Outstanding Chapter Awards – Large, Medium and Small (b) PES High Performing Chapter Award (c) Outstanding Engineer Award (d) Outstanding Chapter Volunteer Award

Reports: PES VP – Chapters & Membership

Membership: Chair – appointed by PES VP – Chapters & Membership and up to five (5) individuals appointed by the Chair.

Terms of Office: One year – renewable up to five (5) years

Meetings: Shall occur at the call of the Chair and are usually held via teleconference.

8.12 DISTINGUISHED LECTURER PROGRAM COMMITTEE

Scope: Providing oversight, develops administrative processes for the PES Distinguished Lecturer program. Responsible for making recommendations for the PES Governing Board on the selection of Distinguished Lecturers.

Reports: PES VP – Chapters & Membership

Membership: Chair – appointed by the PES VP – Chapters & Membership; Past Chair; Young Professional Representative

The PES President, PES President-elect, PES GB Representatives from Regions 8, 9 and 10, PES VP-Education, PES VP – Technical Activities will review candidates and make a recommendation to the PES GB on the selection of Distinguished Lecturers.

Terms of Office: One year – renewable up to five (5) years

Meetings: Shall occur at the call of the Chair and are usually held via teleconference.

8.13 LIFE MEMBERS COMMITTEE

Scope: Seek ways to encourage continued activity and involvement by PES members who have achieved Life Member status.

Reports: PES VP – Chapters & Membership

Membership: Chair appointed by the PES VP – Chapters & Membership with consent of PES President; up to 5 members appointed by the Chair in agreement from the PES VP – Chapters & Membership

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and are usually held via teleconference.

8.14 MEMBERSHIP ANALYTICS & COMMUNICATIONS COMMITTEE

Scope: Monitor, analyze, and report membership data on a monthly, quarterly, annual, and multiannual basis to identify trends, issues, and potential solutions at PES, region, chapter, and membership grade level. Calculate, analyze, and report key metrics and indicators (membership growth, member retention, member transition from student to young professional, chapter health index, etc.) on a monthly, quarterly and annual basis. Support internal and external communications activities for Professional and Student Branch Chapters.

Reports: PES VP – Chapters & Membership

Membership: Chair appointed by the PES VP – Chapters & Membership with consent of PES President; up to 5 members appointed by the Chair in agreement from the PES VP – Chapters & Membership

Terms of Office One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and are usually held via teleconference.

8.15 MEMBERSHIP DEVELOPMENT & ENGAGEMENT STEERING COMMITTEE

Scope: Creates, promotes, and monitors appropriate and effective membership development and engagement programs to increase PES membership. The Committee is to bring all Chapters and Membership leaders together on a weekly basis to timely address Chapters' and Members' needs with concerted efforts (united, joint, cooperative). In addition, the Committee oversees operations of the PES Chapters and Membership teams and supports implementation of the PES strategic plan.

Reports: PES VP – Chapters & Membership

Membership: PES VP - Membership & Chapters - Chair
4 PES Governing Board Regional Chapter Representatives
PES Governing Board - Member-at-Large
Affinity Group Chairs (Young Professionals, Life Members, Women in Power)
Membership Development Committee Chair
Analytics and Communications Committee Chair
Awards & Resources Committee Chair
Student Branch Chapters Committee Chair
PES President or their designee

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.16 MEMBERSHIP DEVELOPMENT COMMITTEE

Scope: Shall inspire and coordinate volunteer, entrepreneurial, humanitarian activities worldwide, with the objective of increasing and improving member recruitment, and arrears-recovery of PES memberships.

Reports: PES VP – Chapters & Membership

Membership: Chair appointed by the PES VP – Chapters & Membership; up to 5 members appointed by the Chair in agreement from the PES VP – Chapters & Membership

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.17 STUDENT BRANCH CHAPTERS COMMITTEE

Scope: Responsible for design, development, and implementation of the support model for the PES Student Branch Chapters. Additional responsibilities include coordinating/administration of the PES High Performing Student Branch Chapter Award.

Reports: PES VP – Chapters & Membership

Membership: Chair appointed by the PES VP – Chapters & Membership; up to 5 members appointed by the Chair in agreement from the PES VP – Chapters & Membership

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.18 WOMEN IN POWER (WIP) COMMITTEE

Scope: To advance the world through the creativity and innovation of individuals in leadership roles with varying backgrounds and skillsets, and to foster the careers, connections, and talent of women in the Power Industry to achieve their full potential to become the leaders of the future.

Reports: PES Women in Power Advisory Council

Membership: Chair appointed by the PES Women in Power Advisory Council Chair; The Vice Chair, Regional Representatives and other Members-at-large shall be appointed by the Chair with agreement of PES WIP Advisory Council Chair.

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.19 YOUNG PROFESSIONALS COMMITTEE

Scope: To provide young professional members who have an interest in the Power & Energy industry with opportunities for educational, technical, and professional development, emphasizing the value of continuing PES membership. Individuals will be appointed to work Region specific programs/oversee local YP affinity group efforts; coordinate YP led sessions at PES events & conferences; lead mentoring & career fair efforts; work with PES Technical Committees and external organizations.

Reports: PES Young Professional Advisory Council

Membership: Chair – appointed by the YPAC with input from the President and/or President's delegate; Vice-Chair (appointed by PES YP Chair); Secretary (appointed by PES YP Chair); PES Young Professionals Committee Regionals Leads (Min. 4; 1 per major region R1-7, R8, R9, & R10); Up to 4 Members-at-Large appointed by the Chair with agreement from the YPAC to lead efforts for specific programs, sessions at conferences, mentoring/career fair, and technical committee liaison.

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.20 POWER & ENERGY EDUCATION COMMITTEE

Scope: Work for constant improvement of relationships between all segments of the electric power and energy industry and all elements of the engineering education community. Promote electric power and energy engineering and technology education, and professional developments in schools and industry. Be an advocate of research and researchers at universities and encourage the support, dissemination, and use of university research in electric power and energy engineering. Work with other appropriate Power and Energy Society Committees to develop continuing education programs in the electric power and energy field and contributions to the IEEE Press. Formulate recommended Power and Energy Society policy relative to all matters involving engineering and technology curricula accreditation. Serve as the primary source of Power and Energy Society recommendations for service in various activities of ABET. Cooperate with similar committees of other societies

Reports: PES VP – Education

Membership: Officers include the Chair, Vice Chair and Secretary as noted in Appendix II – PEEC Operations & Procedures Manual

Terms of Office: Two years - Appendix II – PEEC Operations & Procedures Manual

Committees: The following committees report to the Power & Energy Education Committee (a) Life-Long Learning (b) University Education Activities (c) Student Meeting Activities (d) PEEC Awards & Recognition (d) Power Engineering Career Promotion (e) Research (f) Strategic Planning.

Meetings: Shall occur at the call of the Chair and shall typically be held in conjunction with the PES General Meeting and the North America Power Symposium. Members shall be responsible for their own travel expenses unless otherwise approved.

8.21 PES EDUCATIONAL ACTIVITIES COMMITTEE

Scope: Promote electric power and energy engineering and technology education and professional development in schools and industry. Work with other appropriate Power and Energy Society Committees to develop continuing education programs in the electric power and energy field. Collaborate with similar committees of other societies.

Reports: PES VP – Education

Membership: Officers include the Chair, Vice Chair and Secretary

Terms of Office Two-Year term with an annual appointment for a maximum of five years.

Committees: Include the following: (a) Accreditation Committee (b) Content Acquisition & Curation Committee (c) Instructional Quality & Initiatives Committee (d) Pre-University Committee (e) Selection & Quality Control Committee

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.22 PES CONFERENCE ADVISORY COMMITTEE

Scope: Responsible for the policies and plans for conferences sponsored, co-sponsored and technical co-sponsored by the IEEE Power & Energy Society. Shall make a recommendation to the PES Governing Board of the strategic direction of the overall PES Conference portfolio. It shall, as needed, prepare recommendations for new meetings and for individuals to manage them.

Reports: PES VP – Conferences & Meetings

Membership: Chair – appointed by the PES VP – Conferences & Meetings. Up to 8 Members-at-Large, preferably those who are familiar IEEE/PES conference operations, shall be appointed by the Chair with agreement from the PES VP – Conferences & Meetings.

Terms of Office: One year – renewable up to five (5) years based on active participation

Committee: The PES Technical Co-Sponsorship Committee shall report to this committee

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.23 PES GLOBAL INDUSTRY STAKEHOLDERS ADVISORY BOARD (ISAB)

Scope: To improve and support the engagement and integration of industry to further the mission of the society globally.

Reports: PES VP – New Initiatives and Outreach

Membership: Chairs and vice-chairs from Region 1-6 (USA), 7 (Canada), 8 (Europe/Africa), 9 (Latin/South America) and 10 (Asia/Australia). In addition, invited industry experts may participate upon needs

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.24 PES EXECUTIVE ADVISORY COUNCIL

Scope: Provide recommendations to the PES GB which focus on providing more benefits to industry members with suggestion on how to better communicate those benefits to the membership. Review and initiate specific initiatives by working closely with IEEE PES Industry Technical Support Leadership Committee (ITS LC).

Reports: PES VP – New Initiatives and Outreach

Membership: Officers shall include the Chair, Vice Chair and Secretary. Up to 16 Electric Power & Energy Executives as appointed by the Chair with agreement from the PES VP – New Initiatives and Outreach

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.25 PES PUBLICATIONS BOARD

Scope: Establish and recommend Society publication policy. Ensure that all PES publications adhere to IEEE Publications policies and practices.

Reports: PES VP – Publications

Membership: Vice President–Publications, who also chairs this Board, the Vice President–Technical Activities, President, President-Elect, Treasurer, PES Executive Director and the Editors in Chief of each PES Magazine & Transaction Magazines.

Terms of Office: Concurrent to their role on the PES Governing Board or serving as Editor in Chief.

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.26 POWER & ENERGY MAGAZINE – EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the Power & Energy Magazine.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.27 IEEE ENERGY SUSTAINABILITY MAGAZINE – EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Energy Sustainability Magazine.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.28 OPEN ACCESS JOURNAL OF POWER & ENERGY- EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the Open Access Journal of Power & Energy.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.29 TRANSACTION ON ENERGY, MARKET, POLICY & REGULATIONS - EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Energy, Market, Policy & Regulations.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.30 TRANSACTION ON ENERGY CONVERSION- EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Energy Conversion.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.31 TRANSACTION ON POWER DELIVERY- EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Power Delivery.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.32 TRANSACTION ON POWER SYSTEMS - EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Power Systems.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.33 TRANSACTION ON SMART GRID - EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Smart Grid.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.34 TRANSACTION ON SUSTAINABLE ENERGY - EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the IEEE Transaction on Sustainable Energy.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.35 POWER ENGINEERING LETTERS - EDITORIAL BOARD

Scope: Responsible for overseeing the mission and editorial content of the Power Engineering Letters.

Reports: PES VP – Publications

Membership: Editor in Chief as appointed by the PES VP-Publications; Senior Consulting Editor and associate editors appointed in accordance with PES Publications Editor – Operations Manual

Terms of Office: Serve in accordance with PES Publications Editor – Operations Manual

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. An annual meeting may be held in conjunction with the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.36 AWARDS & RECOGNITION COMMITTEE

Scope: Responsible for all major awards and recognitions made or proposed by the Society and as noted in Section 7 of this Operations Manual.

Reports: PES VP – Strategic Communications and Partnerships

Membership: Chair – appointed by the PES VP – Strategic Communications & Partnerships

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.37 PES DAY COMMITTEE

Scope: Responsible for celebrating the name change from the Power Engineering Society to the Power and Energy Society. Annually, a theme is selected, and celebrations, including educational and humanitarian activities, youth programs, and technical contests, are organized for our members. PES Chapters are requested to organize activities during the Month of April to celebrate this event.

Reports: PES VP – Chapters & Membership

Membership: Chair – appointed by the PES VP – Chapters & Membership; additional members appointed by the Chair with the consent of the PES VP.

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

8.38 STRATEGIC COMMUNICATIONS COMMITTEE

Scope: Responsible for reviewing and developing the strategic direction & core messaging of PES communications and related activities focused on being the leading provider of scientific and engineering information on electric power and energy for the betterment of society, and the preferred professional development source for our members. Responsible for overseeing PES partnership agreements which facilitates PES and industry engagement to ensure that PES has strong relationships with these organizations and can achieve goals which are beneficial to PES and PES members.

Reports: PES VP – Strategic Communications and Partnerships

Membership: The PES VP – Strategic Communications & Partnerships may serve as chair or they may appoint the chair; Up to 8 Members-at-Large, who represent the PES membership, shall be appointed by the Chair with agreement from the PES VP – Strategic Communications and Partnerships.

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

8.39 PES TECHNICAL COUNCIL

Scope: The scope encompasses its technical responsibilities including the following (a) The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy. (b) The development of engineering standards, guides, and recommended practices for this field of interest. (c) The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The development of engineering standards, guides, and recommended practices is performed by the technical committees of the IEEE Power & Energy Society. The Technical Council acts in the role of a coordinating body as related to standards activities.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report.

Reports: PES VP - Technical Activities

Membership: Chair, Vice Chair, Secretary and past Chair serve as officers; the chairs of each Technical Committee, Standing Committee and Coordinating Committee as noted in Appendix I – Technical Council Organization and Procedures Manual.

Terms of Office: Appendix I – Technical Council Organization and Procedures Manual or in respective Technical Committee Policy & Procedures Manuals

Committees: The standing committees of the Technical Council include (a) Awards (b) Entity Proposal Management (c) Standards Coordinating (d) Technical Sessions (e) Technical Council Organization and Procedures

Meetings: Shall occur at the call of the Chair. Typically face to face meetings shall be held with the Joint Technical Committee Meeting series and the PES General Meeting. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved.

8.40 LOCALIZED TECHNICAL ACTIVITIES COMMITTEE

Scope: Responsible for coordinating Satellite Technical Committees

Reports: PES VP – Technical Activities

Membership: Chair – appointed by the PES VP – Technical Activities

Terms of Office: One year – renewable up to five (5) years based on active participation

Meetings: Shall occur at the call of the Chair and shall typically be held electronically. If a face-to-face meeting is conducted, members shall be responsible for their own travel expenses unless otherwise approved

9.0 PES CHAPTERS

The rules regarding the establishment, formation and dissolution of Chapters are determined by the IEEE Members and Geographic Activities (MGA) Board. The MGA Operations manual is referenced in this document and takes precedent over this document.

9.1 DEFINITION

Per IEEE Bylaws 402.6 - a Chapter shall be a technical subunit of a Region, one or more Sections, or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. A Chapter shall comprise a minimum of twelve (12) IEEE voting members of a Society, or group of Societies in the case of a joint Chapter, and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In case of a Technical Council Chapter, a minimum of any twelve (12) IEEE voting members of Council Member Societies in the parent geographical unit shall be required to petition to the geographic unit and to the Technical Council.

IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade who belong to an IEEE Society and a geographic unit which has formed a Technical Chapter of such Society are considered Chapter members.

A. IEEE PES Chapters shall conduct activities within the scope of the technical field of interest of the Power & Energy Society.
B. A Chapter functions in a manner similar to that of a committee of the Section/Council.
C. In instances where Section/Council territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures.

9.2 FORMATION & DISSOLUTION REQUIREMENTS

The requirements to form or dissolve chapters are noted in the MGA Operations Manual - Section 9.6.B. The Chapter shall be considered established after MGA staff have ascertained that the Region Director and the Society President(s) have no objection to its formation. A list of formations shall be transmitted to the MGA Board and the Technical Activities Board (TAB).

9.3 CHAPTER MANAGEMENT

Responsibility for Chapter management shall rest with the Section/Council, which shall have control of all financial and other assets of the Chapter in carrying out its activities. Additional information is noted in the MGA Operations Manual Section 9.6.C.

9.4 CHAPTER OFFICERS

Officers of the Chapter shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chapter may combine the offices of Secretary and Treasurer. Each member of the Chapter Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade and a PES member. Officers of a Joint Chapter must be a member of at least one parent Society. Additional information is noted in the MGA Operations Manual Section 9.6.C.

9.5 MGA ANNUAL REPORTING REQUIREMENTS

PES Chapters shall adhere to the requirements for membership and meeting activities per the MGA Operations Manual - Section 9.6.J.

A Chapter shall be required to maintain a membership of not fewer than ten (10 members of Graduate Student Member, Member, Senior Member, or Fellow grade, and to hold not less than two (2) technical meetings per year, or to maintain a level of activity acceptable to the Region Director and the Society President(s).

9.6 PES CHAPTER ANNUAL REPORT / HIGH PERFORMING CHAPTER PROGRAM

In addition to providing annual reporting to MGA - all PES Chapters shall provide an annual report to the PES Chapter leadership. Chapters that provide such reporting will be eligible to receive between US$200 to US$1,100 provided they meet the requirements and deadlines.

Eligibility Requirements and Program Overview

- Any active PES chapter is eligible.
- HPCP is evaluated annually during the PES Chapter Annual Reporting process. Between 1 October and 30 November, an online reporting link will be sent to all PES Chapter Chairs. The chapter chairs need to complete the annual report to qualify their chapters for the HPCP.

Each PES Chapter that meets the defined performance requirements will be eligible to receive funding. These funds are to be used to support the cost of operation of its chapter. The High Performing Chapter Program funding will be awarded annually with a maximum of US$1000 and a minimum of US$200.

Chapters will be scored and earn funding based upon the following criteria:

a) Timely updates of chapter leadership contact data using an email mechanism. For chapters whose officers change at year-end, the final update should be received no later than January 31 of next year.
b) Hold a minimum of four (4) meetings per year - Chapter must hold four meetings during the calendar year. At least three of the four meetings must be submitted to MGA via vTools events reporting system. The remaining meetings can be of a social, planning or administrative nature. This requirement will be measured by examining the report referred to in item 2(c) below to make certain there has been a minimum of four meetings held.
c) Utilize the Chapter Outstanding Engineer Award - The chapter must have a defined program to recognize outstanding contributions/support by its members. This could, for example, be met by awarding the Chapter Outstanding Engineer Award (COEA) to a member of its chapter during the year. It could also be met by the chapter by including in the report it provides to the Regional Representative and the Chapters Representative a description of the program that it has in place, the recognition that it has considered and the actions taken. This will be measured by using the records of the PES Chapters Awards Committee to determine if a request for a plaque for the COEA has been made by the chapter prior to January 31st. The request must be made to the chair of the PES Awards Committee with a copy to the Regional Representative and the Chapters Representative.

d) Active PES Chapter website and/or social media - must maintain an active PES chapter's web page/site and/or an active social media presence. Information must be maintained and current throughout the year. The Web Page and/or social media must be accessible to all members through a link on the PES chapters website. The minimum information required includes:
   i) A complete list of chapter officers including e-mail addresses
   ii) Information on programmed activities including date, time and location of activity, details on the activity and the speaker.
   iii) Details of past activities.
   iv) Date of last update.
   v) A webmaster or other contact
e) Complete the Annual Report of chapter activities - Chapter must provide a brief but complete report of the chapter's overall activities for the previous year using the Annual Report / HPCP Form. The reports should be provided to both the Regional Representative and Chapters Representative no later than December 31. Items a-e above are the minimum requirements and must be met to receive any funding. The following are additional activities that will earn additional funding.
f) Young Professionals - Demonstrate a chapter Young Professional program that is focused on increasing the number of PES members who have graduated from college in the last ten years.
g) Women in Engineering Program - Demonstrate a chapter WIP (Women in Power) program that is focused on the PES WIP/IEEE WIE mission to inspire, engage, encourage, and empower women within the chapter. Examples include increasing the participation of women PES members in the various chapter activities, chapter committees, and chapter activities to promote WIP
h) Membership Growth / Retention Program - Demonstrate a chapter membership Growth / Retention program geared to increase the membership of the chapter.
i) Membership Advancement Program - Demonstrate a program to promote and achieve membership grade advancement (Sr. members, Fellow nominations).
j) Membership recognition activities - Demonstrate activities to recognize the accomplishments of chapter members. This will be activities or events that include recognition events (local recognitions, speaker recognition, award dinners of) This also includes any nominations for any IEEE or PES awards.
k) Student Activities - Demonstrate chapter support of student–related activities and development. This includes demonstrated activities with respect to IEEE Student Chapters at the college level and/or with students in grades K-12 (or equivalent).
l) Chapter Educational Activities - Demonstrate a chapter-sponsored educational activities. An educational activity is defined as a program which offers at least one tutorial, short course, lecture series, or other activity directly related to the education of its members. This can include technical, professional, business, project management, or other topics of interest to the chapter's membership.
m) Conference Activities - Demonstrate the chapter's support of PES financially supported conferences. Local conferences may also be reported if they significantly support PE subjects (credit is not given for IAS, PELS etc. conference activity).
n) Other Activities - Details on other chapter activities not listed here may be provided and may be considered for funding.
o) Expanding Collaboration and Engagement - Demonstrate chapter support of expanding collaboration and engagement, which includes chapter policies & activities.

Scoring and Fund Allocation

1. Items a, b, c, d and e must be met and are defined as the minimum requirements. A chapter that does not meet these five (5) requirements will not be eligible for funding. A score of 40 points will be associated with meeting these minimum requirements.
2. Additional points will be given for item b (five (5) points per additional technical meeting for two more (2) meetings, up to a maximum of 10 additional points).
3. Items h, k, and l may earn up to 9 points each based on the quality and quantity of the activities.
4. Items f, g, i, j and m may earn up to 5 points each based on the quality and quantity of the activities.
5. A maximum of 100 points may be earned (40 for minimum requirements; 10 for additional meetings and up to 50 points for items f-n). The funding award for each chapter will be $10 per point up to a maximum of $1000.
6. Chapters must submit the Combined Annual Report / High Performing Chapter Program form by the December 31 deadline to be eligible for funding. All scoring is based upon the details provided in this form. Verification of details may be required.
7. An approved chapter-related banking account (with details of this account provided on the HPCP form) must exist to receive funding.

For joint chapters (such as joint IAS PELS and PES), the PES Chapters organization reserves the right to coordinate their support programs in the event that a single chapter requests multiple grants from multiple societies.

9.7 PES FRANK LAMBERT OUTSTANDING CHAPTER AWARD

Recognize a PES Chapter for achieving excellence in providing the best set of overall programs and activities for its members. Each year the Power & Energy Society Outstanding Chapter Award is given to the chapter that is judged to provide the greatest overall contribution and service to its members in the following categories:

1. Technical Activities
2. Societal Activities
3. Membership Advancement, Fellow Nominations and Awards
4. Enlistment of New PES Members

Activities for inclusion in the OCA report are defined as those that occur throughout the calendar year, i.e., January 1 to December 31. The intent is for chapters to report OCA activities that have already occurred.

The award consists of a custom-prepared Outstanding Chapter Award banner complete with the name of the winning chapter. In addition, the winning chapter officers are presented with plaques in recognition of their outstanding leadership.

The OCA is split into two separate but equal competitions so that similar-sized chapters will compete only against each other:

1. Large Chapter Award (>200 members)
2. Medium Chapter Award (101 to 200 members)
3. Small Chapter Award (100 or fewer members)

All competition rules for the OCA are identical. Thus, both the winning chapters (Large, Medium & Small) will receive their own individual OCA banner and plaques for listed officers. Additionally, the chapters will receive a cash payment as follows:

1. Winning Chapter = $2,000 each

2. Runner-Up Chapter = $500 each

Submission of the OCA report to the Chapters Awards Committee Chair.

9.8 PES CHAPTER OUTSTANDING ENGINEER AWARD

The IEEE PES Outstanding Engineer Award program allows each PES Chapter the opportunity to recognize the outstanding contribution of local engineers to the power engineering profession.

Established in 1994 to recognize outstanding technical, professional and society contributions on behalf of the power engineer profession. Each Chapter is free to establish their own priorities for the selection criteria. Recipients must be IEEE and PES members. The following areas are suggested for comparison of award nominees:

- Outstanding technical contributions to the power engineering profession.
- Outstanding professional and leadership contributions to the power engineering profession
- Significant contributions to the local community representing the power engineering profession.
- Outstanding contributions in the area of power engineering education.

Chapters that participate in this program should:

- Establish their own annual calendar for this award. One award may be given each calendar year in each of the experience categories (less than 15 and more than 15 years).
- Publicize a request for nominations for the Outstanding Engineer Award. Each chapter member should be made aware of the award process.
- Designate a committee of at least three individuals to review the nominations for the Outstanding Engineer and to make a selection. This committee should be chaired by the Chapter chair or his or her designee.
- Design a nomination form as deemed appropriate by the local selection committee. A "free form" nomination procedure is appropriate.
- This award should be given high visibility and status in the Chapter. The award presentation should be coordinated with the local media to ensure maximum exposure in the local community.

PES will provide, at no cost to the Chapter, a plaque to present to the recipient. The plaque must be requested by using the OEA Request Form.

9.9 PES OUTSTANDING VOLUNTEER AWARD (OCVA)

Approved in 2011, this award allows each PES Chapter the opportunity to recognize a volunteer's contribution to the local chapter.

Eligibility: The recipient must be both an IEEE and PES member

Frequency/Schedule: One Award per chapter per year. Each chapter shall establish their own schedule/calendar.

Administration: Each Chapter is free to establish their own criteria for the selection criteria. The Chapter must establish a formal committee/team to administer and establish the guidelines for the award, and communicate the criteria and program to the chapter membership.

The following areas are examples for consideration for the recipient:

- Members who played significant roles during a conference where chapter was involved
- Organizers or significant contributors to Chapter affinity groups (Young Professionals, Women in Power, etc.)
- Members who contributed significantly to chapter events or operations
- Chapter ADCOM/EXCOM Committee Chairs or members
- Chapter webmaster, social media coordinator, etc.

Chapters that participate in this program should consider:

- Publicizing a request for nominations for the Outstanding Chapter Volunteer Award. Each chapter member should be made aware of the award process.
- Designate a committee of at least three individuals to review the nominations for the Outstanding Volunteer and to make a selection. Chapter Awards Committee chair should be a member of this selection committee.
- Design a nomination form as deemed appropriate by the local selection committee. A "free form" nomination procedure is acceptable.

This award should be given high visibility and status in the Chapter. The award presentation should be made during a chapter meeting or other public event, and communicated more broadly via web page, social media, newsletters, etc.

Award and Application Process: PES will provide, at no cost to the Chapter, a plaque to present to the recipient. The plaque request must be made six weeks prior to the presentation by using the OCVA Request Form.

9.10 PES Chapter Social Media Contest

The primary aim of this contest is to promote IEEE PES on social media, increase branding, image, presence, and collect social media contact information about IEEE PES Organizational Unit (OU): Professional chapters and Student Branch Chapters.

The contest is open to all the IEEE PES Professional and Student Branch Chapter, who can share any PES activity: Conferences, meetings, technical tours, student activities through a Web Site and other social media resources like Facebook, Twitter, Instagram, LinkedIn, etc. The IEEE PES Chapters Social Media Contest has two categories: the student chapter and professional chapter category.

The appropriate PES Vice President shall appoint a committee to judge the results based on the following criteria (a) website (b) YouTube or other online video sharing platform (c Additional Social Media Presence.

Prizes will be awarded for first, second and third place for PES Professional Chapters and PES Student Branch Chapters.

9.11 PES Student Branch Chapters

Per IEEE Bylaw 402.8 - a Student Branch Chapter is a technical subunit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student

Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

9.11.1 Formation & Dissolution Requirements

The requirements to form or dissolve chapters are noted in the MGA Operations Manual - Section 9.8.B. The Region Student Activities Committee Chair, the Region Director, and the Society President shall consider the Student Branch Chapter established following approval of the petition.

9.11.2 Chapter Management

The responsibility for Student Branch Chapter management rests with the Executive Committee (ExCom) of the Branch. The Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom in coordinating and planning activities and programs

9.11.3 Chapter Officers

The Student Branch Chapter members shall elect a Student Branch Chapter Chair and any other officers deemed necessary for its successful operation in accordance with the Branch constitution.

9.11.4 Annual Reporting Requirements

A Student Branch Chapter is required to maintain a membership of not fewer than five (5) IEEE members of Student Member or Graduate Student Member grade, and to hold not less than two (2) technical meetings per year and maintain a level of activity acceptable to the Society President, the Region Director, and the Region Student Activities Committee Chair.

9.11.5 High Performing Student Branch Chapter Program

The IEEE Power and Energy Society (PES) provides annual funding to the PES Student Branch Chapters (SBC) to carry out activities supporting the local members through the high performing student branch chapter program. Every SBC that completes the basic application and satisfies the minimum requirements is eligible for basic funding of $150 with a maximum of $1000. The HPSBC award;

The HPSBC program provides funding for the SBCs based on the activities carried out in the prior year.

Any active IEEE PES Student Branch Chapter is eligible to apply for the High Performing Student Branch Chapter Program (HPSBC). HPSBC is evaluated annually during the PES Chapter Annual Reporting process. At the start of each year, an online reporting link is sent to all PES Student Branch Chapter leaders. Each PES Chapter that meets the defined performance requirements will be eligible to receive funding. Up to $1000 will be awarded based on the scoring criteria of the program. These funds are to be used to support the operational expenditure of the chapter.

9.12 PES Chapters Council

Reporting to the PES Governing Board (GB) through the Regional Representatives, a PES Chapters Council may be formed to facilitate PES activities in a country or geographic region. This committee is formed by the chapters to do only those delegated tasks that can be best done together as a single group rather than

individual chapters. These tasks include, but are not limited to, coordinating activities related to membership and conferences as well as identifying opportunities for standards development. These tasks are reviewed and overseen by the Regional Representatives for that specific country/ geographic region.

Upon the recommendation of the PES Vice President – Chapters and Membership, the PES Governing Board shall approve the formation of a PES Chapters Councils. The Chair of a council shall be appointed by the PES Vice President – Chapters and Members (or their designee) and approved by the PES Governing Board. The Chair may serve a two-year term, with the ability to serve two consecutive terms if reappointed. All current PES Chapter Chairs in the country/geographic region are ex-officio members of the PES Chapters Council and will serve in this role in accordance with their terms of office as Chapter Chair.

The PES Chapters Council may provide the PES Governing Board with proposals related to their tasks; however they cannot conduct business, nor can they make business decisions, on behalf of the society. PES Chapters Councils are encouraged to communicate and provide guidance and support to localized committees of the society that may exist in the country/geographic region.

As of January 2023, PES has approved the formation of the following PES Chapters Councils.

- IEEE PES China Chapters Council
- IEEE PES India Chapters Council
- IEEE PES Latin America North Chapters Council
- IEEE PES Latin America South Chapters Council
- IEEE PES Africa Chapters Council

10.0 PES CONFERENCES

The policies regarding the establishment of IEEE Conferences operations are determined by the IEEE Board of Directors. The IEEE Policies manual is referenced in this document and takes precedent over this document.

10.1 PURPOSE OF CONDUCTING A CONFERENCE

The prime objective of PES conferences is to provide the latest in technological developments in the power & energy industry, sharing the latest in standards that guide the development and construction of equipment and systems, and for educating PES members, members of the industry and the public. All PES Conference Steering and/or Organizing Committees shall:

- Develop programs suitable to the needs of attendees, speakers and other participants for which each conference is intended.
- Conduct conferences, which should benefit the interests of IEEE PES membership and the greater technical community.
- Create coherent conference experiences which accommodate innovations, creativity, collaboration and engagement.

10.2 COLLABORATION AND ENGAGEMENT

An IEEE PES sponsored conference should promote and practice expanding collaboration and engagement in its organization and execution, per the IEEE Collaboration and Engagement Committee Charter. The related areas include, but are not limited to, technical programs, expositions, composition of conference committees, key positions in the conference committees, plenary and invited speakers, and panelists.

10.3 TYPES OF CONFERENCES

As defined in IEEE Policy 10.0 - conferences can be Symposia, Workshops, Short Courses, Expositions, Conventions, and/or Tutorials.

- Sole Sponsorship - PES accepts complete responsibility for the technical, financial, publicity, administrative & legal aspects of the conference.
- Co-Sponsorship - PES has a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference. Co-sponsorship can be with other IEEE organizational unit(s) or "Not-for-Profit" non-IEEE organizations. The relationship between sponsoring organizations should be explicitly defined in terms of a Memorandum of Understanding.
- Technical Sponsorship - PES has direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program but has no financial involvement in the conference.

PES Technical Chapters are authorized to conduct conferences without PES Governing Board approval but must comply with IEEE Conferences policies and procedures.

10.4 PES FLAGSHIP CONFERENCES

Flagship events play a significant role in a PES's strategic activities, and they aim to expand the PES Community and reinforce the PES Vision and Mission. The following are the PES Flagship events – no other PES sponsored events should overlap these events.

- PES Transmission and Distribution Conference and Exposition – held in even years, preferably in April/May.
- PES General Meeting – held annually in July.
- PES Grid Edge Technologies Conference and Exposition – held in odd years, preferably in April/May.

Plenary, super sessions and openings at the PES General Meeting shall be coordinated by the PES Technical Council Program Committee (TCPC) in collaboration with the PES GM Steering Committee, Local Organizing Committee and the PES Executive Advisory Council (EAC). Plenary, super sessions and openings of other conferences, such as the T&D and Grid Edge Technologies conferences shall be coordinated by PES Executive Advisory Councils (EACs) in collaboration with event Local Organizing Committee/Technical Program Committee and the PES Technical Council Program Committee (TCPC).

10.5 SOLE FINANCIAL SPONSORSHIP – APPROVAL OF

PES accepts complete responsibility for the technical, financial, publicity and administrative aspects of the conference.

a) On the recommendation of the PES Conference Advisory Committee, the PES Governing Board will approve financial sponsorship of all PES Conferences
b) The PES Finance Committee must approve the budgets - PES receive the surplus or be liable for any deficit resulting from a conference.
c) PES will be responsible for assuring the timely resolution of any legal issues.
d) PES will be responsible for issuing any loans that the conference might need and assuring subsequent repayment.
e) PES will be responsible for proper usage of the IEEE name and the IEEE logo.
f) IEEE will own the rights to the conference name, slogan, copyright for publications, and/or logo.

All conference organizers must adhere to the following:

- IEEE Conference Memorandum of Understanding
- The conference title must include the IEEE PES in the name.
- Include the IEEE and PES logos on all conference publications, announcements, and websites.
- Follow the PES branding guidelines.
- Submit required financial documents to IEEE Meetings, Conferences and Events on a timely basis.
- All contracts with a value greater than $25,000 USD must be sent to IEEE for review, approval and execution.
- Contracts with a value under $25,000 USD will be reviewed by LOC and signed by the General Chair or Finance Chair/Treasurer and submitted to IEEE Conference Business Services for retention.
- Full paper reviews are required; not abstracts.
- All papers accepted for the conference must be presented by the author/co-author. The authors/co-authors registered for the conference, irrespective of the level/class of the registration, are entitled to present two papers at the conference and have them included in

the IEEE Xplore. For any further paper, i.e., third, fourth, etc., presented at the conference by the registered author/co-author a mandatory fee of USD $150 per additional paper must be paid.
- Follow policies regarding consent and release of speakers at the event.
- Conference material, other than papers, will be made available in the PES Resource Center

10.6 FINANCIAL CO-SPONSORSHIP – APPROVAL OF _____

PES will have a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference. The relationship between PES and other sponsoring organizations should be explicitly defined in terms of a Memorandum of Understanding.

a) On the recommendation of the PES Conference Advisory Committee, the PES Governing Board will approve financial co-sponsorship of all PES Conferences
b) The minimum financial responsibility for PES will normally be no less than 25% but exceptions can be approved by the PES Conference Advisory Committee.
c) The PES Finance Committee shall approve the conference budget since PES will receive the surplus or be liable for any deficit resulting from a conference.
d) PES will be responsible for assuring the timely resolution of any legal issues.
e) PES will be responsible for issuing any loans that the conference might need and assuring subsequent repayment.
f) PES will be responsible for proper usage of the IEEE name and the IEEE logo.
g) PES will be provided with the option of having a no cost exhibit booth, exhibit table during the conference.

All conference organizers must adhere to the following:

- IEEE Conference Memorandum of Understanding
- The conference title must include the IEEE PES in the name.
- Include the IEEE and PES logos on all conference publications, announcements, and websites.
- Follow the PES branding guidelines.
- Submit required financial documents to IEEE Meetings, Conferences and Events on a timely basis.
- All contracts with a value greater than $25,000 USD must be sent to IEEE for review, approval and execution.
- Contracts with a value under $25,000 USD will be reviewed by LOC and signed by the General Chair or Finance Chair/Treasurer and submitted to IEEE Conference Business Services for retention.
- Full paper reviews are required; not abstracts.
- All papers accepted for the conference must be presented by the author/co-author. The authors/co-authors registered for the conference, irrespective of the level/class of the registration, are entitled to present two papers at the conference and have them included in the IEEE Xplore. For any further paper, i.e., third, fourth, etc., presented at the conference by the registered author/co-author a mandatory fee of USD $150 per additional paper must be paid.
- Follow policies regarding consent and release of speakers at the event.
- Conference material, other than papers, will be made available in the PES Resource Center

10.7 TECHNICAL CO-SPONSORSHIP – APPROVAL OF _____

Technical Co-Sponsorship indicates direct and substantial involvement by PES in the organization of the technical program. PES has no financial involvement in the conference.

The organization that has financial sponsorship of the conference must be explicitly identified in the supporting documentation and promotional material. The primary financial sponsor for this conference must be a not-for-profit organization. The conference cannot include any sponsors that are "for-profit". The conference can have "for-profit" organizations listed as "partners" or "supporters".

PES will encourage members to submit papers and attend the conference. The relationship between sponsoring organizations shall be explicitly defined in terms of a Memorandum of Understanding (MoU)

The IEEE name may not be used in the conference title unless another IEEE Organizational Unit is a financial sponsor of the event. The IEEE logo and PES logo may be used in conference publications and promotional materials.

The non-IEEE organization financial sponsor should provide PES with the option of a no cost exhibit booth, exhibit table during the conference.

The PES Technical Co-sponsorship Committee will review all conference applications and determine if PES will serve as a technical co-sponsor of the event. When PES is a technical co-sponsor of a conference for a particular year, this approval is valid for up to three years. Evaluation criteria for the committee include the following items.

a) Topic relevance within the field of Interest of the Power & Energy Society.
b) Acceptable review process to assure quality of papers accepted.
c) Organizers are adequately staffed and perform due diligence.
d) Appropriately sized Technical Committee.
e) Conference dates should not conflict with PES Flagship conferences.
f) No issues with previous sponsorship.
g) Reasonable timelines for paper submission to IEEE Xplore.
h) The conference location is accessible and offers quality facilities and accommodation.

All conference organizers must adhere to the following:

- Full paper reviews are required; not abstracts.
- Use of the PES logo on the conference website.
- IEEE will be the sole owner of the copyright.
- Agreement to submit the conference papers in IEEE Xplore compliant pdf format within the timeline required by IEEE.
- Must include at least two PES members on the technical committee in order to contribute in managing the Call for Paper, the technical program and the review process.
- Commit to panels, keynote speakers, tutorial organizers and an organizing committee with varying backgrounds and skillsets.

Technical Co-Sponsorship Fees

- If PES is the sole IEEE Technical Co-sponsor, PES will pay the Technical Co-Sponsorship fees.

- If multiple IEEE organizational units are technically co-sponsoring the event the fees are split among the participants as each unit determines. The practice will be reviewed annually by the IEEE PES Finance Committee.

10.8 CONFERENCE BUDGET/FINANCIAL CLOSING

All PES financially sponsored conferences shall submit a budget for Society review and approval by the PES Finance Committee, prior to final submission with IEEE, at least 1 year prior to the conference for flagship events (PES General Meeting, PES Transmission & Distribution Conferences & Exposition, PES Grid Edge Conferences & Exposition) and at least 6 months before the conference for any other conferences.

Conference budgets should be prepared using the IEEE Conference Budget template. Conference budgets are an important component of PES's operating budget with a surplus contributing to new and ongoing member services.

Every conference with PES financial sponsorship will be expected to achieve its approved budgeted surplus of at least 20%. If the financial forecast projects that the conference may fall below the surplus in the approved budget, the Conference Organizers must report this to PES for review.

PES conferences financially sponsored are eligible for a loan or seed funding, if needed, to pay any conference-related expenses prior to receiving income from conference registration or sponsorship. To request a loan, a detailed list of expenses should be provided to PES Staff for review, and upon approval, the loan shall be issued to the conference's IEEE Concentration Bank account. All loans are to be repaid to PES in full at the conclusion of the conference during the conference closing process.

All IEEE PES sponsored, and co-sponsored conferences are responsible for closing the conference financials within twelve months, but preferably earlier, after the end of the conference. It is requested that all required Conference closeout documentation be submitted no later than 90 days after the end of the Conference.

All conferences must distribute surplus funds at the close of the conference bank account. This must be done no later than 6 months after the conference end date.

10.9 MONETARY/LEGACY GIFTS

Upon approval by the PES Finance Committee, each PES-sponsored conference can provide a donation to the local PES Chapter/host provided the following criteria is met:

a) Achieving a 20% surplus based on the final conference financial performance.
b) Have a minimum surplus of $15,000 USD.
c) The final financial report of the conference is closed compliant within 6 months of the conference end date.

Donations are made with the provision that the local PES Chapter actively participated in the organization of the meeting. These funds should be used to support PES-related activities, including future conference travel costs and student support.

10.10 CONFERENCE REGISTRATION

PES sponsored and co-sponsored conferences must have a three-tiered registration pricing model (PES Member, IEEE member and non-member). The amount of the differential shall be at least 20% above the IEEE member fee, the exact amount being set by each Conference Organizing Committee. Conferences may establish a registration fee lower than the IEEE member fee for PES members.

Conferences where PES is the sole sponsor must have a reduced fee, waiver of fees, or fee differential for Student members and Life Members. Reduced fees, waiver of fees, or fee differential for unemployed IEEE members, retired members, and for special registrants (e.g., guests, speakers, and exhibitors) are permitted at the discretion of the Conference Organizing Committee. The individual registration fee for Life Members must be no more than that for Students.

At the discretion of the Conference Organizing Committee, the PES member registration rates may apply to members of non-IEEE co-sponsoring, cooperating organizations, or sister societies.

Author Registration - Every regular paper accepted by a conference sponsored by the PES must have attached to it at least one registration at the full member/non-member rate. For a manuscript for which all authors are students, one student author will be required to register at the full registration rate. For manuscripts where at least one author is already registered at the full rate, this fulfills the obligation for up to four papers.

This policy should be clearly stated on the paper submission and call for papers sections of the conference web site so that authors are informed of it before they are notified of the acceptance of their paper. It should also be stated in the correspondence sent to the author advising the acceptance of their paper.

Panelist Registration – individuals who panelist at PES financially sponsored conferences shall pay the appropriate registration fee (based on their membership status). Exceptions can be made by the local organizing committee provided the conference budget has funds allocated for this expense.

Registration Lists – all PES Financially supported conferences shall provide the final registration list to the PES Executive Office.

10.11 CONFERENCE PUBLICATIONS

Conference papers are limited to five pages including any references, attributions, figures, tables, etc. The name and affiliation (including city and country) of each author must appear on the paper.

Papers presented at PES conferences may be submitted for PES journals after upgrading with new and additional content. For a PES conference paper to be considered for a journal publication it must have at least 60% new content reflecting new data, experimental results, analysis, conclusions, etc.

Authors must comply with the IEEE policy regarding plagiarism. Presentation of an accepted paper at the conference is a requirement of publication. Any paper that is not presented at the conference will not be included in IEEE Xplore®. However, since it is published in the conference

proceedings, it will remain an IEEE copyrighted paper and therefore cannot be published anywhere else.

See additional information in the PES Author's Kit.

10.12 PES CONFERENCE WEBSITES

All PES Conference organizers are encouraged to use the PES Conference website template. The website should clearly report all relevant Committees and detailed author instructions. The website must contain the following information:

- The complete name of the event, dates, and location.
- General and Technical Committee Chairs.
- Name and logo of sponsors and of technical sponsors.
- Aim of the conference, topics of the conference, other connected events (i.e., workshops, panels, technical tours, etc.).
- Type of submission allowed and important dates of submission, notification, and final paper.
- The details of the review process, indicating major and/or minor revisions, and the final date of acceptance or rejection.
- Rules for paper publication (accepted, covered by a proper registration) in the Conference Proceedings.
- Rules for paper submission to IEEE Xplore (e.g., accepted, covered by a proper registration, and presented at the Conference). Please be sure to clearly illustrate the policy about no-show papers.
- Registration fees, with reduced registration rate for IEEE members and IEEE PES members.
- Information on hotel accommodation, including room rates and contact information.

10.13 CONFERENCE ORGANIZING COMMITTEES

At a minimum, each conference should have an organizing committee which has the following roles/individuals.

1. Chair: Appointed by the PES Vice President – Meetings & Conferences in consultation with PES Conference Advisory Committee or appropriate conference steering committee. If PES is a co-financial sponsor of the event, the PES VP – Meetings & Conferences should be included in the appointment process.

   The Conference Chair is responsible for appointing the chairs of other committees that make up the conference committee.

2. Finance Chair & Treasurer: Depending on the size of the conference, a committee may be necessary to ensure all financial, tax, and audit requirements are met. Some of these requirements include establishing conference bank accounts, indirect tax, insurance and bonding, budget, expenses, financial reports, and conference closing. Also responsible for the final audit, if required.

3. Program Chair: Ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the Call for Papers through the selection and review of every paper. Assists in the scheduling of session rooms and helping with local arrangements for the program.

4. Publications Chair: Responsible for the coordination of conference content production (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all Xplore® submission-related inquiries before and after the conference.

Depending on the size and scope of the conference, chairs may establish committees for these activities. The term of office for these appointments shall be concurrent to the length of conference activities and/or the duties associated with the role (i.e. Finance Chair needs to ensure the conference financial report is submitted). An individual can serve in the same role for a maximum of 2 times with any exceptions being approved by the PES VP – Meetings & Conferences.

10.14 PES GENERAL MEETING STEERING COMMITTEE

Responsible for the general oversight, long-term goals and success of the PES General meeting; plans for future conferences in the series; evaluates how well each GM has achieved its objectives; and proposes and implements improvements to continuously meet these objectives. The committee works closely with the IEEE PES Executive Office and the Conference Management Team. Responsibilities include:

a) Confirm the schedule for the event.
b) Establish registration rates and overall budget for the event.
c) Appointment of the Local Organizing Committee Chair
d) Provide guidance, oversight, and support for the LOC of instances of the conference.
e) Provide a recommendation to the PES Governing Board on future conference locations.
f) Enforcement of IEEE and PES conference policies
g) Review past performance of the event and establish strategies to ensure that future events adhere to IEEE financial policies.
h) Working with the PES Executive Office, select the conference management and registration company for the event.
i) Review timelines and monitoring progress of key milestones for the event

Committee Composition
The Steering Committee shall consist of the following voting members:

a) Chair (appointed by PES VP-Meetings & Conferences)
b) Vice Chair (appointed by Chair with consent of PES VP-Meetings & Conferences)
c) Treasurer
d) Immediate Past Committee Chair
e) PES Technical Council Vice Chair
f) Technical Program Coordinator (liaison between PES Technical Council and the Local Organizing Committee) – Appointed by the PES Technical Council Vice Chair
g) PES Vice President - Meetings & Conferences
h) Up to 2 additional members. (Appointed by Chair)

Other non-voting members can be appointed by the Chair as needed based on the general consensus of the voting members of the Steering Committee.

The Chair serves as the coordinator of meetings and represents the general consensus of the Steering Committee to PES and its boards and meetings and to the PES GM Local organizing committee.

Membership Requirements
All voting members of the committee shall be IEEE PES members holding a grade of Graduate Student Member, Member, Senior Member or Fellow.

Appointments and Terms of Office
All appointments are for a two-year term. For smooth transition, the Vice-Chair would become Chair, and then Immediate Past Chair.

10.15 PES TRANSMISSION & DISTRIBUTION CONFERENCES & EXPOSITION STEERING COMMITTEE

Responsible for the general oversight, long-term goals and success of the PES Transmission & Distribution Conference & Exposition; plans for future conferences in the series; evaluates how well each event has achieved its objectives; and proposes and implements improvements to continuously meet these objectives.

a) Promoting and maintaining the IEEE PES Transmission & Distribution Conference & Exposition as the event which highlights the future while focusing on challenges that have been solved to achieve the current state of the power and energy industry.
b) Provide a recommendation to the PES Governing Board on future conference locations.
c) Provide a recommendation to the PES VP-Conferences & Meetings regarding the appointment of the Local Organizing Committee Chair.
d) Provide advice to the current and future LOC chairs of the IEEE PES T&D Conference & Exposition
e) Establish long term goals of PES T&D Conference and Exposition
f) Review past performance of the event and establish strategies to ensure that future events adhere to IEEE financial policies.
g) Working with the PES Executive Office, select external vendors (conference management, marketing, etc)
h) Review timelines and monitoring progress of key milestones for the event

Composition
The committee shall consist of the following:

- Chair (appointed by PES North America – T&D Conference & Exposition Director)
- PES Vice President Conference & Meetings (or designee)
- Director – PES T&D Conferences & Exposition (appointed by PES VP -Meetings and Conference)
- Members-at-large (up to 4) appointed by the PES T&D NA Steering Committee Chair – individuals should be representatives of the conference attendees including exhibitors
- PES Executive Director
- PES Director – Society Operations

Other non-voting members can be appointed by the Chair as needed based on the general consensus of the voting members of the Steering Committee.

Terms of Office
- Chair shall serve a one-year term of office – renewable up to Six (6) years
- Members-at-Large shall serve a one-year term of office – renewable up to Six (6) years

10.16 PES GRID EDGE CONFERENCES & EXPOSITION STEERING COMMITTEE

Responsible for the general oversight, long-term goals and success of the PES Grid Edge Conference & Exposition; plans for future conferences in the series; evaluates how well each GM has achieved its objectives; and proposes and implements improvements to continuously meet these objectives.

11.0 PES PUBLICATIONS

The policies regarding IEEE Publications operations are determined by the IEEE Board of Directors and the IEEE Publications Services and Products Board. In the event of conflict with statements in this document, the IEEE Policies manual and the IEEE Publications Services and Products Board take precedent.

11.1 OBJECTIVES OF PES PUBLICATIONS

The prime objective of PES publications is to provide the latest in technological developments in the power & energy industry, sharing the latest in standards that guide the development and construction of equipment and systems, and for educating PES members, members of the industry and the public.

11.2 ESTABLISHMENT OF PUBLICATIONS

Upon recommendation from the PES Publications Board, the PES Governing Board shall authorize the establishment of PES Publications.

Periodicals with TRANSACTIONS, JOURNAL or LETTERS in the title are the primary means for publication of technical articles concerning original work in IEEE fields of interest. These periodicals may also contain reviews and tutorial articles concerning such work. The primary purpose of these periodicals is to disclose and provide a permanent archival record of original technical work that advances the state of the art or provides novel insights. Articles in these periodicals should be of lasting value to the profession as judged by the authors' peers through a formal review process.

IEEE Magazines are characterized by regular and continuing issues with significant technical content in addition to general news and regular columns. Magazines are made available to libraries, institutions, and individuals on a subscription basis. They are so organized that material within them can be referenced.

11.3 PES PUBLICATION EDITORS

The PES Publications Board is responsible for the process associated with the recruitment and selection of Editors in Chief and Assistant Editors for PES Publications. The details on the selection/appointment process, duties, responsibilities and qualifications is noted in the PES Publications Editor Operations Manual – Appendix IV (PES Operations Manual)

11.4 PES MAGAZINES

1. Power & Energy Magazine – (Published Bi-monthly)

   Launched in 2003, this magazine is dedicated to disseminating information on all matters of interest to electric power engineers and other professionals involved in the electric power industry. Feature articles focus on advanced concepts, technologies, and practices associated with all aspects of electric power from a technical perspective in synergy with nontechnical areas such as business, environmental, and social concerns. The magazine is available in English and Spanish

2. Electrification Magazine – (Published Quarterly)

   A magazine dedicated to disseminating information on all matters related to microgrids onboard electric vehicles, ships, trains, planes, and off-grid applications, including electrification of remote communities and decarbonization strategies. Microgrids refer to electric networks in a car, a ship, a plane or an electric train, which have a limited number of sources and multiple types of loads as well as off-grid applications that include small scale multi-carrier energy systems supplying electricity and heat in areas away from high voltage power networks. Feature articles in the magazine focus on advanced concepts, technologies, and practices associated with all aspects of electrification in the transportation and off-grid sectors from a technical perspective in synergy with nontechnical areas such as business, environmental, social and policy topics.

   This magazine is a joint publication with Power & Energy Society, IEEE Industry Applications Society and the IEEE Power Electronics Society.

3. IEEE Energy Sustainability Magazine

   Dedicated to the dissemination of information and practices on all matters related to environmental sustainability and climate change, as they relate to electric power system operation and planning. The prevailing sustainability topics will address the challenges of climate change by advocating for strategies that can reduce greenhouse gas emissions. This includes adopting energy-efficient technologies, promoting sustainable power generation resources, and supporting policies that limit carbon emissions. The prospective articles will also address the sustainable transition from non-renewable energy sources (such as fossil fuels) to renewable sources (such as solar, wind, and hydroelectric power) as a crucial aspect of environmental sustainability, which will reduce greenhouse gas emissions and mitigates climate change.

11.5 PES JOURNALS AND TRANSACTIONS

1. Transaction on Energy Conversion (Published Quarterly)

   The IEEE Transactions on Energy Conversion publishes both research and application-oriented articles dealing with the development, design, operation, modeling, analysis, diagnostics and control of electrical equipment used to convert any kind of energy (such as mechanical, chemical and solar) into electrical energy and vice versa. Any electric power generating apparatus based on fossil, renewable, nuclear or unconventional sources and used for either centralized or distributed generation systems is of interest for the journal. The scope also includes any kind of equipment used to convert electric into mechanical power, such as electric drives, machinery and actuators. Electrical energy storage and electrical energy production from storage are covered. Power electronics and control systems should not be the primary research contribution of the papers. They are of interest only when they are part of the energy conversion process being described, such as power electronics converters treated as a part of electric drives, or grid interfaces for electric power generation or electric energy storage devices.

2. Transactions on Energy Markets, Policy and Regulation (Published Quarterly)

   This journal (published quarterly) disseminates relevant knowledge and developments in the organization and structure of rapidly evolving multi-energy supply and demand systems. It publishes articles on energy system frameworks, policies, and regulations, such as multi-tier energy market structures, pricing policies, and auction rules. The Journal promotes the decarbonization of supply, distribution, and demand in multi-energy systems, and drives robust and sustainable investments in resilient and green energy

systems considering all stakeholders' needs. Published articles are supported by detailed engineering, economic and policy analyses and assessments of the topics discussed, based on relevant principles, models, techniques and tools.

3. Transaction on Power Delivery (Published Bi-Monthly)

   Research, development, design, application, construction, the installation and operation of apparatus, equipment, structures, materials, and systems for the safe, reliable, and economic delivery and control of electric energy for general industrial, commercial, public, and domestic consumption.

   Membership in IEEE's technical Societies provides access to top-quality publications such as this one either as a member benefit or via discounted subscriptions. The lowest subscription prices for this publication are reserved for members of the IEEE Power & Energy Society.

4. Transaction on Power Systems (Published Bi-monthly)

   The scope of IEEE Transactions on Power Systems covers the education, analysis, operation, planning, and economics of electric generation, transmission, and distribution systems for general industrial, commercial, public, and domestic consumption, including the interaction with multi-energy carriers. The focus of this transaction is the power system from a systems viewpoint instead of components of the system. It has five (5) key areas within its scope with several technical topics within each area. These areas are: (1) Power Engineering Education, (2) Power System Analysis, Computing, and Economics, (3) Power System Dynamic Performance, (4) Power System Operations, and (5) Power System Planning and Implementation.

5. Transaction on Smart Grid (Published Bi-monthly)

   The IEEE Transactions on Smart Grid is a cross disciplinary journal aimed at disseminating results of research on and development of the smart grid, which encompasses energy networks where prosumers, electric transportation, distributed energy resources, and communications are integral and interactive components, as in the case of microgrids and active distribution networks interfaced with transmission systems. The journal publishes original research on theories and principles of smart grid technologies and systems, used in demand response, Advance Metering Infrastructure, cyber-physical systems, multi-energy systems, transactive energy, data analytics, and EV integration. Surveys of existing work on the smart grid may also be considered for publication when they propose a new viewpoint on history and a challenging perspective on the future of intelligent and active grids.

   It is a joint publication of Computational Intelligence Society, Communications Society, Computer Society, Control Systems Society, Industry Applications Society, Industrial Electronics Society, Instrumentation and Measurement Society, Power Electronics Society, Power & Energy Society, Signal Processing Society.

6. Transaction on Sustainable Energy (Published Quarterly)

   The IEEE Transactions on Sustainable Energy is a journal aimed at disseminating results of research on sustainable energy systems that can be integrated into the power transmission and/or distribution grid. The journal publishes original research on design, implementation, grid-integration and control of sustainable energy technologies and systems. Manuscripts on design, implementation and evaluation of power systems that are affected by sustainable energy systems and devices are also accepted.

7. Open Access Journal of Power and Energy

The IEEE Open Access Journal of Power and Energy is intended to be a technical journal containing articles focusing on the development, planning, design, construction, maintenance, installation, and operation of equipment, structures, and power systems for the safe, sustainable, economic, and reliable conversion, generation, transmission, distribution, storage, and usage of electric energy, including its measurement and control.

Papers are published throughout the year as they are accepted and finalized.

11.6 IEEE ACCESS – POWER & ENERGY CHAPTER

IEEE Access is an IEEE-wide, interdisciplinary, electronic-only journal that features standardized peer review, editorial selection, and rapid publication processes. *IEEE Access* is open access, as operations will be supported by article processing charges paid by authors (or their funders/employers), and all readers can access articles without payment.

As approved by the PES Governing Board, PES shall be responsible for the collections of articles that are focused within the PES field of interest and grouped together on *IEEE Xplore*. Article submissions will be processed by an Associate Editor appointed by the PES Vice President-Publications. These sections are a permanent feature of IEEE Access and will be open for submissions continuously.

12.0 PES TECHNICAL ACTIVITIES

The policies regarding IEEE Standards operations are determined by the IEEE Board of Directors and the IEEE Standards Association Board. The IEEE Policies manual, the IEEE Standards Association Operations Manual take precedent over this document.

12.1 OBJECTIVES OF PES TECHNICAL ACTIVITIES

The prime objectives of PES Technical Activities are to develop standards in accordance with IEEE regulations, develop technical reports to promote new knowledge and technology. PES Technical Committees shall provide oversight & support for the technical programs for major PES technical conferences and the advancement of the theory and practice, of power and energy engineering, and their application for the benefit of PES members worldwide and for the general public.

12.2 PES TECHNICAL COUNCIL ORGANIZATION AND PROCEDURES MANUAL

The PES Technical Council Organization and Procedures (O&P) Manual provides information to officers and members of the Technical Council and its committees, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations.

Changes to the O&P Manual must be approved by the PES Technical Council and reported to the PES Governing Board.

12.3 TECHNICAL COUNCIL

The scope of the PES Technical Council encompasses its technical responsibilities including the following:

- The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.
- The development of engineering standards, guides, and recommended practices for this field of interest.
- The technical, scientific, literary, educational and other types of activities that contribute to this field or utilize the techniques or products of this field.

The development of engineering standards, guides, and recommended practices is performed by the PES technical committees. The Technical Council acts in the role of a coordinating body as related to standards activities.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report. The membership of the Technical Council is noted in the IEEE PES Technical Council Organization and Procedures Manual.

12.4 TECHNICAL COMMITTEES

As approved by the PES Governing Board and recommended by the PES Technical Council, the PES Technical Committees are the following:

1. Analytics Methods for Power Systems (AMPS)
2. Electric Machinery (EMC)
3. Energy Development & Power Generation (EDPG)
4. Energy Storage & Stationary Battery (ESSB)
5. Insulated Conductors (ICC)
6. Nuclear Power Engineering (NPEC)
7. Power System Communications and Cybersecurity (PSCC)
8. Power System Dynamic Performance (PSDP)
9. Power System Instrumentation and Measurement (PSIM)
10. Power System Operations, Planning and Economics (PSOPE)
11. Power System Relaying and Control (PSRC)
12. Smart Buildings, Loads and Customer Systems (SBLCS)
13. Substations
14. Surge Protective Devices (SPDC)
15. Switchgear
16. Transformers
17. Transmission & Distribution (T&D)

The scope of each Technical Committee is established by the Technical Council and may be changed in accordance with the procedures noted in the PES Technical Council Organization and Procedures Manual.

12.5 COORDINATING COMMITTEES

As approved by the PES Governing Board and recommended by the PES Technical Council, the PES Coordinating Committees are the following:

1. Artificial Intelligence in Power Systems (AIPS)
2. Energy Internet (EI)
3. Intelligent Grid & Emerging Technologies (iGET)
4. Marine Systems
5. Renewable Systems Integration (RSICC)

The scope of each Coordinating Committee is established by the Technical Council and may be changed in accordance with the procedures noted in the PES Technical Council Organization and Procedures Manual.

TECHNICAL COUNCIL

ORGANIZATION AND PROCEDURES MANUAL

Approved: March 2020

IEEE POWER & ENERGY SOCIETY TECHNICAL COUNCIL 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 Technical Council of the IEEE Power & Energy Society (PES) is presently composed of the Chairs of the PES Technical and Coordinating Committees, plus the Chairs of Standing Committees reporting to it. The organizational structure of the PES is shown in the current version of the IEEE Power & Energy Society Organization Chart and Committee Directory (http://www.ieee-pes.org/pes-organization-chart-and-committee-directory). The Power & Energy Society is Division VII of The Institute of Electrical and Electronics Engineers (IEEE). For operating functions, it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical and Coordinating Committees function within the Scope of the Technical Council as outlined in Section 4.1 (Scope of Activities) of this manual.

The Technical and Coordinating Committees report to the Technical Council on matters concerning membership, recognition, scope and the coordination of Power & Energy Society generated standards and technical publications. For standards relating to their technical scope, the Technical Committees work directly with the IEEE-SA Standards Board and the Power & Energy Society Standards Coordinating Committee. For publications relating to their technical scope, the Technical and Coordinating Committees work directly with the PES VP of Publication.

The Technical and Coordinating Committees, in support of the Power & Energy Society goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

a. Promote the understanding of power and energy engineering
b. Promote the contributions of 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 this council. 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 (this document)

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 this document is to provide information to officers and members of the Technical Council and its committees, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations.

3. Technical Council Frame-Work

The PES Constitution and By-Laws define, refer to, or imply that the "Councils" (including Technical Council) either are the small group of officers and representatives from constituent committees or are the collective membership of all constituent committees. In the context of this Organization and Procedures Manual, "Council" is defined only as the smaller organization of officers and constituent committee representatives.

The Technical Committees, formed at different times and circumstances, have come to differ substantially in the details of organization and administrative practices. These differences, and others that may evolve in the future to better serve the various segments of the electric energy industry, are not intended to be discouraged by the formulation of this Manual. However, requirements for processing of standards, and for close cooperation and coordination between Technical Committees, Coordinating Committees and with other parts of the PES and IEEE Headquarters, do dictate that certain practices are mandatory, some are preferable for convenience or consistency, and others simply suggested as generally successful practices. This manual distinguishes between these practices by the use of corresponding terms "shall", "should", and "may". Statements of declarative fact shall also be taken as mandatory practice.

The organizational terms "Working Group", "Task Force", "Subcommittee", "Ad Hoc Committee", "Operating Committee", "Coordinating Committee", and "Standing Committee" have had varied usage within the Technical Council and its Committees in the past. In the context of the Technical Council itself, the term "Standing Committee" shall be used for those appointed committees of prolonged function, usually of substantial scope and indefinite duration. The terms "Working Group" and "Task Force" shall denote those appointed committees dealing with a specific narrow task which, when completed, will terminate the committee. The term "Study Group" shall denote those appointed subgroups dealing with specific tasks associated with the examination of a proposal for a standards development project and if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the sponsor. The Operating Committees are now referred to as "Technical Committees." "Coordinating Committees" are special forms of Technical Committees formed to focus on issues of cross interest among the Technical Committees. Ad Hoc Committees are formed to address specific issues only and, therefore, are considered temporary for the duration of the assignment.

Within the Technical Committees, "Subcommittee" may refer to a more or less permanent body organized to address a specific, but relatively broad area. "Task Force" or "Working Group" fall under the Technical Committee or its Subcommittees and may refer to those groups appointed to address a given narrow, but related subject area. They may function for a term as needed or for a limited duration.

4. Body of the Technical Council

The Technical Council of the IEEE Power & Energy Society (PES) is composed of the officers of the Technical Council, the chairs (or their designees) from the Technical Committees, Coordinating Committees, and the Standing Committees as shown in the current version of the IEEE Power & Energy Society Organization and Committee Directory (http://www.ieee-pes.org/pes-organization-chart-and-committee-directory). Specifically, the membership consists of:

a. A Chair appointed by the President of the Power & Energy Society in the manner prescribed in 4.3.1.1.

b. A Vice-Chair appointed by the Power & Energy Society President in the manner prescribed in 4.3.1.2.

c. A Secretary appointed by the Technical Council Chair after approval by the Power & Energy Society President in the manner prescribed in 4.3.1.3.

d. The chairs of each of the Technical Committees, or their designees.

e. The chairs of each of the Standing Committees, or their designees.

f. The chairs of each of the Coordinating Committees, or their designees.

4.1 Scope of Activities

The scope of the Technical Council of the IEEE Power & Energy Society encompasses its technical responsibilities including the following:

a. The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.

b. The development of engineering standards, guides, and recommended practices for this field of interest.

c. The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The development of engineering standards, guides, and recommended practices is performed by the technical committees of the IEEE Power & Energy Society. The Technical Council acts in the role of a coordinating body as related to standards activities.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report

4.2 Responsibilities and Duties of Technical Council

The Technical Council shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technical expertise and the interchange of ideas and experiences, and for methods for appraising the performance of the Council's committees. All Technical Council members should be given adequate access to all Council documents and products as necessary to carry out their duties. In addition, each member of the Technical Council shall have access to the Internet and be able to download documents from designated web pages.

To carry out these responsibilities, the duties of the Technical Council shall be to:

a. Promote and coordinate IEEE Power & Energy Society technical activities.

b. Establish guidelines for the evaluation of technical papers within its scope.

c. Be responsible for the technical program at General Meetings and with the Vice President, Meetings, nominate a Technical Program Chair (TPC) for each General Meeting.

d. With the VP of Meetings, arrange special technical conferences either alone or jointly with other committees of IEEE or with other Technical Societies.

e. Prepare suitable operating reports yearly for submission to the IEEE Power & Energy Society, as required.

f. Cooperate with similar Committees of other Societies.

g. Encourage non-member authors of technical papers to become members of the Power & Energy Society.

h. With the Power & Energy Engineering Education Committee (a standing committee under the Vice President of Education) promote power and energy education through the use of tutorial sessions, publications, and other suitable programs.

i. Provide and promote the recognition of significant achievement, by individuals or groups, in the technical areas under the Council's scope.

j. Furnish planning support to the Power & Energy Society in the technical areas within the Council's scope.

k. To provide support and guidance to Technical Committees on issues related to managing the activities of the Technical Committee.

l. Discourage commercial activities (sales of equipment or service) immediately prior to, during, and through the completion of Technical Committee meetings. (This policy is not meant to curtail scheduling special events where all are invited, such as field trips, factory tours, displays and demonstrations, or tutorials with prior approval of the Technical Committee Administrative Subcommittee.)

4.3 Organization

The Technical Council is composed of the officers and member representatives of Technical Committees, Coordinating Committees, and Standing Committees.

4.3.1 Technical Council Officers

4.3.1.1 Chair

4.3.1.1.1 Qualifications and Nomination

The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council. (See Section 12.0 [Appointments] of the PES Bylaws, which are available from the IEEE Power & Energy Society website. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.1.2 Term

The term of the Vice President of Technical Activities shall be set by PES bylaws. See 4 . 3 . 1 . 4 .

4.3.1.1.3 Duties

The Chair shall:

a. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.

b. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.

c. As a member of the PES Executive Committee, represent the Technical Council at PES Executive Committee meetings, make such reports (including annual report to the PES Governing Board) as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities.

d. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members.

e. Appoint the Secretary of the Technical Council, with approval by the Power & Energy Society President.

f. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter or electronic ballot no later than 10 days after receipt of the proposed slate.

g. Appoint Standing Committee Chair with approval by the PES President.

h. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair.

4.3.1.2 Vice Chair

4.3.1.2.1 Qualifications and Appointment

The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council.. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.2.2 Term

The Vice Chair shall be appointed for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4 . 3 . 1 . 4 .

4.3.1.2.3 Duties

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. Serve as Chair of the Technical Sessions Committee. The Technical Sessions Committee is charged with maintaining a high quality technical program at all General meetings. In addition to the Technical Sessions Committee Chair, the committee membership is comprised of the Technical Committee Program Chairs (TCPCs) designated by the individual committees for General Meetings for the current year and the immediately following year. The Technical Sessions Committee proposes policy for approval by the Technical Council regarding facilities, presentation formats and logistics.

c. Be an ex officio member of the Organization and Procedures Committee.

d. Be responsible for orienting Technical Sessions Committee members (TCPCs).

e. Serve as representative of the Technical Council to the Power & Energy Magazine Editorial Board.

f. Serve as a representative to the PES Long Range Planning Committee.

4.3.1.3 Secretary

4.3.1.3.1 Qualifications and Appointment

The Secretary shall be appointed by the Technical Council Chair with approval by the Power & Energy Society President. The individual shall be a member in good standing of the IEEE and Power & Energy Society.

4.3.1.3.2 Term

The Secretary serves for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4 . 3 . 1 . 4 .

4.3.1.3.3 Duties

The Secretary shall:

a. Record the minutes of all Technical Council meetings and, after approval by the Chair, distribute them to all Council members.

b. With the Chair of the Technical Council, prepare meeting agendas in advance of all Council meetings and send them to all members.

c. Prepare, conduct and report the results of all balloting carried out by the Technical Council.

d. Assume the duties of the Vice Chair of the Technical Council when the latter is temporarily unable to do so.

e. Serve as Chair of the Organization and Procedures Committee.

4.3.1.4 Progression of Officers

The normal length of service for each Technical Council officer is two years, with progression from Secretary to Vice Chair to Chair over a six-year period. The PES President, at his or her discretion, may alter this succession by modifying the length of service or appointing new officers, as circumstances require.

4.3.2 Technical Council Members

The Chairs of each Technical, Coordinating, and Standing Committee will represent that Committee on the Technical Council. They shall be members in good standing of the IEEE and the PES.

4.3.3 Duties as Technical Council Members

a. Attend Technical Council meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.

b. Render reports to the Technical Council as directed by its Chair.

c. Make timely response to any Technical Council ballots.

d. Report relevant Technical Council deliberations and decisions to their Operating committee.

4.3.4 Technical Council Task Forces

4.3.4.1 Definition of a Task Force

To carry out its assigned responsibilities, the Technical Council may find it necessary to organize one or more Task Forces comprised of members (and when necessary, non-members) of the Power & Energy Society. Within the Technical Council, the following definition shall apply:

Technical Council Task Force - one or more individuals appointed by the Chair of the Technical Council to investigate, evaluate and recommend action to the Technical Council 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.

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

4.3.4.2 Task Force Scope

The "scope of activity," or the assignment of particular responsibilities, for a Technical Council Task Force is determined by the Technical Council Chair.

The scope of activity, or responsibilities, of a task force may be amended, or otherwise altered at any time deemed advisable by the Technical Council Chair. 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.

4.3.4.3 Appointment of Task Force Chair and Members

The Chair of a Technical Council Task Force is appointed by the Technical Council Chair. Members of a Technical Council Task Force may be appointed by the Technical Council Chair or the Task Force Chair with the approval of the Technical Council Chair.

4.3.4.3.1 Eligibility and Qualifications

Although not mandatory, it is desirable that the chair and members of a Technical Council Task Force be existing or former members of the Technical Council and have a basic familiarity with Technical Council 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 Power & Energy Society.

4.3.4.3.2 Term of Office

The Chair and the members of Technical Council Task Forces serve at the discretion of the Technical Council Chair or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the Technical Council.

4.3.4.4 Meetings

Depending on the nature of its scope and membership representation, much of the work of a Technical Council 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 Technical Council and report on the status or progress of work assigned to the Task Force.

4.3.4.5.1 Duties of the Chair of a Technical Council Task Force

The Chair of a Technical Council 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 Technical Council and bring to the attention of the Council the results of Task Force activities and deliberations, and make recommendations to the Council for action.
d. Assist the Chair of the Technical Council in all activities relevant to the mission of the Task Force.

5. Liaisons

5.1 Technical Council Liaison Representatives

The PES Technical Council 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 Technical Council Chair with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the Technical Council 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 PES Technical Council activities.

5.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the Technical Council Chair.

6. Procedures

6.1 Quorum

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

6.2 Voting Requirements

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those Technical Council 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 Technical Council members. The results of the vote shall be promptly communicated to the members and shall be retained with the Technical Council meeting minutes.

6.3 Amendments to the Organization and Procedures Manual

Any member of the Technical Council may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Committee. The proposed amendment shall be reviewed by this committee and balloted in accordance with 6.2. If approved, it shall be submitted for final approval by the officers of the Technical Council. Upon final approval, the Organization and Procedures Committee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Technical Council members. A marked-up copy of the document showing changes made shall also be submitted to the Standards Board Audit Committee secretary for review.

6.4 Exceptions to Procedures by Technical and Coordinating Committees

The organization of the Technical and Coordinating Committees and their Subcommittees, membership procedures, pattern and style of meetings, and other activities, may vary from committee to committee. This may be due to historical patterns or best perceived means to fill the needs of the segment of the industry of interest. Technical and Coordinating Committees desiring to change their organization or procedures in a manner that departs from this Procedures Manual, may do so upon approval of the Technical Council.

The Chair of the Technical or Coordinating 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 nonapproval of a change, and the reasons therefor.

6.5 Changes in Scope of Technical and Coordinating Committees

Technical Committees desiring to effect a change in Committee scopes or add to or subtract from their present committee organization must prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

The Organization and Procedures Committee will attempt to resolve any conflicts and then present its findings to the Chair of the Technical Council. The Chair of the Organization and Procedures Committee (the Technical Council Secretary) will review the recommendations with the Chair of the Technical Committee which proposed the change and the chairs of any other committees which are affected in a further attempt to resolve any conflicts.

The Chair of the Technical Council will then direct the Secretary to conduct a letter or electronic ballot on the final wording of the scope change. The Secretary will report the results of the ballot at the next meeting of the Technical Council.

Power & Energy Society Executive Office will be notified of the revision by the Secretary. The official scopes of the Power & Energy Society Technical and Coordinating Committees and their Subcommittees are kept by the Chair of the Organization and Procedures Committee.

6.6 Procedure for Forming a New Committee

New committees are formed when one of the existing committees splits due to increased work load, or because none of the existing committees sufficiently covers the technical area that the new committee is to address. Those seeking to form a new committee must go through several steps to be recognized by the Power & Energy Society.

6.6.1 Scope Development and Presentation to Technical Council Organization and Procedures Committee

The first step in forming a new committee requires the writing of a scope for the new committee giving the overall technical area that it proposes to cover. The scope, together with a list of subcommittees and their scopes are submitted to the PES Technical Council Organization and Procedures Committee. This committee will review the scope and determine if it is accurate and does not overlap the technical area of interest of other committees. The Organization and Procedures Committee then votes on the formation of the new committee and, if approved, brings this motion to the Technical Council.

6.6.2 Technical Council Approval

The Technical Council is then balloted on the concept of the new committee. If the scope of the new committee has been reviewed and approved by the Organization and Procedures Committee, then it is balloted at this time as well. If not, a follow-up ballot for the scope can be conducted. The ballot is conducted by the Technical Council Secretary; a simple majority is required for passage.

6.6.3 Governing Board Presentation

After Technical Council approval, the Chair of the Technical Council will present the title of the new committee to the Governing Board for approval and will present the scopes for information.

6.6.4 Approval of New Committee Officers

Following title approval by the Governing Board, a slate of recommended officers for the new committee shall be forwarded to the Technical Council Chair as soon as possible for approval. Also, an Organization and Procedures Manual for the committee shall be drafted as soon as possible and submitted to the Technical Council Organization and Procedures Committee for review and approval.

6.7 Procedure for Discharging a Committee

Committees may be considered for termination when the technical area that the committee addresses becomes so large that its work must be divided among several committees, when a committee's scope is seen as overlapping that of another, when a committee's work attracts insufficient interest to maintain viability, or when a committee is seen as "inactive." The committee is formally discharged by the Technical Council, although the action cannot normally be taken without the involvement of the officers of the committee.

6.7.1 Initial Request to Technical Council Organization and Procedures Committee

Following a vote to terminate the committee (see 6.7.3), the Chair of the committee shall submit a request to discharge to the PES Technical Council Organization and Procedures Committee, with a copy to the Chair of the Technical Council. If the request comes from outside the committee, it must have the support of at least two members of IEEE PES in good standing.

There is no particular format that the request must take, but it should at least identify the interest of the requester and the reason for the request. For example, if the requester is not the committee chair, the request should say why the requester is concerned with the matter (he or she might chair another committee with overlapping scope).

Technical Council Organization and Procedures Committee will review the request and determine if it is reasonable and justifiable. Factors that Technical Council Organization and Procedures Committee shall consider in their evaluation include

a. whether the Committee has been productive (of Standards, papers, or other such product)

b. whether the Committee has been responsive (and if not, whether a new instruction to be responsive or a change of officers would better accomplish Technical Council objectives)

c. whether the committee itself wishes to be discharged

d. whether there is any ongoing work (such as an IEEE SA Project Authorization Request) that will need to be reassigned.

If, after evaluation, Technical Council Organization and Procedures Committee approves the request, it will bring this as a motion to the Technical Council. If Technical Council Organization and Procedures Committee does not approve, the requester is so informed.

6.7.2 Intent Notification to Technical Committee members

Assuming Technical Council Organization and Procedures Committee approval, the Technical Council shall notify its members of the motion to terminate the committee activities. The notification must include a statement of the committee's scope, together with a list of subcommittees and their scopes, the reasons for the discharge, and the Technical Council Organization and Procedures Committee evaluation of the factors listed above.

6.7.3 Technical Council Ballot

After adequate time is allowed for consideration of the matter, the Technical Council is then balloted on the question of discharging the committee. The ballot is conducted by the Technical Council Secretary; and a majority of those voting is required for passage. See also 6.1 and 6.2.

6.7.4 Governing Board Presentation

After the Technical Council vote, the Chair of the Technical Council will present the result of the ballot to the Governing Board. If the Technical Council votes to retain the committee, this notification is for information purposes only. If the Technical Council votes to discharge the committee, the Governing Board is asked for approval.

6.7.5 Actions of the Officers

After Governing Board approval, the Chair of the Technical Council will inform the Committee Chair of the decision. The Committee Chair in turn will inform the officers and members of the committee.

It shall be the responsibility of the officers to return to the Committee Secretary all documents and files pertaining to the committee's work, and that of its subcommittees and working groups. Included in this collection of information shall be

a. PAR paperwork that is still active (if any)
b. committee membership list
c. a report on the status of any papers being reviewed
d. any correspondence, especially any that is active

The last act of the Committee Secretary as an officer of the committee shall be to deliver all the committee material to the Secretary of the Technical Council, with recommendations for its ultimate disposition.

6.8 Procedure for the Endorsement of Fellow Award 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. It is the duty of the Technical Committees to nominate individuals within their committees to this prestigious membership level.

The procedure for recommendations for Fellow Awards is outlined in the following directive from the PES Executive Board in the following link:

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

6.9 Standards

The Standards development activities of the IEEE Power & Energy Society are performed by the Technical Committees of the IEEE PES. The Technical Council is responsible for coordination of the standards activities of the Technical Committees of the Power & Energy Society. The Technical Committees serve as the "Sponsor" within the context of the IEEE Standards Association. Each Technical Committee shall submit Policy and Procedures for the Technical Committee. The Sponsor Policy and Procedures of the Technical Committee shall conform to the Baseline Procedures established by the Standards Board of the IEEE Standards Association. These procedures are available at the IEEE-SA website, http://standards.ieee.org/about/sasb/audcom/bops.html

In addition to the Sponsor Policy and Procedures for standards development, there shall be a Working Group Policy and Procedures maintained by each Technical Committee and available on their web page.

6.10 Technical Council Policy Statements

Statements on policy issues that fall within the scope of the PES shall be developed by the appropriate Technical committee with the involvement of entities outside PES as appropriate. Any statement shall be submitted to the Technical Council Chair and PES President for informational purposes. A statement intended for adoption as an official policy of the PES shall be submitted to the Secretary of the Technical Council, who will conduct a Technical Council ballot of the proposed statement. Approval requires a majority vote in accordance with 6.1. The Technical Council Secretary shall then forward the statement to the PES Board of Governors for final approval. Section 15 of IEEE Policies shall be followed in the development and approval of all Technical Council policy statements.

7. Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council

7.1 Technical Committees

The Technical Committees of the Technical Council shall be:

a. Analytics Methods for Power Systems
b. Electric Machinery
c. Energy Development & Power Generation
d. Energy Storage & Stationary Battery
e. Insulated Conductors
f. Nuclear Power Engineering
g. Power System Communications and Cybersecurity
h. Power System Dynamic Performance
i. Power System Instrumentation and Measurement
j. Power System Operations, Planning and Economics
k. Power System Relaying and Control
l. Smart Buildings, Loads and Customer Systems
m. Substations
n. Surge Protective Devices
o. Switchgear
p. Transformers
q. Transmission & Distribution

The scope of each Technical Committee is established by Technical Council (See Section 6.1.1), and may be changed in accordance with the procedures of Section 6.5.

7.1.1 Organization and Procedures Manual

Each individual Technical Committee shall have an Organization and Procedures Manual formatted after this document. The Organization and Procedures Manual shall be submitted to the Technical Council Organization and Procedures Committee for review. The Technical Council Organization and Procedures Committee will make its recommendation to the Technical Council, which will vote on approval of the document.

Each individual Technical Committee that develops and maintains Standards, Guides, Recommended Practices and Trial-Use standards shall also have a Working Group Procedures and Policies Manual and a Sponsor Procedures and Policies Manual per the requirements of the Standards Association Standards Board. See section 6.9 for details.

To be in compliance as a technical or coordinating committee of the IEEE PES Technical Council all technical and coordinating committees are required to keep accurate and up to date membership and meeting attendance records of their committees, subcommittees, working groups and task forces using the Association Management System selected by the IEEE PES Technical Council.

7.1.2 Qualifications and Eligibility of Technical Committee Members

Technical Committee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee.

The members of each IEEE Technical Committee are appointed by the Chair of that Committee. Selection and continuation of Technical Committee memberships shall be determined by meeting all of the following qualifications:

a. Technical competence in the particular branch of engineering as specified in the scope of the Technical Committee.

b. Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in the review and discussions of technical papers, and presentations thereof.

c. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.

d. Continued participation in Technical Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member or Working Group member.

e. Contributing regularly as a member of a Subcommittee during an apprenticeship determined by the Technical Committee. A minimum apprenticeship of one year is required.

f. Returning all ballots on Technical Committee issues regularly and on time.

g. Regular attendance at meetings. 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, subject to a review of the particular circumstances by the Administrative Subcommittee of the Technical Committee.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his/her 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 the individual should be reinstated.

7.1.3 Appointment of Technical Committee Officers

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

7.1.4 Technical Committee Officer Terms of Office

The Technical Committee Chair's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chair of the Technical Council to be in the best interests of the Technical Committee.

The Technical Committee Vice-Chair's term of office is one year with reappointment for a maximum of two years. The Technical Committee Secretary's term of office is one year with reappointment for maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chair to Chair in a six-year time span, unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

7.1.5 Technical Committee Officer Duties

7.1.5.1 Technical Committee Chair

The Technical 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. In conducting meetings, the Chair shall:
    - Be objective
    - Entertain motions, but not make motions
    - Not bias discussions
    - Delegate necessary functions
    - Ensure that all parties have the opportunity to express their views
    - Set goals and deadlines and adhere to them
    - Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
    - Seek consensus of the Sponsor as a means of resolving all issues
    - Prioritize objectives to best serve the group and the goals
b. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes as outlined in Section 6.5 of this procedure.
c. Monitor the desirability of forming new Subcommittees and disbanding them 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.

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-SA Standards Board Operations Manual.

h. Promote power and energy education within the scope of the Technical Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power and energy and request (through the Power Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering 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. Ensure that the Technical Committee has a valid and current Organization and Procedures Manual that has been reviewed by the Technical Council Organization and Procedures Committee and approved by the Technical Council.

l. Designate Technical Committee representatives to the Coordinating Committees listed in 7.2 and to the Standing Committees listed in 7.3. The representative to the Standards Coordinating Committee shall also serve as the Standards Coordinator (see 6.9) for the Technical Committee.

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

m. Serve as Chair of the Administrative or Executive Subcommittee of the Technical Committee.

n. Review IEEE position papers as assigned by the Chair of the Technical Council.

o. Promote individual and committee recognition of significant achievements in the Committee.

p. Provide training for new Working Group Chairs and orientation for new members.

7.1.5.2 Technical Committee Vice-Chair

The Vice-Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

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. Represent the Technical Committee on the Technical Sessions Committee. This duty and related responsibilities are normally delegated to the Technical Committee Program

Chair. See 8.1.2.2.

7.1.5.3 Technical Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

a. Record the minutes of the Technical Committee meetings and distribute them to the Technical Committee members.

b. Prepare Technical Committee meeting agendas and send them to all Technical Committee members in advance of meetings.

c. Plan, prepare and issue notices of Technical Committee meetings to all Technical Committee members.

d. Keep the Technical Committee, Subcommittee, and Working Group rosters up to date and distribute them to all Technical Committee members annually. Submit rosters of individuals participating in standards projects to the IEEE Standards Department on an annual basis. The Technical Committee Secretary is responsible for submitting the committee's directory to the Secretary of the Technical Council by October 15th of each year.

e. Keep records of attendance at all Technical Committee meetings.

7.1.6 Technical Committee Subcommittees

7.1.6.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the respective Technical Committee.

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

A member may discontinue his/her Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of an inactive or non-participating member by sending written notification to the affected member.

7.1.6.2 Appointment of Technical Committee Subcommittee Chair

The Chair of a Subcommittee is either appointed by the Chair of the respective Technical Committee or by vote within the subcommittee with notification given to the Chair of the Technical Council. The Chair's term of office is one year with reappointments with a suggested maximum of three years. The Chair of a Subcommittee shall be a member of the respective Technical Committee.

7.1.6.3 Duties of Technical Committee Subcommittee Chairs

The duties of the Subcommittee Chairs are:

a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Technical 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 Technical 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. In conducting meetings, the Subcommittee Chair shall follow the listed requirements of 7.1.5.1

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. Handle the review of technical papers sent to the subcommittee by the Technical Committee Editor.

h. If appropriate, recommend papers each year for consideration for awards.

i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of Technical Committee or in writing to the Technical Committee Chair when so requested.

j. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Technical Committee meeting minutes.

k. Recommend members of their subcommittee for membership on the Technical Committee.

l. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.

m. Canvass members annually to determine the member's continued interest in the subcommittee.

n. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.

o. Prepare Annual Report information and give to Technical Committee Secretary.

7.1.7 Technical Committee Administrative Subcommittee

An Administrative Subcommittee of the Technical Committee may be formed, consisting of (as a minimum) the Committee's Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair, and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the Subcommittees and serve as a means of discussion and communication.

7.1.8 Technical Committee Subcommittee Working Group

7.1.8.1 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 Power & Energy Society but are encouraged to be members in good standing of the Society. 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.

7.1.8.2 Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member in good standing of the Society and meet the requirements 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.

In conducting meetings, the Working Group Chair shall follow the requirements listed in 7.1.5.1. Additional guidance for working group chairs in properly conducting business and understanding the process of standards development can be obtained in the IEEE Standards Companion and/or at the IEEE-SA Standards Development Online web site at http://standards.ieee.org/resources/development/wg_dev/meetings.html.

7.1.8.3 Appointment of Technical Committee Subcommittee Working Group Chair

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the respective Technical 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, or for a suggested term of three years for standing working groups.

7.2 Coordinating Committees

The Coordinating Committees of the Technical Council shall be:

a. Intelligent Grid & Emerging Technologies

b. Marine Systems

c. Wind & Solar Power

7.2.1 Organization of Coordinating Committees

The Coordinating Committee shall be organized as a Technical Committee and as described in Sections 7.1through 7.1.8.

7.2.2 Intent and Purpose of Coordinating Committees

The focus and intent of the Coordinating Committee shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Coordinating Committee's focus is broad and generally covers technical interests that are covered by more than one Technical Committee.

7.2.3 Coordinating Committee Membership

At a minimum, the membership of each Coordinating Committee shall include the appointed officers and one official representative from each Technical Committee (see 7 . 1 . 5 . 1). Other members may be appointed in accordance with the Coordinating Committee's Organization and Procedures Manual.

7.2.4 Activities of Coordinating Committees

The Coordinating Committees shall:

a. Establish venues for joint technical projects between Technical Committees
b. Conduct symposia of common interest between Technical Committees
c. Recommend the development of Standards, Guides, and Recommended Practices to specific Technical Committees, or if necessary, pursue such development within auspices of the Coordinating Committee, upon approval of the Technical Council.
d. Ensure full coordination is achieved between various Technical Committees on technical issues that span more than one Technical Committee

7.3 Standing Committees

The Standing Committees of the Technical Council shall be:

a. Awards
b. Standards Coordinating
c. Technical Sessions
d. Technical Council Organization and Procedures

7.3.1 Organization of Standing Committees

The Standing Committees shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

7.3.2 Intent and Purpose of Standing Committees

The focus and intent of the Standing Committees shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Standing Committee's focus is on the administrative matters of the Technical Council.

7.3.3 Standing Committee Membership

Membership of each Standing Committee shall include the appointed officers and one official representative from each Technical Committee (see 7.1.5.1(l)).

7.3.4 Activities of Standing Committees

The Standing Committees shall:

a. Work to ensure that the goals and administrative requirements of the Technical Council, which are under the purview of the standing committee, are achieved in a timely and effective manner.
b. Support the Technical Council Chair's administrative program.
c. Provide advice and feedback to the Technical Council Chair on administrative matters pertaining to the Standing Committee's purview.

7.4 Participation by Non-Members of IEEE

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

7.5 Honorary Membership

Technical Committees may, at their option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a regular member and shall have demonstrated a high level of participation and be generally recognized for his/her contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

7.6 Corresponding Membership

The Technical Committees may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. Corresponding Members may participate in all Technical Committee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Technical Committee.

Corresponding Members may be appointed by the Chair of the Technical Committee, with notification given to the Chair of the Technical Council. The qualifications and eligibility for membership, and continued membership, are the same as for regular Technical Committee members, with the exception of the requirement of regular attendance at meetings.

If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels.

8. Technical Council Meetings and Publications Responsibilities

8.1 General Meetings

8.1.1 Technical Program Committee for a General Meeting

Each general meeting will have a Technical Program Chair with a committee which has responsibility for the technical program for that specific meeting. The Technical Program Committee for a general meeting will be organized not less than 18 months in advance of the meeting date. This committee will consist of Technical Committee Program Chairs (TCPCs) drawn from each of the technical committees. This committee will have sole responsibility for the design and implementation of the technical program for that one meeting, not multiple meetings.

8.1.1.1 Technical Program Chair

8.1.1.1.1 Qualifications and Appointment

The Technical Program Chair is jointly appointed by the Vice President, Meetings Activities, and the Vice President, Technical Activities at least 18 months in advance of a general meeting date. The Technical Program Chair should be experienced in organizing the technical content for a major PES conference and should be a person recognized for

diligence in organizing such work.

8.1.1.1.2 Term

The Technical Program Chair is appointed for a two-year period. The first 18 months is spent prior to a general meeting in organizing the meeting technical content and the remaining 6 months after the meeting in helping the Technical Program Chair for the succeeding meeting, after this all duties cease.

8.1.1.1.3 Duties

The Technical Program Chair shall:

a. Seek the advice and input of the Technical Committees to identify the theme of the particular conference and the technical tracks to address the preferred subjects. The theme is important and could somewhat be tied to the time and/or the location of the conference. Realistically, the number of tracks should not be more than four.

b. Publish the call for papers not later than a year ahead of the conference date and preferably one year ahead of the deadline of the paper submission date. The call for papers shall clearly state the theme for the conference and the technical tracks to address the preferred subjects.

c. Coordinate and guide the Technical Council Program Committee activities to achieve the objectives of the conference.

d. Coordinate and finalize the conference technical program.

e. Liaise with the local organizing committee to achieve a harmonized flow of the technical events along the tracks specified.

f. Report regularly and at the end of the conference to the Technical Council and the Governing Board on the progress and recommendations for future events.

8.1.2 Technical Committee Program Chairs (TCPCs)

8.1.2.1 Qualifications and Appointment

Each Technical Committee Program Chair shall be a member in good standing of one of the technical committees (see also 7.1.5.2 b). The appointment of the Technical Committee Program Chairs for each technical committee will be via nomination by the Technical Committee Chair, with approval by the Technical Council Technical Sessions Committee Chair.

8.1.2.2 Duties

The Technical Committee Program Chairs shall:

a. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.

b. The primary task of the TCPC is the review and scheduling of 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 Technical Council PC 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.

c. Review submitted panel session and special educational session summaries for adequate presentation of the ideas and concepts being presented in the session.

d. Coordinate the meeting room requests for PES meetings. Normally the meeting room request will come from either the IEEE PES Executive Office or the designated PES meeting room coordinator for the specific meeting.

8.1.3 General Meetings Scheduling

Because of the need to meet publication deadlines for the advance program, the final program and the General Meeting Proceedings, the Technical Council will establish the dates which must be met by the Technical Sessions Committee prior to each general meeting. The schedule is circulated by the TCPC Chair to all TCPCs. Process information is found at the PES website http://www.ieee.org/portal/index.jsp?pageID=pes_home (Add the TCPC document here and then insert a link to the document here.)

8.2 Special Technical Conferences

The Power & Energy Society sponsors several special technical conferences. The TCPC's may be called upon to review papers for special technical conferences and should follow procedures for these reviews that are similar to the review of papers for the general meetings. The schedule milestones for special technical conferences are determined by the conference technical committee and do not conform to the schedules in section 8.1.3 above. The details and schedules for each special technical conference are determined by the conference technical committee.

IEEE Power and Energy Society (PES)

Power and Energy Education Committee

(PEEC)

OPERATIONS AND PROCEDURES MANUAL

(July 2021)

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Introduction and Description of the PEEC

1.1 Introduction and Scope

The Power and Energy Education Committee (PEEC) is a standing administrative committee of the IEEE Power and Energy Society (PES). In matters of budget, scope, and programs the PEEC reports to the PES Vice President for Education. This document is intended as an operations manual with the committee scope, procedures, and objectives delineated. The organization and operating procedures set forth in this manual are for the guidance of the officers and members of the PEEC in performing the work of the committee. The approved scope of the PEEC is:

Scope: Work for constant improvement of relationships between all segments of the electric power and energy industry and all elements of the engineering education community. Promote electric power and energy engineering and technology education, and professional developments in schools and industry. Be an advocate of research and researchers at universities and encourage the support, dissemination, and use of university research in electric power and energy engineering. Work with other appropriate Power and Energy Society Committees to develop continuing education programs in the electric power and energy field and contributions to the IEEE Press. Formulate recommended Power and Energy Society policy relative to all matters involving engineering and technology curricula accreditation. Serve as the primary source of Power and Energy Society recommendees for service in various activities of ABET. Cooperate with similar committees of other societies.

The organization of the PEEC is designed to contribute to all aspects of this scope and to stimulate active involvement of PES members. Suggestions for improving the responsiveness of the PEEC are strongly encouraged. Such suggestions may be communicated to any of the PEEC officers. A current listing of all PEEC officers and members is available through the PES web site.

1.2 Liaison to Other Organizations

The PEEC chair may arrange on an informal basis for liaison representatives to or from an organization within or outside of IEEE. Such representatives are not necessarily members of

PEEC. PEEC liaison representatives to committees of outside organizations must: attend meetings of the committees to which appointed; keep the PEEC and sponsoring subcommittee(s) informed of relevant activities of the outside committee; keep the outside committee informed of relevant activities of the PEEC.

The chair of PEEC subcommittees, working groups and task forces may arrange, on an informal basis, for liaison representation to or from other PES committees, PES student members, or outside organizations. Chairs of working groups and task forces should coordinate the arrangement with the subcommittee chair.

The PEEC currently has members who participate as liaisons with the following organizations:

IEEE EAB
IEEE P&E Magazine
Technical Council (TC)
Intelligent Grid & Emerging Technology Coordinating Committee (IGETCC)
IEEE Industry Applications Society
IEEE Press PE Series
ABET

The Power and Energy Education Committee is responsible for the Power and Energy Society's interests in ABET activities. The chair is responsible for recommending qualified IEEE members for these activities and encouraging their employers to make them available for participation in such activities as may be required by ABET.

1.3 Exceptions and Amendments to Procedures

The procedures in this manual cover the normal operation of the PEEC. If the procedures are not appropriate for special situations, the chair may authorize exceptions on an ad hoc basis when he or she decides that such exceptions are warranted. The chair, acting with the concurrence of the Administrative Subcommittee (AdCom) of the PEEC, may at any time direct the amendment of this manual. Any member of PEEC may offer amendments to this Operations and Procedures manual by submitting same as an agenda item for the next PEEC AdCom meeting. These amendments shall be in force immediately upon 2/3 vote of approval of AdCom.

2. Committee Organization and Responsibilities of Officers

2.1 Organization

Officers of the PEEC are the chair, the vice chair and secretary. The past practice was for the chair to be appointed by the PES President for a one-year term of office (beginning on January 1) with the possibility of reappointment to a maximum of five one-year terms. The general practice, however, was for the chair to serve two years. The vice-chair and secretary were appointed by the PEEC chair, after approval by the PES President, for a one-year term of office with possible reappointment. The general practice was for the vice-chair and secretary to serve two years. After the two-year period was over, it was also general practice for the vice-chair to succeed to the chair, the secretary to succeed to the vice-chair, and for a new secretary to be appointed. In 2005, PEEC initiated an election process where the secretary is voted on by the PEEC main committee membership. The first election occurred in 2005 and the first elected secretary began her term in January 2006. The succession process continues as before. After the two-year period is over (every even numbered year), the vice-chair succeeds to the chair, the secretary succeeds to the vice-chair, and a new secretary begins his/her term (after being elected every odd numbered year). Officers must be members of PEEC, PES, and IEEE in good standing. The PEEC chair reports to the Vice President for Education.

Election Process The nomination and election procedure is:

- Any person may nominate any PEEC member for this position. Self-nominations are permitted.
- The nominations subcommittee (appointed by the PEEC chair and approved by the AdCom) shall examine all nominations, validate eligibility for nomination, and put forth eligible nominees for the PEEC secretary ballot.
- The criteria for the nominations subcommittee to put forth a nomination to the ballot include: interest in Power and Energy education, service to PEEC, familiarity with PEEC operations, agreement of the nominee to participate in the election, and likelihood to serve a full term in the position.

Nominations are due (by email, by fax, or by postal mail) by a date and time announced by the election coordinator in the year the current secretary's term ends (odd numbered years).

- The ballot shall be made available in August of the odd years to PEEC members on record as of June 30 of that year.
- The elections will be conducted electronically. All the members can submit their secret ballot electronically until a specified date. The chair or a member of the election subcommittee shall run the election and tabulate the votes. The individual with the largest number of votes shall be declared the winner. In the event of a tie, the election coordinator will conduct a runoff election with a new ballot comprised with candidates who tied for the most votes in the initial election.

AdCom (the Administrative Subcommittee) consists of the officers, subcommittee chairs, past PEEC chair, and the Vice President for Education, and is chaired by the PEEC chair.

Subcommittees are permanent structures within PEEC, and each is composed of its respective chair**,** and subcommittee members. Some subcommittees may have vice chairs and secretaries as appropriate. The subcommittee structure may be changed as appropriate to fulfill PEEC's mission, by action of AdCom. One becomes a subcommittee member by volunteering to serve, and is appointed, or removed, by the subcommittee chair. The initial appointment is for one-year term with annual reappointment thereafter. Before the formation of a subcommittee, a proper scope must be written and approved by the AdCom.

Subcommittee chairs begin their term on January 1st. The term of subcommittee chairs is two years. Each subcommittee has Chair, Vice Chair and Secretary positions, and the current practice of electing a secretary and the two-year rotation is similar to that of the PEEC Officers.

Working groups and Task Forces are agents of specific subcommittees, and may exist as long as necessary, subject to subcommittee approval. The chairs of the working groups are appointed by the subcommittee chairs for a one-year term with annual reappointment. Names of working group officers are reported to the PEEC secretary on a yearly basis. Members of the working groups are appointed by the working group chairs with approval of the subcommittee chairs for a one-year term with annual reappointment. Task forces are more focused than working groups and tend to be smaller in membership size.

Before official formation of a working group or task force, a proper scope must be written and approved by the subcommittee chair. The following Working Groups currently exist within PEEC:

Reporting to the PEEC are

Working Group on the PEEC Website

Reporting to the University Education Activities Subcommittee are:

Working Group on Educational Resources
Working Group on the Power Globe Listserv

Reporting to the Awards and Recognition Subcommittee are:

Student Prize Paper WG (This is under PES Outstanding Young Engineer Award SC, but liaisons with PEEC.)
Working Group on Prize Paper Review
Working Group on IEEE Fellow Nominations

Reporting to the Research Subcommittee are:

Working Group on the North American Power Symposium (NAPS)

Editor: In the past, the Vice Chair served as the editor of Transactions on Power Systems representing PEEC. This term was for two years concurrent with the vice chair term. To allow better continuity and efficiency, this was changed in 2012 by creating a separate position of editor. The editor is appointed by the PEEC chair in consultation with PEEC officers for a duration of six years.

A chart of the PEEC organization is shown in Figure 2.1.

Effective 1/2021

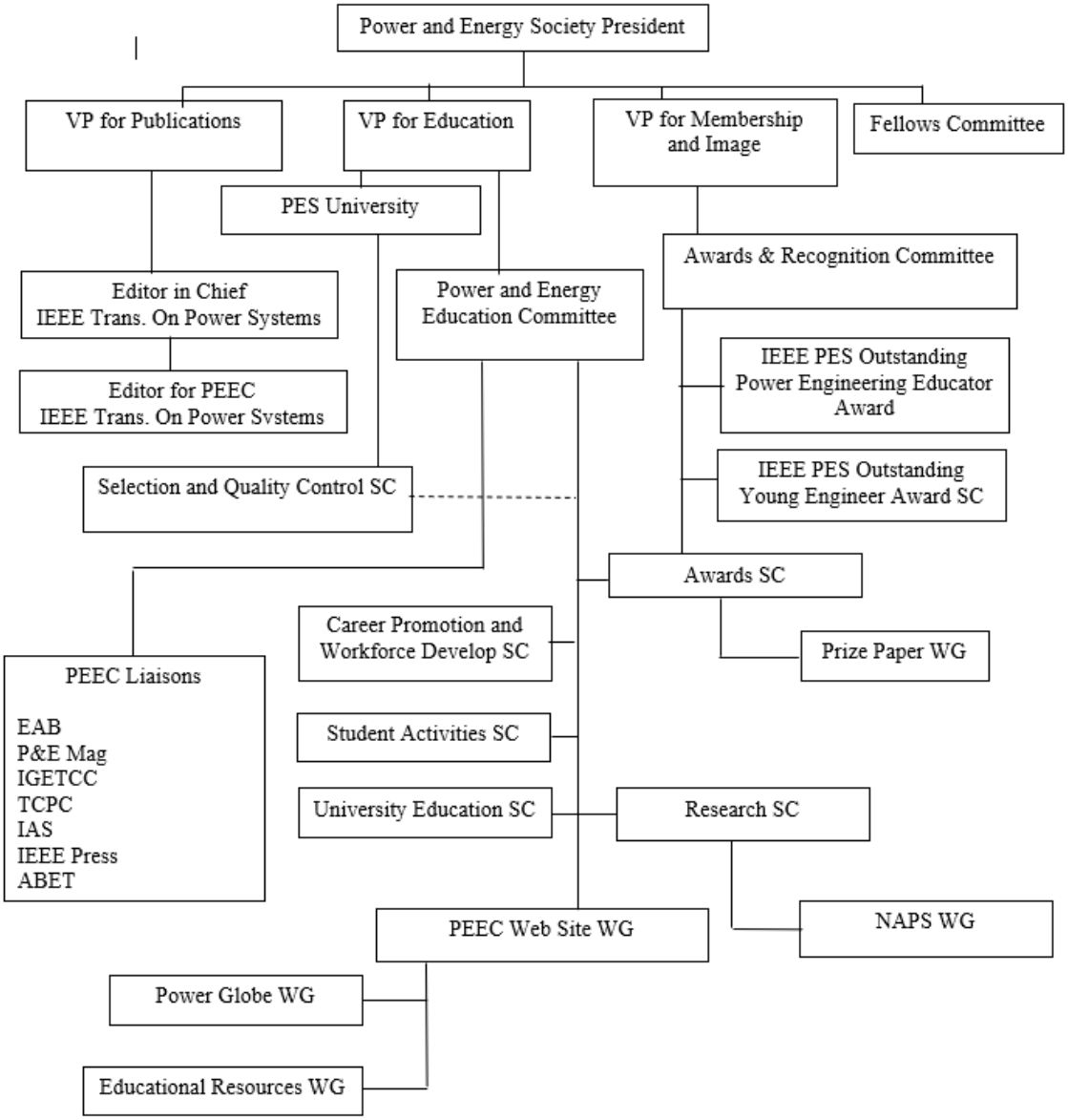

Figure 2.1: PEEC organization chart

2.2 Duties of the Officers

Duties of the officers as a group

1. Counsel with each other on all PEEC issues, ensuring that its activities are in accord with the PEEC scope, and the overall goals and objectives of PES and IEEE.

2. Encourage subcommittees to organize and conduct appropriate technical sessions, panels, tutorials, workshops, and other activities at all IEEE-PES meetings.
3. Assist subcommittees in the implementation of their activities.
4. Continuously review the PEEC website for errors and possibility for improvements.
5. Advise new members, officers, and chairs of the existence of a PEEC website and direct them to review all material, including this Manual, with particular attention to sections that apply to their new office.

Duties of the PEEC chair

1. Report to the Vice President for Education/ (submit annual report and request budget).
2. Have general supervision of the affairs of PEEC. When able, the chair shall schedule, preside, and set the agenda at all meetings of PEEC and AdCom.
3. Be an ex-officio member of all subcommittees, and offer advice and support to their activities.
4. Continuously examine the organization of PEEC, proposing whatever changes may improve its effectiveness and efficiency.
5. Coordinate the appointment and removal of subcommittee chairs.
6. Serve as chief liaison to all other agencies within PES, except when specific liaison responsibilities are delegated to other PEEC members.
7. Annually, submit a written report of PEEC activities to the PES leadership.
8. Attend PES Technical Council meetings – these typically take place in January at the Joint Technical Committee Meeting (JTCM), and General Meeting.
9. Request and administer the PEEC budget.
10. A typical timetable of the PEEC chair is given in Appendix D.

Duties of the PEEC vice chair

1. Report to the PEEC chair and preside at all committee meetings not attended by the chair.
2. Serve as the PEEC Technical Committee Paper Coordinator (TCPC) for PES General Meetings and Transmission and Distribution Conference, serve as liaison with

the PES Technical Sessions, and coordinate PEEC liaisons and representatives at PES administrative meetings.

3. Solicit requests for PEEC panel sessions from the PEEC Main Committee or Subcommittees about nine months before the next IEEE Power and Energy Society General Meeting, Transmission and Distribution Conference or other PES conference. With guidance from the PEEC officers assign panel sessions to the time slots available to PEEC.
4. About nine months before the next IEEE Power and Energy Society General Meeting or conference, request information from subcommittee chairs on technical papers that may become available for presentation and advise them of deadline dates for submission of proposed papers. The question as to availability of technical papers should also be brought up as an agenda item at each Administrative Subcommittee meeting.
5. For each meeting and conference, upon receipt of a tentative technical sessions schedule from IEEE headquarters, plan the number of individual Power and Energy Education sessions, according to the number of papers to be presented, and/or joint sessions with other committees or subcommittees.
6. By the deadline date, submit the final Power and Energy Education program of sessions on the forms provided on the Mirasmart web site for the specific meeting or conference. A session chair is required and shall be selected by the PEEC vice chair. The session chair will be guided by the information given in the PES Technical Sessions Guide.
7. Prepare a schedule of committee, subcommittee, working group, task force meetings, and other PEEC activities for the annual General Meeting and submit this information to the PES through the Mirasmart web site.
8. Process review of conference proceedings papers assigned to PEEC by IEEE headquarters (see Appendix B). Also, formulate a consensus for acceptance or rejection of these papers. It may be necessary to gather additional information to formulate this decision.
9. Attend PES Technical Sessions meetings – these typically take place in January at the Joint Technical Committee Meeting (JTCM), and General Meeting.

10. Forecast technical papers and technical programs to be undertaken by the PEEC.
11. Schedule and coordinate subcommittee meetings to minimize conflicts between them, and with the technical Sessions at the respective-meetings of the PES.

Duties of the PEEC Secretary

1. Record minutes of the Power and Energy Education Committee and its Administrative Subcommittee meetings, including attendance. Distribute these to members of the committee and the PEEC officers and secretary.
2. Prepare agenda and send notices of meetings to committee members as requested by the chair.
3. Keep the Power and Energy Education Committee, subcommittee, task force, and working group rosters up to date and distribute to the members of the committee and PEEC officers.
4. Update the PEEC Operations Manual as needed.
5. Based on the details recorded in minutes, prepare an annual report, and submit to Chair at the end of each year.

2.3 Duties of Subcommittee Chairs

The duties of the subcommittee chairs are as follows:

1. Supervise the affairs of the subcommittee, under the general direction and guidance of the chair of the PEEC.
2. Carry out the stated purpose and work of the subcommittee.
3. Oversee the election of the secretary, when it is time to rotate the officers.
4. Call and preside at the meetings of the subcommittee.
5. Promote technical papers pertaining to the objectives of the subcommittee and its task forces and/or working groups. Also, to be alert to new technical problems that need to be worked on by the subcommittee.
6. Recommend the establishment of new task forces and/or working groups and the dissolution of old ones when they have served their purpose.

7. Report on the activities of the subcommittee and its task forces and/or working groups, either verbally at meetings of the PEEC or in writing to the chair when so requested.
8. Submit minutes of the meetings of the subcommittee and its task forces and/or working groups, for inclusion in the minutes of the PEEC.
9. Recommend candidates for PEEC membership.

2.4 Membership

One becomes a member of PEEC by AdCom approval. To qualify for membership, the candidate must have an expressed professional interest in power and energy education, served with distinction for not less than 12 months on a PEEC subcommittee, be proposed for membership by the subcommittee chair, and agree to continuously meet the criteria for member in good standing. To remain a member in good standing of PEEC, at a minimum, one must be a member of IEEE in good standing; be a member of PES, or at least one other Society of IEEE, in good standing; have a demonstrated on-going professional interest in power and energy education; maintain a good faith effort to attend all meetings; and annually contribute to the ongoing work of PEEC in some capacity. Specifically, meeting attendance should be, at minimum, attendance of two out of the six main committee meetings in three consecutive years. All PEEC members in good standing are eligible to vote in PEEC Secretary election.

3. Subcommittees and Working Groups

3.1 Administrative Subcommittee

This subcommittee serves in an executive capacity in the assignment and coordination of work among all the subcommittees, arranges for preparation and presentation of papers at meetings, recommends officers and members of the various subcommittees and the main committee, and develops long range plans for the PEEC.

Scope: Serve in an executive capacity in the assignment and coordination of work among all the subcommittees, arrange for preparation and presentation of papers at meetings, recommend officers and members of the subcommittees and main committee, and develop long-range plans for the Power and Energy Education Committee.

3.2 Life Long Learning Subcommittee (LLLSC)

This subcommittee serves the power and energy society by selecting tutorials, plain talks, webinars and other educational materials. Selected tutorials are considered for all the conferences of the PES including General Meeting, ISGT, and T&D conference and exposition. For selection, LLLSC coordinates with IEEE PES education and meeting services, IEEE PES executive board, and PES Technical council, considering the recommendations from the technical committees.

Scope*:* Study, coordinate, and report on electric power engineers' continuing education needs, opportunities, and resources. Provide PEEC with guidance and leadership for improving continuing education resources, both with respect to content and delivery. Define, study, and report on the value of effective continuing education in the achievement of individual career goals and the advancement of professionalism in the power industry, Sponsor of Panel Sessions and tutorials. Evaluate the educational resources including tutorials, webinars, plain talks and other educational materials.

Tutorials: This subcommittee is responsible for soliciting and screening tutorial session proposals received from the Technical Committees for possible scheduling at one of the three PES conferences: General Meeting, T&D Conference and Exposition, and

ISGT. The subcommittee works with the PES office, Technical Council and the Meeting Department to facilitate distribution of printed material to the registered attendees, processing Continuing Education Units, and the eventual presentation of the tutorial.

Tutorials should be on a technical subject and of such a nature that the material to be presented is not readily available from conventional sources. They should be planned as educational experiences and should not duplicate technical sessions. The presentation should be lectures with ample opportunity for interactions, questions, and answers. The course should be spread over as long a time period as can be arranged to improve learning, study and retention of material. Where there is sufficient interest, tutorial courses may be repeated but it is recommended that there be two or more years between the second and third presentations. The tutorials should also reflect the need and adhere to the conference themes.

Preparing a Tutorial:

Before a Conference:

1. Tutorial organizer should first get the tutorial technically approved by the relevant PES Technical Committee. It is recommended that the following should be submitted to the Technical Committee for their approval:
   i. An overview of the tutorial.
   ii. A summary of topics and a brief description of what is covered by each topic.
   iii. Organization of the tutorial – this should show time-slots allotted to each topic. An eight-hour tutorial should allow for at least 7.5 hours excluding breaks.
   iv. Instructors' names and biographies.
2. If the tutorial is approved and sponsored by Technical Committee, the tutorial organizer will then submit (via email) a request to schedule the tutorial to the Lifelong Learning Subcommittee (LLLSC) chair. This request should be accompanied by the material submitted to Technical Committee, a copy of the email/letter showing the approval/sponsorship from the Technical Committee chair, and a 150-word summary of the tutorial for inclusion in the printed program if the tutorial is scheduled to be presented at a PES meeting.

3. LLLSC tutorial selection committee (comprising of LLLSC members, members from the PES Technical council) will review the contents of all requests received in accordance to review criteria, and inform the tutorial organizer if the proposed tutorials will be scheduled or not. If a tutorial is accepted to be scheduled, its organizer should then start preparing detailed material and slides.
4. After the selection process, tutorial organizer will send the summaries of the accepted tutorials to the Meetings Department and the Local Organizing Committee (LOC) for scheduling, inclusion in the printed program, and display at the conference web site.
5. LOC will send out Profit Sharing Agreement for execution to all tutorial organizers.
6. The tutorial organizer will submit to IEEE PES tutorial manager/LLLSC chair
   - Detailed course material to be distributed to attendees and the slides to be used by instructors. The slides should not contain any proprietary material or promotions of any kind.

   The Tutorial organizer will submit to the LOC Chair
   - Signed Profit Sharing Agreement.
7. LLLSC will go over the submitted material and slides for any proprietary/commercial contents and recommend changes, if necessary. Once the submission is accepted, LLLSC will then
   - Send all the material to the PES office.
   - Apply to the PES office to approve all accepted tutorials for Continuing Education Units (CEU).
   - Major selection criteria will be
     a) Sponsorship from IEEE Technical Committee/subcommittees and recommendations
     b) Conference theme
     c) The need and value of the topic
     d) Type of attendees and general audience
     e) Previous offerings and feedback
     f) Instructor mix, team and experience

At the Conference:

8. PES office will provide to the attendees
   - Hard copies of the tutorial material and slides.
   - CEU Tracking Form.
   - Tutorial Evaluation Forms.
9. Tutorial organizer will
   - Collect the Tutorial Evaluation Forms from all attendees, and turn them in to a LOC representative.
   - Sign and return CEU Tracking Forms to the attendees.
10. Attendees will turn in their signed CEU Tracking Forms to a LOC representative.

After the Conference:

11. LOC will turn in the evaluation forms to LLLSC chair and the CEU Tracking Forms to the PES office.

Other educational materials including web-based learning, webinars and plain talks: Under its responsibilities, LLLSC will also review and select other educational materials such as webinars, plain talks and web based learning courses in coordination with the IEEE PES educational services manager. The process of selection is similar to that for the tutorials. Webinars are archived by the PES.

3.3 University Education Activities Subcommittee

The University Education Activities Subcommittee works to promote and improve electric power and energy engineering and technology education in universities. Included in the subcommittee's activities are*:* to conduct a survey, in even years if not more often, of the electric power and energy engineering educational resources at universities, summarize and disseminate the results.

Scope*:* Seek to improve electric power and energy engineering education at the university level by promoting and disseminating innovative teaching methods and materials, identifying changing industry educational requirements, collecting and publishing data

on faculty and laboratory resources available at colleges and universities and other such activities.

Activities: Include regular resource assessments (e.g., faculty, laboratories, etc.), assessing power industry requirements that impact electric power and energy engineering education, model university curriculum development, promotion of innovative teaching methods and aids, encouraging faculty professional development, sponsoring technical monographs suitable for classroom use, and coordinate PEEC web resources.

Working Group on Educational Resources

Scope*:* Maintain a database of educational resources at universities.

This working group offers internet-based survey every two years. It is offered through a PES web site. It is designed to provide information about Power programs to parents, students, and industry. Working group prepares a report summarizing the findings of the survey and publishes it on a PES web site. A paper capturing the trend over the years is also under the scope of this WG.

Working Group on the Power Globe Listserv

Scope*:* Maintain the Power Globe Listserv and supervise its operation. Set and maintain list usage guidelines and documentation. Oversee subscriber management.

3.4 Student Meeting Activities Subcommittee

Scope*:* Develop programs for students at the PES meetings.

Activities: Work with the local host committee to provide a comprehensive student program for the PES meetings. Typical program activities include (but are not limited to): Sunday social activity (e.g., city tour), Monday morning overview prior to plenary session, technical tours (both student-only and general membership), student poster session, Student/Faculty/Industry Panel session, and Student/Faculty/Industry Luncheon. In addition to meeting activities, the subcommittee may provide housing support for qualifying students.

Responsibilities:

1. Request a budget for the PES meetings through PEEC. Additional matching funds can be requested from the National Science Foundation. The target proposal submission date: January 15 for the GM.
2. Contact the local host committee to identify the individual(s) responsible for student meeting activities. Provide local committee with breakdown of responsibilities and budget. Coordinate student activities with the local committee.
3. Prepare student poster and housing application forms, and publicize the program at least four months in advance.
4. Select students to receive housing/hotel accommodation sponsorships.
5. Coordinate Student Poster Contest (responsibility of the subcommittee vice-chair). Secure judges from among faculty and industry membership.
6. Prepare poster booklet at-least 15 days prior to event date, which can then be circuited to judges before the event.
7. Select undergraduate and graduate student poster winners based on input from judges, and prepare certificates for poster winners.
8. Secure speakers and/or panelists (responsibility of chair), working with local committee.
9. Manage the student/faculty/luncheon event and announce poster winners.

10. Keep the student subcommittee website up-to-date.

3.5 Awards and Recognition Subcommittee

Scope: Conceiving and implementing appropriate honors and awards in electric power and energy engineering education. Included is responsibility for administration of the Student Prize Paper Contest, the Prize Paper Review and Fellow Nominations. In addition yearly selection of individuals in PEEC to receive awards per Technical Council Policy.

Responsibilities: This subcommittee is responsible for conceiving and implementing appropriate honors and awards in electric power and energy engineering education, including student prize papers, review of Fellow nominees, outstanding service awards, PEEC prize paper award, and recognition awards. This subcommittee also has responsibility for liaison with the PES Awards Committee.

Working Groups:

Working Group on Student Prize Paper Contest: Liaisons with PEEC.

Working Group on Prize Paper Review

Working Group on Fellow Nominations**.**

Working Group on Student Prize Paper Contest

Scope: Fostering interaction between engineering students and the electric power and energy industry and faculty, and to encourage graduate and undergraduate students to become skilled in both performing research and writing quality technical papers. This working group is under PES Outstanding Young Engineer Award SC, but liaisons with PEEC.

Responsibilities: Encouragement of student participation in the contest by sending out invitations to schools, approaching professors and advertising on the WEB, review and evaluation of the papers submitted to the contest, and selection of the winner.

Procedures:

1. The paper must be in the English language. Length of the paper is limited to 5000 words. The organization and format of the paper shall follow the Authors Guide of IEEE –PES.

2. No distinction is made between graduate students (MS) and undergraduates. Both groups of students can submit each year with no distinction in category. Submission based on Ph.D. programs of study is not eligible. Submissions from Electrical Technology students are accepted. Student team efforts are encouraged. Faculty sponsorship is encouraged, but papers co-authored by faculty are not acceptable.

3. The working group forms a committee to judge the papers. The members of this committee shall be electric power and energy engineers. Committee reviews the submitted papers and determines the recipient of the Student Prize Paper Award. The group decision is final. Although the committee is not bound to declare a winner if none of the papers met its standard.

Working Group on Prize Paper Review

Membership: Working group is composed of the three members of the current awards and recognitions subcommittee.

Scope: Stimulating innovation in Power Engineering Education through the recognition of outstanding technical papers.

Responsibilities: Review papers submitted to the PEEC and identify outstanding contributions to electric power and energy engineering education. Vice chair of the Awards and Recognition Subcommittee serves as chair of this working group.

Procedures: The committee reviews the papers sponsored by the PEEC and published in the last three years. Based on the review, the Working Group ranks the papers and selects the best paper. This paper will be recommended for the PES prize paper award. Although the committee is not bound to declare a winner if none of the papers met its standard.

Working Group on Fellow Nominations

Membership: Working group is composed of three fellows, who are active members of PEEC.

Scope: Recognition among the membership of the PEEC for potential candidates for nomination to the IEEE fellow grade and initiation of the nomination process.

Responsibilities: This Working Group is responsible for initiation of nomination of eligible candidates.

Procedures: The request for endorsement is sent to the chair of PEEC. He or she will send the applications to the chair of the Fellow Nominees Working Group. The working group chair distributes the applications to the members and request ranking of the candidates by each member. The working group chair will consolidate the individual ranking and develop a final ranking order. Based on this ranking, the committee chair selects the candidates for endorsement and will prepare a brief summary of the professional accomplishments of the candidates which are judged to be of such distinction as to warrant their elevation to the grade of Fellow. Each year the committee reviews the membership and identifies potential candidates for the elevation of fellow grade. The Working Group encourages the nomination of these candidates. The Working Group should complete the reviews and send the recommendations in each year before April 15 to the chair.

3.6 Power Engineering Career Promotion Subcommittee

Scope: To promote and publicize electric power and energy engineering.

Activities: This subcommittee participates in activities to promote electric power and energy engineering as a career. These activities include the creation and distribution of promotional materials and ideas and provide a focal point for PES on promoting electric power and energy engineering as a career. These materials are targeted at various audiences including: K-12 students, early college engineering students, and faculty and administrators in other areas of EE. The goal of the materials is to educate the various audiences about the opportunities in electric power and energy engineering and the interdisciplinary nature of the field. We are particularly interested in getting industrial representatives to be involved in these promotional activities.

Responsibilities: The subcommittee responsibilities are to request and administer a budget for producing and distributing publicity materials including videotapes and flyers; create and distribute materials to encourage K-12 students and first year engineering students to consider electric power and energy engineering as a career option, organize and publicize electric power and energy engineering promotion materials available on the Web and through other sources, work with electric power and energy engineering faculty to identify ways to demonstrate the interdisciplinary nature of electric power and energy engineering for other EE faculty and engineering students, and work with other subcommittees, particularly the university activities subcommittee, on topics of mutual interest.

3.7 Research Subcommittee

The Research Subcommittee monitors and promotes research activities in electric power and energy engineering. Opportunities for members are publicized and discussed in an open forum to encourage maximum participation. Capabilities and resources of the members are publicized to industry and government agencies to inform them of available talent. The subcommittee also promotes the dissemination of research results through conferences and workshops. With regard to the latter, the Research Subcommittee is

responsible for the organization and operation of the North American Power Symposium (NAPS, see Appendix C).

Scope: Advocate research and inform researchers. Promote programs for power engineering research at government and private entities. Promote forums for the dissemination of university research.

Activities: This subcommittee meets at each General meeting of the PES. The subcommittee typically organizes and chairs at least one panel session related to research opportunities, capabilities, or dissemination of results. The subcommittee monitors and reports on the status and activities of funding agencies including the U.S. National Science Foundation, U.S. Department of Energy, and the Electric Power Research Institute. The subcommittee promotes the interaction of researchers between universities, and between universities and industry. The subcommittee invites program directors of funding agencies to its meetings and stimulates discussion of new research directions and opportunities.

The subcommittee promotes and monitors the annual North American Power Symposium (NAPS). The subcommittee offers historical advice and information on obtaining IEEE/PES advertising and technical co-sponsorship. Through its members, the subcommittee participates in the planning and organization of the annual meetings.

The subcommittee acts as a forum for electric power and energy engineering researchers to discuss their activities and the broad goals and directions of future research. It stimulates the exchange of ideas and potential collaboration among researchers.

Working Groups*:*

Working Group on the North American Power Symposium (NAPS).

Working Group on the North American Power Symposium (NAPS)

Scope: Promote interest in the North American Power Symposium and assist in its promotion through PES publications. Maintain historical records of the symposium and

provide liaison with the NAPS steering committee. Maintain NAPS Operating and Procedures Manual and ensure that it is distributed to chairs of each NAPS.

3.8 Strategic Planning Subcommittee

The Strategic Planning Subcommittee consists of the past 3 PEEC Chairs. These people are supposed to provide long-term continuity in PEEC and provide long-range vision for future activities.

Scope: Provide long-range vision for PEEC and promote new activities within IEEE PES and the academic community.

3.9 PEEC Web Site Working Group

Scope: Maintain the PEEC web site and all subcommittee web sites by coordinating with the respective officers.

Activities: This working group coordinates with the secretaries of PEEC, and all its subcommittees to maintain web sites. Web sites will contain at least the scope, officers' names and contact details, minutes from the past few meetings, and any recent activities and announcements. Similar documentation for the associated working groups should also be maintained.

4. Meeting Procedures and Committee Administration

4.1 General

The vice chair of the PEEC shall assume any or all of the powers and duties of the chair in the event of the chair's incapacity. PEEC meetings will ordinarily be conducted by the chair under Roberts Rule of Order or as authorized in these procedures.

Fifty percent of the voting members of the PEEC shall constitute a quorum. Actions (requiring a majority 50% vote of those present at a meeting), taken at a scheduled meeting lacking a quorum, may be subsequently validated through approval of the meeting minutes or through approval by special email ballot. Approval by email ballot shall require an affirmative majority vote. Fifty percent of the membership of any subgroup constitutes a quorum.

Each voting member of the PEEC is expected to attend every regularly scheduled PEEC main meeting. If the member must be absent, he/she shall grant partial or full power of proxy to another PEEC member or to a qualified person who will be in attendance at the meeting. To be valid, the proxy must be written and be in the secretary's hands prior to the action(s) for which the power of proxy is exercised.

4.2 Scheduled Meetings

The PEEC chair shall endeavor to schedule PEEC main meetings one year in advance. The secretary shall be responsible for all meeting arrangements for the PEEC. Future meeting notices will be included in the previous meeting minutes. A minimum of one month before a scheduled meeting, the PEEC secretary shall email to each PEEC member a notice of the time and place of the meeting. Request for items to be placed on the agenda should be brought to the attention of the secretary. The meeting agenda, approved by the chair, shall be emailed at least two weeks before the meeting. Items not on the Agenda may be brought up under "old" or "new" business, but if important actions are moved relative to such items, the chair, at his/her discretion, may rule the motion out of order by virtue of its not having been part of the official agenda. Presently, PEEC has two scheduled main meetings, which are held at the General Meeting and North American

Power Symposium, and are open to all the members. The AdCom has one meeting at the General Meeting and a teleconference between January and May of every year.

4.3 Minutes

The secretary shall keep a permanent record of each meeting in the form of meeting minutes. The minutes shall be a true and complete record of all actions taken, reports made, discussions, assignments and other business coming before the meeting. Committee reports should be written and should appear as attachments to the minutes. Also, the minutes shall show who was in attendance at the time of important discussions and votes. The secretary shall email a listing of action item assignments to all PEEC members within ten days following a meeting and shall mail a copy of the minutes to all PEEC members and to a supplemental list of interested people, within 60 days immediately following the meeting. The minutes will also be archived on the PEEC web site. An item of business at the next following meeting shall be the approval of the preceding meeting minutes. The minutes as thus approved, with revisions, shall stand as the official record of the committee's operations.

Appendix A
Brief History of PEEC

History

The Power and Energy Education Committee (Power Engineering Education Committee until 2009) is the outgrowth of the Power Generation Committee's subcommittee on Advancement of Power Engineering. In 1964, the subcommittee was elevated to full committee status as the Power Engineering Education Committee in the Organization Department. In 1970 the committee was transferred from the Organization Department to the Technical Operations Department. In 1984 the Power Engineering Education Committee was elevated to the stature of a full committee of the Power Engineering Society Administrative Committee (AdCom). Some time subsequent to 1984, the PES AdCom was changed to PES Executive Board; the PEEC then became a standing committee of the PES Executive Board.

In 1997 there was a reorganization of PEEC with the main effort being to consolidate several subcommittees and thereby streamline the committee structure. In 1998, the PEEC committee reporting structure was changed from reporting to the PES Executive Board to reporting to the PES Vice President for Education. In 2013 the name of the committee was changed to Power and Energy Education Committee.

Appendix B
North American Power Symposium

Introduction

This appendix provides a summary of information related to the organization of the North American Power Symposium (NAPS) and the operations and procedures that have been established by the steering committees of past symposia. The material for this Appendix came mainly from the PEEC Research Subcommittee that is responsible for NAPS.

Condensed History

The forerunner of NAPS was the Midwest Power Symposium (MPS) [1]. This symposium was established to provide an academic setting where students and faculty could discuss research and education programs at their universities. The first Midwest Power Symposium was held in 1969 with the following stated purpose [2]:

> "The purpose of the Midwest Power Symposium is to stimulate advanced scholarly work and more research activity in the field of electric power engineering. This symposium is to be a forum where advanced students, their academic advisors, and practicing engineers can present the results of their work, discuss the activities of their colleagues, and publish their technical accomplishments with a minimum time delay."

This statement of purpose has remained unaltered throughout the history of MPS/NAPS. In addition, the sponsorship of PEEC has also remained as listed in the meeting descriptions of [3]:

> "North American Power Symposium (formerly the Midwest Power Symposium): This conference is organized to serve educators and graduate students of regional universities in North America. It is a one-day meeting designed to improve communication of progress and results of university-based power system research. Planned for a college-campus setting, it provides for the early dissemination and publication of research project progress before results are available in formal technical paper form at other Power Engineering Society meetings. The Power Engineering Education Committee is responsible for the technical program at this meeting. Attendance can be expected to be approximately 100 faculty, graduate students, and sponsoring industry IEEE members."

The location of the MPS was determined by the steering committee which met immediately following the last session of each symposium. The steering committee was an informal collection of faculty members that attended the symposium. Each university in attendance was given one vote on motions made by the committee. As interest in hosting the

symposium grew, the committee planned formally up to two years in advance. The program chair for each symposium was the future symposium chair. For example, at the conclusion of the 19xx symposium, the locations for the 19xx+1 and 19xx+2 meetings were firmly decided. A representative of the two future-site universities would be required to confirm that they were still interested in hosting the symposia in those years. Locations for the meetings in 19xx+3 and beyond were tentative and usually consisted of an unordered list of interested sites.

The program chair was responsible for working with the symposium chair to formulate the call for papers. In order to reduce the financial burden on the host institution, many of the early calls asked the authors to provide copies of their papers for inclusion in the proceedings. This practice has been discontinued. A ten page limit on paper length was introduced in 1978.

Originally, the MPS was to alternate offerings east and west of the Mississippi River. Assuming that the University of Minnesota is east of the Mississippi, the first violation of the "east-west rule" occurred in 1980. The rule has been a guideline only in recent years.

The name change to the North American Power Symposium was proposed in 1984 - and affirmed by vote of the steering committee in 1985. Although complete attendance records have not been kept for the symposium, selected data indicates that attendance has ranged between 40 and 200; it has grown significantly in the recent years. For many years, the symposium attendance could best be described as "stable", but recent efforts to publicize the meeting and encourage student attendance has resulted in modest increases in paid attendance. The IEEE PES has been very helpful in this regard. Copies of all proceedings and most of the minutes and reports of previous meetings are currently on file at the University of Illinois.

Operating and Procedural Guidelines

The steering committee of MPS/NAPS has established guidelines for use in planning and hosting future symposia. These guidelines are summarized below:

1. NAPS will not normally expect funding support from IEEE/PES although IEEE has assisted with the publication of proceedings in the past and has assisted with student support in recent years.

2. IEEE/PES has provided excellent support in advertising future symposia in various publications. For example, past advertisements and calls for papers have appeared in the IEEE Power Engineering Review. The current year host should contact the prior year host to obtain information on who to contact to obtain this advertising.

3. It is desirable to have a reduced registration fee for students. In the past the normal registration fee has been between $75 and $100 (copy of proceedings included) for full registrants and between $25 and $50 (no copy of proceedings) for students.

4. The symposium should be held in a university setting, preferably alternating in location on either side of the Mississippi River.

5. The hosts of each NAPS may determine the specific format for their symposium, although the following format is suggested:

- The follow-on site should be involved in the current year symposium program.
- The symposium should be one and one half days (e.g. Monday - Tuesday noon).
- The symposium should minimize the use of parallel sessions wherever possible.
- The symposium should encourage student presentations.
- They should consider a student prize paper contest.
- They should issue the first call for papers by January 15 of the year.
- They should ask for papers to be due by July 1 of the year.
- They should hold the symposium in the fall (e.g. mid-October).
- They should specify a paper length limit of 8 pages.
- They should encourage papers that illustrate student projects.
- They should encourage student attendance.
- They should require each submitting author to state an intent to attend.

6. The steering committee for a NAPS symposium will consist of the faculty members that attend that particular symposium. On matters requiring a vote, each university will be allowed only one vote. The steering committee meeting at each NAPS should (at the 20xx meeting):

- Evaluate the current NAPS meeting and consider modifications for future meetings. These evaluations should be based on a reporting by the host chair including statistics about numbers of papers, sessions, format and financial data.
- Reaffirm the next years (20xx+1) site (a representative of that site must be present or have made this affirmation known to the committee in writing).
- Affirm the follow-on (20xx+2) site (a representative of that site must be present or have made this affirmation known to the committee in writing).
- Maintain a tentative list of future sites to be affirmed at future meetings. The ordering of this list will be established by a NAPS Site Selection Subcommittee as outlined in part 9 below.

7. The chair of the current symposium (20xx) should preside over the steering committee meeting. The chair of the next years NAPS (20xx+1) prepare minutes of the steering committee meeting. These minutes and a final report on the current symposium should be forwarded to the chair of the Research Subcommittee of PEEC. The minutes should include at least the following information:

- Members present at the steering committee meeting
- Time and place of the steering committee meeting
- Approval of previous minutes
- Statistics on current year attendees and paper acceptance
- Statistics on expenses incurred by the host institution
- Recording of any important motions.
- Recording of the confirmation of the next two years sites
- Recording of the list of possible sites after two years

8. The chair of the symposium should provide information to the chair of the follow-on symposium to assist in maintaining smooth transitions.

9. After the conclusion of each 20xx NAPS, the chair of the next NAPS (20xx+1) will organize and lead a NAPS Site Selection Subcommittee which will also include the chairs from NAPS 20xx-1, 20xx, 20xx+2 and one industry person. This subcommittee will solicit hosts for future meetings. This solicitation should close by July 1, 20xx+1. This subcommittee will use the following criteria to evaluate future sites:

- Sustained participation in previous NAPS meetings
- Time since last hosting NAPS
- Plans to maintain low registration costs
- Plans to support student participation
- Evidence of long-term interest in power
- Need for exposure
- Quality of facilities
- Alternating sites across the Mississippi River.

This subcommittee will prepare a recommendation for one additional firm site and any changes to the list of tentative future sites to the NAPS 20xx+1 steering committee for approval as outlined above. This group may not revoke a firm site status unless specifically requested in writing by the scheduled firm site.

References

[1] G.T. Heydt and P.W. Sauer, "A History of the North American Power Symposium", Proceedings 1994 North American Power Symposium, Kansas State University, Manhattan, Kansas, September 26-27, 1994, pp. 3-12.

[2] The 1969 Midwest Power Symposium Proceedings, Department of Conferences and Institutes, General Extension Division, University of Minnesota, Minneapolis, MN, 1969.

[3] C. J. Essel (Editor-in-Chief), 1995 IEEE Power Engineering Society Organization and Committee Directory, IEEE, 445 Hoes Lane, Piscataway, NJ, 1995.

Appendix C

Guidelines for Processing the Review of Papers submitted for IEEE Transactions on Power Systems

The following are guidelines for the technical review of papers submitted to PEEC:

1. The editor is assigned technical papers for review by the Editor-in-Chief of the IEEE Transactions on Power Systems. The editor selects at least three reviewers for each paper through Manuscript Central.
2. The assigned reviewer either personally reviews the paper or declines to review it. The assigned reviewers complete review through Manuscript Central with the reviewer's comments and confidential comments to the editor. Reviewers' comments, which should support their decision, are mandatory for all the papers.
3. The editor formulates a consensus for acceptance or rejection of the papers submitted. Additional information may be gathered to assist in this decision.
4. The editor completes the Review Summary and submits a recommendation to the editor-in-chief.
5. The editor shall make recommendations for possible prize candidacy based upon reviewers' comments and/or recommendations.

Appendix D

PEEC Officer Duties Timetable

The Power and Energy Education Committee (PEEC) is a standing administrative committee of the Power and Energy Society (PES). In matters of membership, scope, and programs, PEEC reports to the PES Vice President for Education. The organization and operating procedures set forth in this manual are for the guidance of the officers and members of PEEC in performing the work of the committee. The procedures in this manual cover the normal operation of the PEEC. If the procedures are not appropriate for special

situations, the chair may authorize exceptions on an ad hoc basis when they decide that such exceptions are warranted. The chair, acting with the concurrence of the Administrative Subcommittee of PEEC (AdCom), may at any time direct the amendment of this manual. The PEEC AdCom meets physically once a year at GM, and has a teleconference in spring. The PEEC meets twice (GM and NAPS) per year and its subcommittees, task forces, and working groups meet annually at the IEEE-PES general meeting.

PEEC Chair Timetable

January

(1) Edit annual report for Technical Council and VP Education prepared by secretary.
(2) Identify PEEC and Subcommittee budget needs and prepare a consolidated budget request.
(3) Attend TC meeting at JTCM.

February

(1) Follow up on action noted per Executive Board, Technical Council.
(2) Coordinate with Secretary for minutes of the AdCom meeting.
(3) Preside at PEEC AdCom meeting via teleconference.

March

(1) Submit PEEC budget for the following year to VP, Education.

July

(1) Preside at PEEC AdCom meeting at GM.
(2) Preside at PEEC Main Committee meeting at GM.
(3) Attend TC meeting at GM.

August

(1) Follow up on action noted per Executive Board, Technical Council, and PEEC meetings at GM.
(2) Coordinate with Secretary for minutes of the AdCom and Main Committee meetings at GM.
(3) Seek advice from PEEC AdCom and then select nominees for ABET Review Teams and select new members of PEEC and/or working groups/task forces.

September

(1) Prepare initial roster of next year's PEEC list of officers and members. Send to PEEC AdCom for review and comment by October 1.

September or October

(1) Preside at PEEC Main Committee meeting (usually Sunday afternoon) at NAPS meeting. Submit report to secretary for minutes.

(2) Prepare final roster and list of PEEC officers for next year. After a verbal consent from VP Education is received on new officers, submit final roster to VP.

November

(1) Together with the chair of the Awards and Recognition Subcommittee, make recommendations to Chair of Awards and Recognition Committee, PES for Outstanding Contributions to PEEC.

December

(1) Review objectives and goals of PES and PEEC. Decide on future proposed courses of action of PEEC.

PEEC Vice Chair Timetable

Distributed at random times in the year

(1) Act for the PEEC chair as needed.

(2) Act as TCPC for GM and T&D conferences, and attend TCPC meetings at Joint Technical Committee Meeting (JTCM) and GM.

January

(1) Formulate a spreadsheet for the technical meetings, committee meetings, WGs and other meetings at the next GM.

(2) Participate in the TS meeting at JTCM.

February

(1) Make final decisions on papers submitted for the GM.

(2) Finalize the meeting rooms request for the next GM.

(3) Participate in PEEC ADCOM meeting via teleconference.

March

(1) Prepare schedule of technical sessions for the next GM and submit to IEEE PES.

(2) Submit the meeting rooms request for the next GM as per IEEE-PES deadlines.

July

(1) Attend Technical Council meeting at GM for liaison reporting.

(2) Attend PEEC AdCom, Main, and TS meetings at the IEEE GM.

(3) Solicit proposals for panel sessions for next PESGM and T&D conference.

September

(1) Start selecting reviewers for papers submitted for T&D Conference (even numbered years) to be held in the following Spring.

September or October

(1) Attend the PEEC Main meeting at the North American Power Symposium.

November

(1) Make final decisions on papers submitted for the T&D.

(2) Prepare schedule of technical sessions for the coming T&D.

December

(1) Start selecting reviewers for papers submitted for the next GM.

PEEC Secretary Timetable

January

(1) Prepare agenda for AdCom teleconference.

(2) Participate in the PEEC AdCom meeting via teleconference, and take minutes.

February

(1) Participate in the PEEC AdCom meeting via teleconference, and take minutes.

June/July

(1) Prepare and submit agenda for PEEC AdCom and Main committee meetings for GM.

(2) Attend PEEC AdCom and Main meetings at the IEEE GM and take minutes.

July/August

(1) Distribute minutes from the PEEC AdCom and Main meetings from the GM.

(2) Update the attendance matrix and committee roster.

(3) Update the Operations Manual and Organizational Directory as necessary.

September/October

(1) Prepare and submit agenda for the PEEC Main meeting at NAPS.

(2) Attend PEEC Main meeting at NAPS and take minutes.

(3) Distribute minutes from the PEEC Main meeting at NAPS.

December

(1) Update the Operations Manual and Organizational Chart as necessary.

(2) Prepare annual report of the previous year's activity to be submitted to TC and VP Education.

Appendix E

History of the Power Globe

In 1989, Dr. Gerald Heydt, then at the National Science Foundation, put together a list of e-mail addresses taken from the NSF data base known as the "HP System." This was a list of reviewers for the entire foundation. The names used were those who had participated in an NSF review in the power engineering program. The HP system was fraught with problems: many e-mail addresses were outdated and the list was poorly maintained.

The idea of an e-mail bulletin board was described at the 1990 PES Winter Meeting and several useful suggestions were received on how to make use of the list.

At the 1990 PES Summer meeting, this was discussed further in connection with the possibility of forming a University Research Subcommittee of the Power Engineering Education Committee (PEEC). The idea was to use the subcommittee -- and potentially the list of names and e-mail addresses -- to network the community in matters of power research. Dr. Sarosh N. Talukdar of Carnegie Mellon University assisted in this matter and volunteered to use the computer at CMU as a host. The number of names on the list was in the 25-50 range, and all were at universities. The machine at CMU was called the Globe machine, and the name Power Globe was given to the list. Dr. Talukdar, assisted by Dr. Peter Sauer of the University of Illinois and Dr. Jerry Heydt -- then at Purdue -- put together the Power Globe.

Dr. Heydt composed the rules and edited the list, Dr. Talukdar made sure the computer implementation worked. There were a lot of problems since list editing was manual and often fell behind schedule. There were many disgruntled users who wanted their name added or removed in a timely way.

In about 1995, Dr. V. C. Ramesh, then a graduate student at CMU, was recruited by Dr. Talukdar to make sure that the list of names was maintained smoothly. This worked well initially but the list grew steadily in size, and it became clear that a manually-maintained e-mail list was not practical. The main additions to the list in this period were industry and government people on a worldwide scale. Dr. Ramesh completed his Ph.D. and left CMU for the Illinois Institute of Technology, where he continued to remotely maintain the Power Globe. This worked for a time, but maintenance of the list was still time-consuming.

In PEEC Research Subcommittee discussions, it was suggested that the operation of Power Globe might be streamlined by utilizing a more advanced listserver. North Dakota State was contacted in regards to the use of their listserver, which hosts over 1500 e-mail lists and employs software that is in common use at many universities. Dr. Don Stuehm

of NDSU investigated and found that it would be possible for Power Globe to be hosted there.

On August 7, 1996, Dr. Heydt transferred the existing subscriber list to NDSU and the present listserver-based Power Globe was created. Dr. Bruce Mork was the inifial "list owner," coordinating the configuration of the list and providing subscriber maintenance. The list owner task has rotated among Power Globe Working Group members and will continue to be in the future.

Operating experience to date has been positive, with high reliability of service. Since most subscribers can now take care of their own subscription on a self-serve basis, maintenance has been minimal.

OPERATIONS AND PROCEDURES MANUAL

May 2021

Issue 1

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1. Introduction and Description of the IEEE PES University

1.1 Introduction and Scope

IEEE PES University is a standing administrative committee of the IEEE Power and Energy Society (PES). In matters of budget, scope, website, and programs the IEEE PES University reports to the PES Vice President of Education. This document is intended as an operations manual with the committee scope, procedures, and objectives delineated. The organization and operating procedures set forth in this manual are for the guidance of the officers and members of the IEEE PES University in performing the work of the committee. The approved scope of the IEEE PES University is:

Scope: Promote electric power and energy engineering and technology education and professional development in schools and industry. Work with other appropriate Power and Energy Society Committees to develop continuing education programs in the electric power and energy field. Collaborate with similar committees of other societies.

The organization of the IEEE PES University is designed to contribute to all aspects of this scope and to stimulate active involvement of PES members. Suggestions for improving the responsiveness of the IEEE PES University are strongly encouraged. Such suggestions may be communicated to the IEEE PES University by sending an email to:
PES-University@ieee.org

1.2 Exceptions and Amendments to Procedures

The procedures in this manual cover the normal operation of the IEEE PES University. If the procedures are not appropriate for special situations, the IEEE PES University Chair may authorize exceptions on an ad hoc basis when he or she decides that such exceptions are warranted. The Chair, acting with the concurrence of the Subcommittee Chairs of the IEEE PES University, may at any time direct the amendment of this manual. Any member of IEEE PES University may offer amendments to this Operations and Procedures manual by submitting an agenda item for the next IEEE PES University Subcommittee Chairs meeting. These amendments shall be enforced immediately upon a 2/3 vote of approval of Subcommittee Chairs.

2. Committee Organization and Responsibilities of Officers

2.1 Organization and Appointments

Officers of the IEEE PES University are the Chair, the Vice-Chair, and Secretary. Officers must be volunteers within IEEE PES University as well as members of PES and IEEE. The IEEE PES University Chair reports to the Vice President of Education. The PES Vice President of Education appoints the Chair for a two-year initial term of office (beginning on January 1) with the possibility of annual reappointment thereafter to a maximum of five total years. The VP of Education together with other IEEE PES University officers (Chair, Vice-Chair, and Secretary) and Subcommittee Chairs will discuss and make recommendations for the IEEE PES University Chair position. The VP of Education will make the final decision while considering input from the others.

The VP of Education appoints the Vice-Chair for a two-year initial term of office (beginning on January 1) with the possibility of annual reappointment thereafter to a maximum of five total years. The VP of Education together with other IEEE PES University officers and Subcommittee Chairs will discuss and make recommendations for the IEEE PES University Vice-Chair position. The VP of Education will make the final decision while considering input from the others.

The process and guidelines for choosing a IEEE PES University Secretary are outlined below.

- Any IEEE PES University Volunteer may nominate any IEEE PES member for the Secretary position. Self-nominations are permitted.
- The Nominations Subcommittee is an ad-hoc committee appointed by the IEEE PES University Chair. The subcommittee shall examine all nominations and put forth as many as three nominees for the Secretary ballot.
- The criteria for the Nominations Subcommittee to put forth a nomination to the ballot include interest in Power and Energy education, service to IEEE PES University, familiarity with IEEE PES University operations, agreement of the nominee to participate in the election, and likelihood to serve a full-term in the position.
- Nominations are due by email by date and time announced by the Nominations Subcommittee in the year the current Secretary's term ends.
- The elections will be conducted electronically. All members can submit their secret ballot electronically until a specified date. The Nominations Subcommittee shall run the election and tabulate the votes. The individual with the most votes will be declared the winner.
- Secretary's first term will be two years (beginning on January 1) with the possibility of annual reappointment to a maximum of five total years. The IEEE PES University Chair will make reappointments.

Subcommittees are permanent structures within IEEE PES University. Before the formation of a Subcommittee, a proper scope must be written and approved by the IEEE PES University Officers and Subcommittee Chairs. Subcommittee Chairs are appointed by the IEEE PES University Chair. The initial appointment is for a two-year term with annual reappointment thereafter. Each Subcommittee is composed of its respective Chair and Subcommittee members. Some Subcommittees may have Vice Chairs and Secretaries as appropriate. The Subcommittee structure may be changed as appropriate to fulfill IEEE PES University's mission, by action of Officers and Subcommittee Chairs, subject to approval by the Vice President of Education. One becomes a Subcommittee member by volunteering to

serve and is appointed by the Subcommittee Chair. The initial appointment is for a two-year term with annual reappointment thereafter. Subcommittee members must be PES and IEEE members.

IEEE PES University Volunteers work on one of the IEEE PES University Subcommittees or Task Forces and must be PES members.

Task Forces are created as needed by action of Officers and Subcommittee Chairs, subject to approval by the Vice President of Education. The Chairs of Task Forces are appointed by Officers and Subcommittee Chairs, subject to approval by the Vice President of Education for a one-year term with annual reappointment. Names of Task Force Officers are reported to the IEEE PES University Secretary on a yearly basis. The scope of a Task Force is limited to a particular deliverable. They tend to be smaller in membership size compared to a Subcommittee, and are disbanded once the deliverables are complete. A proper scope must be written and approved by the IEEE PES University Officers and Subcommittee Chairs before the official formation of a Task Force.

Technical Advisor of IEEE PES University is appointed by the VP of Education. They are an IEEE PES member who is well-connected within the PES society and will advise the Officers and Chairs on technical topics and areas of interest.

A chart of the IEEE PES University organization is shown in Figure 2.1. An up-to-date version of this graphic, populated with the names of the officers currently holding each position can be found in the appendix of this document.

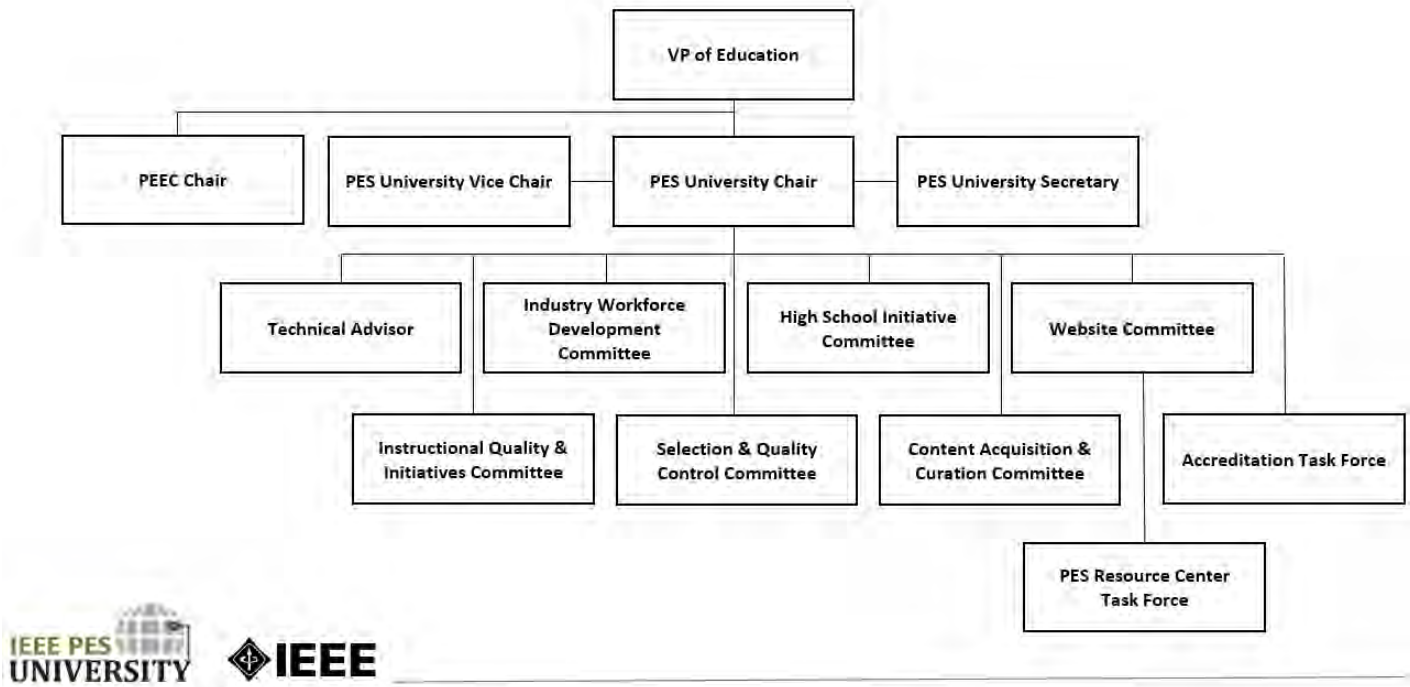

Figure 2.1: IEEE PES University Organizational Chart

2.2 Duties of the Officers

2.2.1 Duties of the officers as a group

1. Counsel with each other on all IEEE PES University issues, ensuring that its activities are in accord with the IEEE PES University scope and the overall goals and objectives of PES and IEEE.
2. Encourage Subcommittees to organize and conduct oversight of educational activities including:
   - Oversight of the development of content.
   - Oversight of educational panels, sessions, workshops, and other activities at all IEEE-PES meetings.
3. Assist Subcommittees in the implementation of their activities.
4. Continuously review the IEEE PES University and Resource Center websites and make recommendations for enhancements.
5. Advise new members, officers, and chairs of the existence of an IEEE PES University website and direct them to review all material, including this

Manual, with particular attention to sections that apply to their new office.

2.2.2 Duties of the IEEE PES University Chair

1. Report to the Vice President of Education.
2. Have general supervision of the affairs of IEEE PES University. When able, the Chair shall schedule, preside at, and set the agenda for all meetings of IEEE PES University.
3. Be an ex-officio member of all Subcommittees and offer advice and support to their activities.
4. Continuously examine the organization of IEEE PES University, proposing any changes that may improve its effectiveness and efficiency.
5. Oversee IEEE PES University marketing.
6. Coordinate the appointment and removal of Subcommittee chairs.
7. Serve as chief liaison to all other agencies within PES, except when specific liaison responsibilities are delegated to other IEEE PES University members.
8. When requested, submit a written report of IEEE PES University activities to PES leadership.
9. Represent IEEE PES University as a member of the Long-Range Planning Committee.
10. Attend PES General meeting if feasible.

2.2.3 Duties of the IEEE PES University Vice-Chair

1. Report to the IEEE PES University Chair and preside at all committee meetings not attended by the Chair.
2. Be an ex-officio member of all Subcommittees, and offer advice and support to their activities.
3. Continuously examine the organization of IEEE PES University, proposing any changes that may improve its effectiveness and efficiency.
4. Oversee special projects as assigned by the IEEE PES University Chair.
5. Review data on usage of IEEE PES University offerings and make

recommendations.

6. Oversee recruitment of IEEE PES University Volunteers.

2.2.4 Duties of the IEEE PES University Secretary

1. Record minutes of the IEEE PES University Chair and full committee meetings. Distribute these to members of the committee and the IEEE PES University officers.
2. Keep the IEEE PES University Committee, Subcommittee, and task force rosters up to date and distribute them to the members of the committee and IEEE PES University officers.
3. Update the IEEE PES University Operations Manual as needed.
4. Based on the details recorded in minutes, prepare quarterly and annual (year-end) reports, and submit them to the IEEE PES University Chair and Vice President of Education.
5. Oversee special projects as assigned by the IEEE PES University Chair and Vice President of Education.

2.3 Duties of Subcommittee Chairs

The duties of the Subcommittee Chairs are as follows:

1. Oversee the affairs of the Subcommittee, under the general direction and guidance of the IEEE PES University Chair.
2. Carry out the stated purpose and work of the Subcommittee.
3. Call and preside at the meetings of the Subcommittee.
4. Promote educational offerings pertaining to the objectives of the Subcommittee and its task forces.
5. Recommend the establishment of new task forces and the dissolution of old ones when they have served their purpose.
6. Report on the activities of the Subcommittee and its task forces, either verbally at meetings of the IEEE PES University or in writing to the Chair when so requested.
7. Recommend candidates as IEEE PES University volunteers.

2.4 Duties of Subcommittee Members.

1. Subcommittee members report to the Subcommittee Chair
2. Carry out the stated purpose and work of the Subcommittee.
3. Promote educational offerings pertaining to the objectives of the Subcommittee.
4. Demonstrated ongoing professional interest in power and energy education.
5. Attend Subcommittee and IEEE PES University meetings.
6. Help recruit volunteers for IEEE PES University.

2.5 Liaisons to Other Organizations

The IEEE PES University Chair may arrange on an informal basis for Liaison Representatives to or from an organization within or outside of IEEE. Such representatives are not necessarily members of IEEE PES University. IEEE PES University Liaison Representatives must: attend meetings of the committees to which appointed; keep the IEEE PES University and sponsoring IEEE PES University Subcommittee(s) informed of relevant activities of the outside organization; keep the outside organization informed of relevant activities of the IEEE PES University.

The chairs of the IEEE PES University Subcommittees and task-forces may arrange, on an informal basis, for liaison representation to or from other PES committees or outside organizations. Chairs of task forces should coordinate the arrangement with the Subcommittee Chair.

The IEEE PES University currently has members who participate as liaisons with the various organizations. The most updated list of these members and their associated organizations is displayed in Table 1 in the Appendix section of this document.

3. Meeting Procedures and Committee Administration

3.1 Scheduled Meetings

The IEEE PES University Chair shall endeavor to schedule IEEE PES University main meetings (all volunteers and assigned PES staff) four (4) times a year and Subcommittee Chair meetings with assigned PES support staff twelve (12) times a year. The Secretary shall be responsible for working with PES support staff to arrange IEEE PES University meetings. The IEEE PES University Secretary working with PES

support staff shall email to each IEEE PES University member a notice of the time and place of the meeting. Request for items to be placed on the agenda should be brought to the attention of the Secretary. The meeting agenda, approved by the Chair, shall be emailed before the meeting. Items not on the Agenda may be brought up under “other" business as time permits.

3.2 Minutes

The Secretary shall keep a permanent record of each meeting in the form of meeting minutes. The minutes shall show who was in attendance at the time of important discussions and votes. The secretary shall email a listing of action item assignments to all IEEE PES University members following a meeting and shall email a copy of the minutes to all IEEE PES University members and a supplemental list of interested people. An item of business at the next following meeting shall be the approval of the preceding meeting minutes. The minutes as thus approved, with revisions, shall stand as the official record of the committee's operations.

4. Appendix

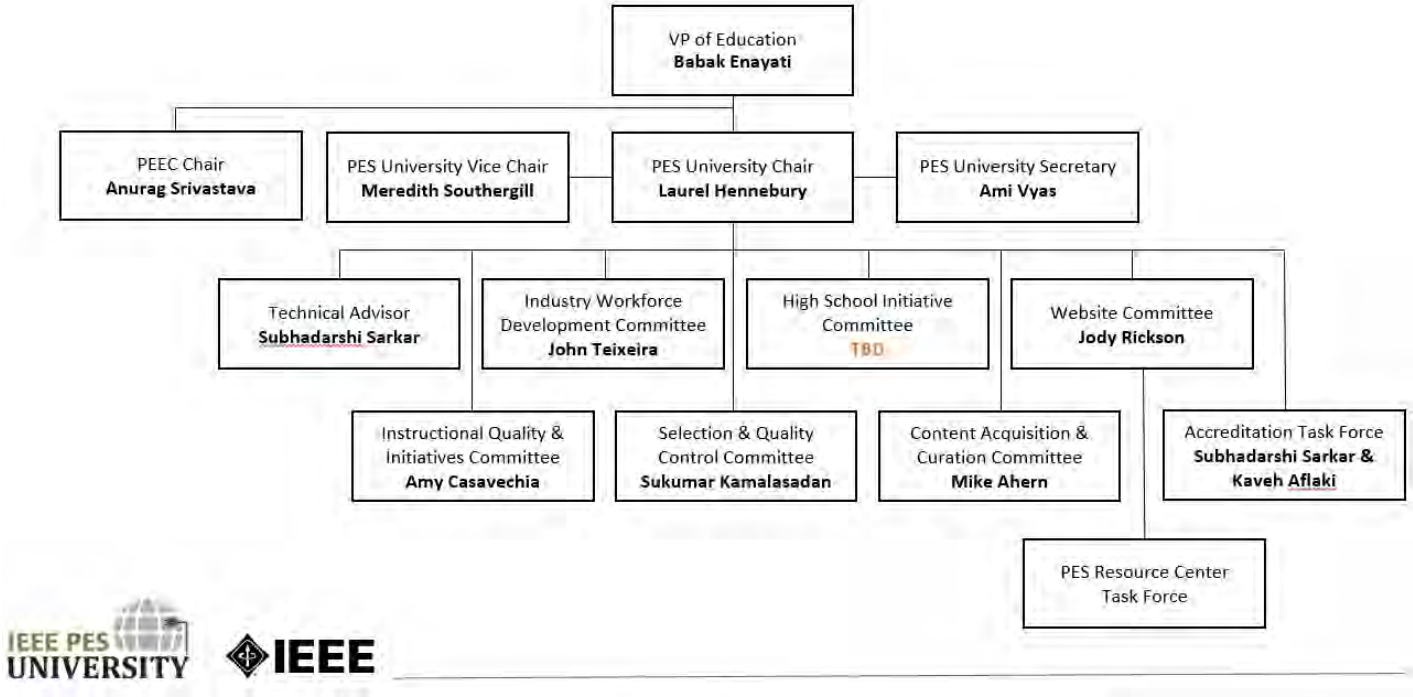

Figure A: Populated IEEE PES Organizational Chart as of May 2021

Table 1: Current PES Liaisons

Organization	Liaison
PES Long Range Planning Committee	*Laurel Hennebury & Michael Ahern*
LRP Subcommittee on Education	*Sukumar Kamalasadan*
IEEE Technical Council	*Sukumar Kamalasadan*
IEEE PES Power & Energy Education Committee	*Sukumar Kamalasadan*

5. Version History

Issue	Date	Comment
1	5/28/2021	First issue published after review by all officers and subcommittee chairs

PES Publications Editor – Operations Manual October 2023

As approved by PES Publications Board

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1.0 Scope

This WG was created by Bikash Pal, VP Publications in January 2022. Its membership includes senior representatives from the 5 PES Trans journals, namely TPWRS, TSG, TPWRD, TSTE and TEC which follow similar procedures in paper submissions and evaluations. The Scope of the brochure is to provide a manual with Guidelines for PES Pubs Volunteers based on the WG members experiences and good practices for all PES Pubs officers and volunteers.

2.0 Editor in Chief (EiC)[1]

2.1 Functions

A. The Editor-in-Chief has the highest authority on the publication on editorial matters, as defined in Subsection 2.4.2. There shall be one Editor-in-Chief for each IEEE refereed publication at any given point in time.

B. Assures that the content follows the approved scope of the publication.

2.2 Duties and Responsibilities

A. Leads an editorial board (or equivalent) which consists of Associate Editors who assist in the editorial aspects of the publication. The editorial board may also include temporary editors, such as "guest editors" assigned to oversee special sections and special topical issues. In all cases, other editors should have defined terms of service.

B. Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards and the scope of subject areas approved for the publication.

C. Delegates responsibility, as necessary, for various publication activities to other editors of the publication but retains ultimate responsibility for the editorial process. For non-trivial activities delegation of duties should require consent from VP Publication

D. In conformance with Subsection 8.2.3 Appeal of Editorial Decisions, assures that a procedure is in place to resolve any editorial or peer review challenge. He/she can consult the Senior Editor

E. Assures the sponsoring organizational unit does not interfere or influence editorial procedures or decisions regarding the acceptance or rejection of individual submissions.

F. Provides written acknowledgment of the receipt of a submission to the author. This acknowledgment should include the date by which the author can expect to receive the

[1] (IEEE PSPB Operations Manual, Amended 21 November 2021 (211229), Section 2.4)

decision on the suitability of the submission for publication, which shall be no longer than 90 days from the date of the receipt of the article by the EiC.

G. Advises the submitting author of the relevant principles concerning material submitted for publication, especially the contents of Subsection 8.2 Publication Principles and Guidelines.

H. Examines the comments of the referees and exercises his or her best judgment, in the light of the referees' recommendations, on whether or not to publish. While this decision may be delegated to another editor of the publication, the Editor-in-Chief is ultimately accountable for the final decision. Reviewers' comments and annotated articles are normally returned to the author in any case.

I. Assures that the anonymity of the AE and the reviewers is protected during the review process.

J. Attends and participates in the PRAC review, when asked for, and the annual meeting of the IEEE Panel of Technical Publication Editors.

2.3 Qualifications

A. Must be at least an IEEE Senior Member

B. Must be able to commit a significant amount of time to the position.

C. Should have the support of his/her employer in meeting the obligations of the position.

D. Must have passed at least 15 years after graduation

2.4 Selection Procedure

VP Pubs will set up a transparent procedure, and he/she is ultimately responsible for this selection. The position will be advertised in PES website and through other communication channels. A committee of EICs chaired by VP will shortlist and interview the candidates. The best candidate will be selected based on the credential and performance.

2.5 Appointment

A. EiC appointments shall be limited to a reasonable duration as determined by the sponsoring IEEE organizational unit(s) of the publication.

B. For PES periodical EIC is appointed for a maximum of 2 terms, 3 years each.

C. An EiC may be exceptionally re-appointed one more time to a term of reasonable duration as determined by the sponsoring IEEE organizational unit(s) of the publication.

D. Appointments and re-appointments shall be approved by the governing body of the sponsoring IEEE organizational unit(s) of the publication

3.0 Editor in Chief at Large (EiC at Large)

3.1 Functions

Helps the VP Pubs in planning and day-to-day operations and setting up publication strategy and volunteer mentoring.

3.2 Duties and Responsibilities

A. Assigns and processes papers authored/co-authored by the EiCs or papers deemed by the EiCs as having a conflict of interest.

B. Leads the training program for AEs

C. Provides Guidelines to EiCs

D. Evaluates and provides recommendations on AEs nominated by the EiCs.

3.3 Qualifications

Is selected among the past EiCs. Past EiCs, who have stepped down in the last 5 years, can apply for this post.

3.4 Selection Procedure

VP Pubs will set up a transparent procedure, and he/she is ultimately responsible for this selection. The current practice is an EiC retiring from one Periodical will replace the current EiC at Large. If there are more than one EiCs retiring at the same time – VP Pubs will pick one of them based on the interest, as well as his/her past engagement record with general PES Publications' new initiative and strategic matters beyond his/her transactions.

3.5 Appointments

Two years.

4.0 Senior Consulting Editor (Senior CE)

4.1 Functions

Assists the VP Pubs and EIC of a relevant journal in policy issues and long-term planning. This role is specific to a periodical based on the need from the EIC.

4.2 Duties and Responsibilities

A. Identifies Best Practices and updates the "Recommendations for Pubs Volunteers" manual.

B. Oversees the conformity and homogeneity of PES Trans procedures, where applicable. Informs EiC about Best Practices applied in the PES journals.

C. Enhances the industrial relevance of IEEE Trans. Deals with industrial papers, performing AE's duties, if requested by the EiC

D. Is responsible for transferring papers relevant to industry to Power and Energy Magazine or IEEE Electrification Magazine, in collaboration with the EiC and the authors

E. Helps Evaluate and provide recommendations on the AEs nominations made by the EiC

F. Supports and develops the promotion and outreach activities under the direction of EiC and VP Pubs

4.3 Qualifications

Is selected among past EiCs. Past EiCs, who have stepped down in the last 5 years, can apply for this post.

Industrial experience is strongly desirable. Industrial collaborations, consultations or research with significant industrial involvement is mandatory.

4.4 Selection Procedure

VP Pubs might set up a transparent procedure, but he/she is ultimately responsible for this selection.

4.5 Appointments

At least two years. The maximum duration of term is decided by the VP Pubs.

5.0 Associate Editors (AE)

5.1 Function

AEs have primary responsibility to a transaction and to its authors in providing well informed and fair recommendations to the EiC about the suitability of the submitted paper for publication, resubmission or rejection.

5.2 Duties and Responsibilities

A. They select suitable reviewers and provide recommendations considering their reviews. They are ultimately responsible for their recommendations independent of the reviewers' suggestions.

B. They should make sure that to the best of their knowledge, recommendations to the EiC are based on well justified scientific grounds and adhere to excellence

C. They are responsible for the timeliness of their recommendations

D. They are responsible for justifying their recommendations in case of authors' appeals or for reversing their recommendation if convinced by opposing arguments.

E. They should try to avoid any perceived conflict of interest as best as possible. The AE training materials will have details on the conflict of interest.

F. He/she helps the EiC with author-initiated appeals/complaints.

5.3 Selection criteria

1. Field of specialization: An AE is expected to be an experienced and internationally recognized researcher or practitioner in one of the fields that are covered by the PES Trans. scope.
2. Research or industry experiences: An AE needs to be very familiar with the developments in their field of specialization and are expected to be internationally recognized research leaders in certain areas, who know and are known to the active researchers in the field. This level of reputation and experience will enable the person to attract proper reviewers and make a sound assessment on the reviewer comments.
3. AEs should be considered at least 10 years after completing a bachelor level or engineering diploma university education. IEEE Senior Membership is desirable.
4. Significant publication record in IEEE Transactions journals or exceptional journals/conferences of equivalent quality that adhere to the principles of ethical publishing.
5. Strong record of recent PES Trans. paper review history.
6. They should not be AE in more than two IEEE journals and one non- IEEE journal during appointment.
7. The need: AEs are appointed by the editorial board when there is a perceived need. A need arises when increased papers are submitted in a specific field, a new field emerges, or an existing AE retires.

Often, the editorial board will proactively search for qualified candidates in areas of need. Individuals who are passionate about paper publications and can satisfy the first four requirements are welcome to write to Editor-in-Chief (EiC) or PES Publications at PES-Editorapp@ieee.org with the periodical title in the subject line.

5.4 Process

The editor appointment process is as follows:

1. AEs are generally selected following an open call for interest published once a year around October for appointment in January next year. Candidate AEs submit CVs, publication

records and editorial experience according to the requirements of the call. They are invited to explain how they fulfill the criteria.

2. Potential AEs may also be identified by the EiC or 3rd party. They are encouraged to apply through the open call or send applications to PES-Editorapp@ieee.org.
3. The candidate is given information on the responsibilities, expectations and guidelines of PES Trans editorial work.
4. EiC evaluates the detailed CV and checks the review records of the candidate if the candidate agrees with the job requirements. EiC also needs to consider the diversity of the editorial board such as geography, gender, area of expertise, and work sector.
5. EiC consults with the EiC at Large and the Senior CE and nominates the candidate to VP-Publication of PES for approval.
6. The candidate is appointed if approved by PES Publications Board. More detailed information is provided to the appointee to assist his/her work.
7. It is mandatory that AEs follow an AE training process organized by the PES Publication Board within first six months of appointment.
8. Poor performing AEs may be asked to step down prior to termination of their term of appointment, at the discretion of the EiC.

5.5 Duration

The appointment period is 2 years per term, and it can be renewed consecutively for 2 additional terms. In case of exceptional merits, the appointment can be extended beyond 6 years, subject to approval of the VP Pubs.

6.0 Senior Associate Editor

6.1 Functions:

Assists the EiC in day-to-day operations.

6.2 Duties and Responsibilities

A. Assists the EiC in helping to assign regular papers to appropriate AEs and work with the AE through the peer review process for having a timely and well informed recommendation on the paper from the AEs for the EiC.
B. Assists the EiC in solving conflicts between AEs and authors, provides recommendations on authors' appeals.
C. Assists the EiC in selection of best papers and outstanding reviewer's recognition
D. Produces quarterly, or on demand by EIC, reports on performance of the editorial bord based on defined metrics
E. looks after author resource and Training and updates regularly authors resource center and training in the journal home page
F. Provides guidance to prospective authors, reviewers and associate editors
G. Enhances the transparency of the review process through authors guidance and enhanced engagement with the authors and reviewers

H. Help the EiC to evaluate 'technically weak' papers during paper submission through Editorial Rejection.

6.3 Process/ Selection criteria

Selected by the EiC from the list of existing AEs.

6.4 Duration

- Initially for two years with a possibility to be renewed till the end of the term of the appointing EiC. Their appointment can be renewed by the incoming EiC.
- The EiC can terminate their appointment at earlier date if the performance falls short of the expected standard.

7.0 Paper Review Process[2]

After a paper is submitted, the administrative assistant first screens it to check basic compliance with the submission requirements of PES papers. If a paper passes this screening, it is then transferred to the EiC.

The EiC does a first technical screening, such as compliance with scope, degree of similarity, quality of presentation, paper resubmission etc. The papers that do not meet the required criteria can be editorially rejected with a possible recommendation to be transferred to other PES Transactions papers. This task can be assigned fully or partly to the Senior Editor. Papers that pass this first phase are assigned to a suitable AE based on their expertise and workload.

The AE does one more technical screening to determine if a paper satisfies the scope and a minimum degree of contributions. If a paper is not ready for review, he/she returns it to the EiC recommending editorial rejection with a note to the authors to fix the minor issues and resubmit as fresh paper. If a paper passes this screening, the editor determines what is the expertise needed and invites suitable reviewers. Initially, a number of three to five reviewers is recommended. In addition to the expertise in the topic, the reviewers should be selected considering the research expertise (seniority) and geographical location. In case of very conflicting reviews where opinions are divided, AE can add another experienced reviewer for another independent opinion.

The reviewers are recommended to evaluate the assigned paper from four aspects:

1) Quality of subject: if the paper's topic is of high and timely interest to journal's readers.
2) Quality of contribution: if the paper contains original, innovative, and high impact contributions.

[2] (Supplementary to IEEE PSPB Operations Manual, Amended 21 November 2021 (211229), Section 8.2.1 D)

3) Quality of research: if paper has demonstrated its contributions through rigorous technical and scientific analysis.
4) Quality of presentation: if the texts and illustrations are effective in communicating the work.

The following suggestions are recommended when completing the review:

1) Provide comments to support the rating and recommendation. The editorial board cannot rely on ratings without support comments.
2) Very short and ill-informed review should be ignored.
3) As the comments will be forwarded the author anonymously, they must be fair, concise, constructive, and considerate.
4) If mandatory changes are required, they should be clear as to what must be done to make the paper acceptable.
5) Avoid using ambiguous "decision" statements in the comments.
6) Separate comments about the paper can be included for consideration by the AE/EiC, where the "decision" statements are suggested.

The AE evaluates the review results. They must pay special attention to the comments of the reviewers. Only reviews with adequate comments should be considered. The AE then makes a recommendation to EiC. The recommendation should rely on reviewers' comments, rather than their recommendations and should not be based on a "majority vote". AEs may provide additional feedback to the paper that was not covered by the reviewers.

AE's recommendations must clearly provide to the authors a convincing rationale for editorial decisions regarding their paper. This is especially important if the article is recommended to be rejected. This written rationale should summarize the main weaknesses of the paper, the reasons for rejection and the mandatory changes required in case of resubmissions. The EiC studies the recommendation of the editor and the comments of the reviewers and may contact the AE for clarifications or further discussions. They might request a reverse of recommendation, ask for additional reviews or reverse the recommendation himself. They are ultimately accountable for the acceptance, resubmission or rejection of a paper.

Decisions about acceptance for publication should occur in a reasonable time frame, and (except for issues devoted to special topics) articles should, to the EiC's best ability, be published in the chronological order of acceptance.

If the AE recognizes that the rejected paper has certain value, but the concerns raised by the reviewers cannot be addressed in a simple revision, the EiC rejects that paper, but invites it to be resubmitted after a major revision. The authors are strongly encouraged to conduct substantially further research, improve the writing, and submit their work as a new paper. To encourage significant efforts to improve the paper, the EiC will consider the new submission only after some reasonable amount of time after rejection. The authors should indicate in the cover letter that the paper was rejected before, and its resubmission is encouraged by the EiC. They might include a response to the reviewer comments in

a separate file. The authors might also suggest that their paper is assigned to the same AE or a different one for EiC's consideration.

If authors are not satisfied with the decision about their paper, they can appeal to EiC. The EiC studies the authors' arguments, the AE's recommendations, the reviews, and the paper and after consulting with the AE, they might confirm or reverse the decision. They might consult the Senior Editor and additional reviewers.

8.0 Integrity of Paper Review Process[3]

1. All editors of IEEE publications (EiC and AEs) shall adhere to the highest standards of ethical publishing in handling submissions to the publication (see also Principles of Ethical Publishing). Actions taken by any editor generally intended to manipulate the peer review process for any article submitted for review shall be considered serious misconduct and may result in sanctions levied on that editor.

2. All assignments of EiC to AEs and of AEs to reviewers must carefully avoid conflicts of interest. Conflict of interest might arise as a result of direct, or indirect, personal, academic, financial or working relationships. Examples of such relationships are, student-professor, same university colleagues, research collaborators, company relationships, family relationships, etc. AEs or reviewers who face conflict of interest should declare this relationship and resign from performing the duty.

3. Requests by an author who asks, when submitting a paper, that individual(s) be excluded from the review of that article should be carefully considered by the EiC and the AE. The requesting author must explain the reasons and it is up to the EiC and the AE to ignore/accept this request based on circumstances. Similarly, the EiC and the AE can ignore the author's request of preferential reviewers. Maximum one and preferably none of suggested reviewers can be invited.

4. <u>Papers authored/co-authored by EiCs</u>
   A paper authored/co-authored by the EiC submitted to the IEEE Trans that they serve as EiC, is processed by the EiC-at-Large, who is appointed by the VP Pubs to process EiC related papers. The review process is completely invisible to the EiC and the EiC is treated just like any other author. This approach upholds the integrity of the review process on one hand and allows the EiCs to publish papers in the transactions of his/her choice.
   PES transactions do not allow guest lead Editors <u>of special issues</u> to submit papers for their special issues or sections. Guest Lead Editor's paper will be treated as regular submission and will be handled by EIC. If the paper is accepted, it can be published along with the special section if desired by the Guest Lead Editors.

[3] Supplementary to IEEE PSPB Operations Manual, Amended 21 November 2021 (211229), Section 8.2.1 D

5. Papers authored/co-authored by editorial board members
   These papers are processed by the EiC as any regular paper. Unrelated editors are assigned to process the papers. Submission of papers by guest editorial board members to their special sections is restricted to max one.

6. Papers authored/co-authored by IEEE TF/WG Members
   Such paper may exceed in initial 10 pages but must be treated as any other paper for technical assessment in peer review.

7. Unpublished articles must be treated as confidential documents by all individuals involved in the editorial process.

9.0 Special Sections/Issues

Special sections/issues aim to publish original research papers and visionary reviews on technologies, algorithms, and case studies associated with the latest state-of-the-art in power systems. Usually, one special section a year is norm in the age of digital publications. Papers that can be covered by publications in regular issues should be avoided. It is expected that the proposed special sections/issues should significantly promote the scholarly advancement of power engineering research. The topics of proposed special sections/issues are also expected to strengthen the publication of industrial achievements and/or attract the interest of a broader readership from multiple research communities. Proposal must have good mix of papers from academia and industry. Cross society joint special sections are more welcome. Proposal to launch a special section/issue shall be approved by the PES Publication Board.

Additional Information for Special Sections/Issues Papers

- Although each CFP has a deadline for paper submission, authors are encouraged to submit their papers before the deadline (the earlier the better). This will enable early start of the paper review and early electronic publication of accepted papers. In addition, editors and reviewers are less overloaded before the deadline. They will have more time and energy to take care of early submitted papers.
- To accommodate the request for extension of submission deadlines by authors, the various milestones specified in a CFP may have to be delayed. Such information is not updated regularly here. Experience has shown that special section papers take longer time to publish. The main factor is that a special section can only be published when all or most accepted papers have passed proofreading. A delay on anyone of the papers can delay the entire group of papers. So PES Publications recommend authors to make their best effort to respond early.

10. Recognition

10.1 Transaction Best Papers

The editorial board selects the best transaction papers each year for the Transactions Best Paper Recognitions. The papers are selected from candidate papers that are nominated by the editors and published during the past three years. The final selection is made by the EiC in collaboration with the Senior Editor.

The following selection criteria should apply for Best Paper Recognitions:

1. Level of novelty and contributions of the paper.
2. Impacts of the paper on the reader community of the transaction (e.g., opinions of invited experts, through citation and download numbers, etc.).

The award is presented at the Transaction Best Paper Recognition Ceremony organized by the Senior Editor. The Transaction Best papers can be presented by the authors in a suitable webinar.

10.2 PES Prize Papers

The IEEE Power & Energy Society selects two best transaction papers each year for PES Prize Paper Award. The papers are selected among all six PES transaction and PES OA journal that are published during the past three years from October 1 to September 30. The award is presented at the PES General Meeting in the coming year. Candidate papers are nominated by various technical committees and editorial boards of PES transactions. Each committee/board can nominate one paper.

10.3 Outstanding Associate Editors

The EiC selects the outstanding editors from the list of outgoing editors to recognize their significant contributions to the journal. The following factors are considered in the selection process:

- Overall quality of the review process for the papers handled by the associate editors. This includes the editor comments, justification, insights and guidance to the authors
- Average number of papers handled by the editors each year
- Average turn-around time for the review process for the papers handled by the associate editors

11. AI Generated Text

As approved February 2023 by the IEEE Publication Services and Products Board - The use of artificial intelligence (AI)–generated text in an article shall be disclosed in the acknowledgements section of any paper submitted to an IEEE Conference or Periodical. The sections of the paper that use AI-generated text shall have a citation to the AI system used to generate the text.

Effective immediately February 2023, Editors-in-Chief should take steps to ensure that relevant author-facing communications, such as author instructions on the sponsoring Society/council website, are updated and editors and reviewers are aware of the guidance.

Satellite Technical Committees

ORGANIZATION AND PROCEDURES MANUAL

Approved by IEEE PES: 14 February 2023

Revision Approved by IEEE PES Localized Technical Activities Committee: 13 April 2026

IEEE POWER & ENERGY SOCIETY SATELLITE TECHNICAL 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 Purpose of IEEE PES Satellite Technical Committees

The Satellite Technical Committees of the IEEE Power & Energy Society (PES) are committees typically but not necessarily aligned with a Technical Committee of the IEEE PES. The IEEE PES Satellite Technical Committees report to the IEEE PES Localized Technical Activities Committee (LTAC), which reports to the IEEE PES Vice President of Technical Activities. The IEEE PES Satellite Technical Committees do not report to the IEEE PES Chapters Council, however the council may provide recommendations and support to the IEEE PES Satellite Technical Committee (STC) as directed and when requested by the IEEE PES Localized Technical Activities Committee.

The naming convention for IEEE PES Satellite Technical Committees shall be as follows: IEEE PES Country/Region followed by Satellite Technical Committee-Name. Example: IEEE PES China Satellite Technical Committee-AMPS or IEEE PES Region 9 Satellite Technical Committee-T&D.

The IEEE PES Satellite Technical Committees, with the direction and coordination of the IEEE PES Localized Technical Activities Committee, shall participate in the following activities:

a. Promote the understanding of power and energy engineering
b. Promote the contributions of the power industry
c. Promote IEEE PES Membership
d. Hold forums or education on IEEE PES Standards activities from any of PES Technical Committees, pending their review and approval
e. Support power and energy engineering education
f. Seek and promote electric and energy utility and supplier industry management support for Society activities
g. Support and promote chapter activities
h. Support elevation of Member to Senior Member and Senior Member to IEEE Fellow
i. Complete Technical Activity including technical reports, tutorials, white papers, slide decks, videos, etc.

It is important to note that IEEE PES Satellite Technical Committees are not Standards Committees for IEEE PES and therefore cannot manage Standards Activity, but they are encouraged to propose standards development activities as described in Clause 6.4.

Oversight of all standards-related activities is managed by the aligned PES Technical Standards Committee.

Any IEEE PES Satellite Technical Committee may be dissolved at any point, as per the discretion of the IEEE PES Localized Technical Activities Committee and in accordance with the guidelines and policies that govern them.

2 Purpose of the Organization and Procedures Manual

The purpose of the IEEE PES Satellite Technical Committees Organization and Procedures Manual (O&P Manual) is to provide information to officers and members of the IEEE PES Satellite Technical Committees and subcommittees to assist them in understanding and liaising effectively with the IEEE PES Localized Technical Activities Committee and the IEEE PES Technical Committee that the IEEE PES Satellite Technical Committee is aligned with, how they should operate, and the governance and oversight by IEEE PES. In addition to this manual, all IEEE PES Satellite Technical Committees shall abide by guidelines and rules as described in IEEE and IEEE PES governing documents and operating manuals.

3 Scope of the IEEE PES Satellite Technical Committees

The IEEE PES Satellite Technical Committees shall report their scope to the IEEE PES Localized Technical Activities Committee for approval. Their scope, once approved, shall be shared with the respective IEEE PES Technical Committee with which they align.

4 Officers and Other Positions of the IEEE PES Satellite Technical Committees

4.1 Officers of the IEEE PES Satellite Technical Committees

The Officers of the IEEE PES Satellite Technical Committees shall be as follows: Chair, Vice Chair, and Secretary (collectively, Officers). All Officers shall be a member of any grade (except students) in good standing of the IEEE PES.

Each Officer should be affiliated with a different company to avoid dominance.

4.2 Term and Appointment of Officers

The Officers of the IEEE PES Satellite Technical Committees shall be approved by the IEEE PES Localized Technical Activities Committee for appointment. Officers shall serve a two-year term and shall not serve more than one term in a position.

The Vice Chair shall progress automatically to Chair after their term as Vice Chair is complete.

If progression is not feasible and a position becomes vacant before the end of the term, a temporary appointment shall be made by the IEEE PES Localized Technical Activities Committee. Recommendation may come from the Satellite Committees themselves, or the IEEE PES Chapters Council if requested, to fill the position for the remaining time left on that term. Filling a vacated role for the remainder of a term does not count as a term for that individual.

The IEEE PES Satellite Technical Committee may recommend its Officers to the IEEE PES Localized Technical Activities Committee for approval.

The following information shall be submitted to the Localized Technical Activities Committee with a request for Officer or liaison appointment: nominee name, company, email address, IEEE member number, and STC role.

4.3 Removal of Officers

Any of the Officers may be removed by the IEEE PES Localized Technical Activities Committee. Grounds for removal shall be included in any motion to remove an Officer. The Officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal. If necessary, the PES Governing Board may remove an officer at their discretion.

4.4 Duties of Officers

The Officers shall manage the day-to-day work and activities of the IEEE PES Satellite Technical Committee. Specific duties for each officer are described in the next clauses and may change from time to time based on the needs of the committee or as prescribed by the IEEE PES Localized Technical Activities Committee.

An Officer or the Liaison to the IEEE PES Technical Committee shall participate in at least four out of every six IEEE PES Satellite Technical Committee Representatives Meetings.

4.5 Chair

The Chair shall:

a. Have general supervision of the affairs of the IEEE PES Satellite Technical Committee according to all relevant policies and procedures.

b. Preside at the meetings of the IEEE PES Satellite Technical Committee using consensus building process.

c. Lead the activity of the IEEE PES Satellite Technical Committee according to all relevant policies and procedures.

d. Be objective and unbiased.

e. Entertain motions but not make motions and use Roberts Rules of Order to run their meetings.

f. Delegate necessary functions to their participants.

g. Ensure all parties have the opportunity to express their views (openness).

h. Set goals and deadlines and adhere to them.

i. Be knowledgeable in IEEE and IEEE PES processes and parliamentary procedures and ensure that the processes and procedures are followed.

j. Attend all committee and subcommittee meetings.

k. Be an ex-Officio member of all subgroups of the IEEE PES Satellite Technical Committee

l. Report and provide reports to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities when requested or required.

m. Propose subcommittees as needed and with approval of the Members of the IEEE PES Satellite Technical committee.

n. Prepare an Annual Report of Technical Activities for the preceding year that shall be sent to IEEE PES by 31 January using a template provide by IEEE PES. If the Satellite Technical Committee is aligned with an IEEE PES Technical Committee, then the STC Chair shall send the IEEE PES Technical Committee Chair a copy of the report as well.

4.6 Vice Chair

The Vice-Chair shall:

a. Assist the Chair in their duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform their duties.

b. Be knowledgeable in IEEE and IEEE PES processes and parliamentary procedures and assist the Chair in ensuring the processes and procedures are followed.

c. Attend all IEEE PES Satellite Technical Committee meetings.

d. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.

4.7 Secretary

The Secretary shall:

a. Record the minutes of all IEEE PES Satellite Technical Committee or subcommittee meetings.

b. After approval by the Chair, distribute the minutes to the IEEE PES Localized Technical Activities Committee and to all IEEE PES Satellite Technical Committee members.

c. With the Chair prepare meeting agendas in advance of all IEEE PES Satellite Technical Committee meetings.

d. Schedule meetings in coordination with the Chair and distribute a meeting notice at least 30 calendar days before the meeting.

e. Distribute the meeting agenda at least 14 calendar days before the meeting – notification of the potential for action shall be included on any distributed agendas for meetings.

f. Create and maintain the IEEE PES Satellite Technical Committee membership roster.

g. Be responsible for the management and distribution of IEEE PES Satellite Technical Committee policies and procedures.

h. Maintain lists of unresolved issues, action items, and assignments.

i. Attend and record attendance of all attendees at IEEE PES Satellite Technical Committee meetings and subcommittee meetings.

j. Maintain the committee roster and distribute it, as required, to the IEEE PES Localized Technical Activities Committee.

k. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.

4.8 Past Chair

The Past Chair is the immediately previous Chair if that chair served to the end of a term. When requested, the Past Chair shall provide recommendations to the Officers on how to employ IEEE and IEEE PES processes and procedures. The Past Chair is not an Officer.

4.9 Additional Non-Officer Vice Chairs

Additional Non-Officer STC Vice Chairs may be nominated by the STC Chair and approved by LTAC. The STC Chair shall provide to LTAC the name, title, company, IEEE membership, email address, and responsibilities of the proposed Non-Officer Vice Chair. These Vice Chairs are not STC Officers. Each Non-Officer Vice Chair should be affiliated with a different company to avoid dominance.

4.10 Liaison to the IEEE PES Technical Committee

4.8.1 Term and Appointment of the Liaison

The Liaison to the IEEE PES Technical Committee with which the IEEE PES Satellite Technical Committee aligns shall be approved by the IEEE Localized Technical Activities Committee. If necessary, the Localized Technical Activities Committee may approach the IEEE PES Chapters Council to recommend the liaison.

The Liaison to the IEEE PES Technical Committee may serve a two-year term with the ability to serve two consecutive terms.

4.8.2 The Liaison to the IEEE PES Technical Committee shall:

a. Attend all IEEE PES Satellite Technical Committee meetings.
b. Report the IEEE PES Satellite Technical Committee's work back to the IEEE PES Technical Committee with which they align.
c. Distribute the minutes from all IEEE PES Satellite Technical Committee and subcommittee meetings to the IEEE PES Technical Committee with which they are aligned.
d. Attend all meetings of the IEEE PES Technical Committee with which they are aligned and report the activities back to the IEEE PES Satellite Technical

Committee.

e. Report and provide information to the IEEE PES Technical Committee, IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities as requested or required.
f. The Liaison to the IEEE PES Technical Committee should also attend all subcommittee meetings.

4.9 IEEE PES Satellite Technical Committee Members

Requirements for attaining and continuing voting membership in the IEEE PES Satellite Technical Committee shall include all of the following:

a. A demonstrated interest and knowledge of the field of the IEEE PES Satellite Technical Committee as expressed by professional activities.
b. Technical competence in one or more particular branch of engineering as specific in the scope of the IEEE PES Satellite Technical Committee
c. Attendance at a minimum of two meetings of the IEEE PES Satellite Technical Committee in a one-year timeframe. Participating virtually counts towards the attendance requirement. Membership shall be granted upon request once attendance requirements are met.
d. Voting membership shall be granted to those participants attending the first meeting of a newly chartered IEEE PES Satellite Technical Committee.
e. Be a member of any grade (including students) in good standing of the IEEE PES.
f. Those that meet these requirements and are categorized as Committee Members are eligible to vote on any IEEE PES Satellite Technical Committee and subcommittee matters.

4.10 IEEE PES Satellite Technical Committee Advisory Members

Advisory Members shall:

a. Have the right to attend IEEE PES Satellite Technical Committee and subcommittee meetings.
b. Those that meet these requirements and are categorized as Advisory Members are ineligible to vote on any IEEE PES Satellite Technical Committee and subcommittee matters.
c. Be reserved for non-members of the IEEE PES that are interested in participating and deemed by the IEEE PES Satellite Technical Committee Officers as being a valuable contributor to the committee's work.

5 Subcommittees of the IEEE PES Satellite Technical Committees

The Satellite Technical Committee may create Subcommittees to complete Technical Activity listed in Clause 1.

5.1 Scope

The scope of each Subcommittee is established by the parent IEEE PES Satellite Technical Committee (that is, by the IEEE PES Satellite Technical Committee to which the Subcommittee reports) and shall be approved by the IEEE PES Localized Technical Activities Committee. The scope shall provide a succinct list of the technical topics that will be covered by the subcommittee, which shall align with the scope of parent IEEE PES Satellite Technical Committee. The scope shall not specify operations of the Subcommittee.

If the scope is written in complete sentences, then the scope shall be in present tense.

5.2 Subcommittee Membership

Subcommittee members shall be a member of any grade (including students) in good standing of the IEEE PES and meet the requirements for membership in the IEEE PES Satellite Technical Committees. The members of the Subcommittees are appointed by the Officers of the Subcommittee with notification to the Chair of the IEEE PES Satellite Technical Committee.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. The Subcommittee roster will be distributed to the IEEE PES Localized Technical Activities Committee annually.

5.3 Appointment of Subcommittee Chair

The selection of the Subcommittee Chair is initiated by the IEEE PES Satellite Technical Committee Officers who nominate a person as a potential candidate for the position. The nomination shall be approved unanimously by the officers. The nomination is then reviewed and approved by the IEEE PES Localized Technical Activities Committee.

5.3.1 Duties of Subcommittee Chairs

The Subcommittee Chair shall:

a. Supervise the affairs of the Subcommittee, under the general direction and guidance of the IEEE PES Satellite Technical Committee Chair.

b. With the approval of the IEEE PES Satellite Technical Committees 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 the Subcommittee.

d. Report on the activities of the Subcommittee to the IEEE PES Satellite Technical Committee as requested.

e. Submit minutes of the meetings of the Subcommittee for inclusion in the IEEE PES Satellite Technical Committee meeting minutes and reports.

f. Prepare an Annual Report of activities and information to provide the IEEE PES Satellite Technical Committee.

6 Task Forces

6.1 The Satellite Technical Committee or a Subcommittee may create Task Forces to complete Technical Activity listed in Clause 1. The formation or disbandment of a Task Force requires a vote of the Satellite Technical Committee or Subcommittee as described in Clause 7.1 and Clause 7.2. The Satellite Technical Committee or a Subcommittee shall approve the Chair of the Task Force, its scope of work, its expected activities, expected deliverables, membership requirements, and duration.

7 Procedures

7.1 Quorum

Fifty percent (50%) of the voting membership of the IEEE PES Satellite Technical Committee, Subcommittee, or Task Force shall constitute a quorum.

7.2 Voting Requirements

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those IEEE PES Satellite Technical Committee, Subcommittee, or Task Force 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 IEEE PES Satellite Technical Committee members. The results of the vote shall be promptly communicated to the members and shall be retained with the IEEE PES Satellite Technical Committee meeting minutes.

7.3 Amendments to the Organization and Procedures Manual

Any member of the Satellite Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the IEEE PES Satellite Technical Committee The proposed amendment shall be reviewed by the IEEE PES Localized Technical Activities Committee and IEEE PES Vice President of Technical Activities, and if they believe that these amendments should be incorporated, they shall be forwarded to the IEEE PES Governing Board for approval.

7.4 Activities Related to IEEE Standards

IEEE PES Satellite Technical Committees do not engage in standards development activities but can provide input into the development of standards by other committees as needed.

If an IEEE PES Satellite Technical Committee identifies a need for a standards development project, the following process shall be followed:

1. If there is a PES Technical Standards Committee that aligns with the IEEE PES Satellite Technical Committee, then the approved Liaison (See Clause 4.8) shall submit the project proposal to the PES Technical Standards Committee's Chair and/or Standards Coordinator using the IEEE PES EPM Guidelines for Project Proposal Submission. The project proposal shall be sent also to IEEE PES and IEEE SA via the email pes-epm-proposal@ieee.org. The PES Technical Committee will review the project proposal and provide feedback to the IEEE PES Satellite Technical Committee using the IEEE PES Entity Process Review guidelines.
2. If the IEEE PES Satellite Technical Committee does not align with a PES Technical Standards Committee, then the IEEE PES Satellite Technical Committee shall submit the project proposal to the IEEE PES EPM Committee using the IEEE PES EPM Guidelines for Project Proposal Submission. The EPM Committee will assign one or more PES Technical Standards Committees to review the proposal, each of which will review the project proposal and provide feedback to the IEEE PES Satellite Technical Committee via the IEEE PES EPM Committee using the IEEE PES Entity Process Review guidelines.

The PES Technical Committee will provide IEEE Standards Association with details on proposed standard development projects that are rejected.

7.5 Meetings and Events

All in-person meetings and events of the IEEE PES Satellite Technical Committees and subcommittees shall be submitted to and approved by the IEEE PES Localized Technical Activities Committee. The in-person meetings may receive support from the local IEEE Sections and Chapters. No meeting or event shall be announced, marketed or promoted until approval has been granted by LTAC. Once approved, IEEE PES will post information about

all approved IEEE PES Satellite Technical Committee and subcommittee meetings on its website. The meeting request shall be sent to the IEEE PES Program Manager no later than 12 weeks before the meeting and shall include meeting date, location, and tentative agenda.

7.6 Committee Rosters

All IEEE PES Satellite Technical Committee and subcommittee rosters shall be submitted to the IEEE PES Localized Technical Activities Committee annually for the upcoming year, no later than the end of January. Committee rosters shall include all Officers, the Liaison, Members and Advisory Members. IEEE PES will keep track and maintain the list of all IEEE PES Satellite Technical Committee rosters, and what is kept on file with IEEE PES will be deemed the official committee roster. The roster submission shall include the following information for each committee Officer or member: name, company name, email, and IEEE member number.