



IEEE INDUSTRY APPLICATIONS SOCIETY

ELECTRICAL SAFETY COMMITTEE

Operating Manual

September 2012

SECTION I - PURPOSE

A. Forward

The Electrical Safety Committee (Committee) is a committee of the Industrial Applications Society (IAS) of the Institute of Electrical and Electronic Engineers (IEEE).

This Operating Manual is designed to assist the members in effectively administering the activities of this committee. All of the statements of policy contained herein have been approved by the Executive Subcommittee and can be changed only with the approval of the Executive Subcommittee.

Other documents of the Committee include: Bylaws, IEEE IAS Electrical Safety Workshop (ESW) Organizing Committee Manual, Founders' Award Process and the ESW Policy on Business Ethics, Commercialism, and Vendor Entertainment Etiquette.

B. General

“Each Technical Committee of an Industrial Application Society Technical Department shall be responsible for the evaluation and dissemination of technical information in its field of interest as defined in its scope. It shall be responsible for the solicitation and selection of papers for presentation at IEEE meetings, and for the grading and recommendation regarding publication in IEEE Transactions on Industry Applications and the IEEE Industry Applications Magazine or other IEEE publications of all papers submitted for presentation or publication. Review, grading and recommendation of all papers shall be completed as promptly as possible after papers are submitted by the author, preferably within one month after papers are presented. It shall be responsible for the initiation, preparation and formulation of Standards, Specifications, Operating and Application Guides, Test Procedures and Recommended Practices for issue in accordance with IEEE regulations. It shall provide technical assistance to chapters formed within its respective scope. It shall be responsible for the organization and supervision of the work of such sub-committees as may be found necessary for the effective handling of the technology encompassed within its field of interest.” (IAS Policies and Procedures Manual)

SECTION II - MEMBERSHIP

A. Eligibility

- a. Eligibility for membership in the Committee is outlined in the Bylaws

B. Appointments

- a. All Subcommittee leadership appointments shall be restricted to members of the Electrical Safety Committee and shall be made by the Committee Chair as recommended by the Advisory and Nominations Subcommittee and the Executive Subcommittee.
- b. All appointments shall be for a time period specified at the time of appointment. Each appointment may be repeated at the discretion of the Advisory and Nominations Subcommittee.

Exception: A person may temporarily serve on a subcommittee but not be a committee

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member. Under this condition they need not have IEEE & IAS membership.

C. Selection

There shall not be a limit to the total number of members on this committee. However, consideration in the selection of members will be given to ensure a balance of geographical, academic and industry representation.

D. Maintaining Membership

- a. Members are expected to take an active part in the functions of the Committee and its activities. Evidence of active participation shall include attendance at meetings of the Committee, active participation in Subcommittees, and timely completion of assigned duties, paper review, and technical review.
- b. The Chair shall review the Committee membership roster annually, to identify members who do not meet minimum standards for active participation using criteria identified in Section II.D.a. The Chair shall contact those members to determine whether they wish to be listed as "temporarily inactive", dropped from the membership roster, or whether they intend to participate actively in the future. Those members identified by the Chair who do not meet minimum membership requirements and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Subcommittee.
- c. Any member who is absent or not excused by the Chair for two consecutive meetings should not be considered for reappointment. A member may submit to the Chair a written notice of an extended absence that demonstrates continued interest and activity in the Committee.

SECTION III - COMMITTEE ORGANIZATION

A. Officers

- a. The Executive officers are described in the Bylaws.

B. Managing Subcommittees

- a. Executive Subcommittee
- b. Advisory & Nominations

C. Standing Subcommittees

- c. Paper Review
- d. Technical
- e. Facilities and Finance
- f. Corporate Relations
- g. Publications
- h. Publicity
- i. Standards Activities

D. Election, Appointment and Term of Office

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- a. At an annual Committee meeting where an election is held for the Committee officers, the Advisory and Nominations Subcommittee will provide nominations for the office of Secretary. Any other nominations must be made in writing to the Chair at least two weeks in advance of the Annual Electrical Safety Committee Meeting. No nominations will be accepted from the floor at the election meeting.
- b. If, for any reason, either a Committee Officer or a Subcommittee Chairperson is unable to serve the full term of their office, a temporary appointment shall be made by the Committee Chair to complete the unexpired term.

E. Appointment of Subcommittee Chairs

- a. Subcommittee Chairs shall be appointment by the Committee Chair on recommendation of the Advisory and Nominations Subcommittee.

SECTION IV - DUTIES OF COMMITTEE OFFICERS

A. Chair

The principal duties of the Chair shall include:

- a. Presiding at all functions including but not limited to all Committee Meetings and Executive Subcommittee meetings.
- b. Appointing all subcommittee members, acting on the recommendations of the various Subcommittee Chairs and the Advisory and Nomination Subcommittee.
- c. Coordinating the activities of all Subcommittees as an ex officio member.
- d. Carrying out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
- e. Work with the Chairs of other Industrial Application Society Committees to arrange discussion sessions of interest to members of both committees.
- f. Annually approve the membership lists of the Committee and all Subcommittees and Working Groups.
- g. Ninety days prior to the Committee meeting, send a letter to all outgoing subcommittee and working group officers to determine their interest in continued committee membership. The letter should also inform them of the duties and requirements for continued membership.
- h. A letter should be sent by the incoming chairperson to all subcommittee to provide information on how to access the Electrical Safety Committee material on the Website, plus inform them of their duties and membership requirements. This should be done within 30 days of the appointment.
- i. The Chairperson shall obtain and award the Electrical Safety Committee Appreciation Award to deserving outgoing Chairs of Subcommittees and Working Groups. A letter of appreciation shall be issued to the supervisor of the respective person, acknowledging the contribution of the person and the sponsoring company.

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- j. Arrange for an award for the Chair of the Electrical Safety Workshop. It shall be in the form of a plaque of appreciation and shall be presented by the Chair at the annual ESW.
- k. Electrical Safety Workshop Duties
 - a. Attend the Author's Breakfasts.
 - b. Invite and coordinate the participation of IEEE dignitaries.
- l. The Chair (or designate a suitable presenter) shall present the Founders Award at the annual ESW when one is to be given out as recommended by the Advisory and Nominations Subcommittee.
- m. The Chair shall work in conjunction with the Facilities and Finance Subcommittee Chair as required to establish the ESW locations
 - a. Coordinate the conference host city and dates with IAS so as to avoid conflicts
 - b. Appoint a Conference Chair for the Local Conference Committee, and
 - c. Obtain approval from the IAS Meetings Department Chair for the conference city and date selected.

B. Vice Chair

The principal functions of the Vice Chair shall include:

- a. Succeed to the office of Chair in the event that office becomes vacant. Under such conditions the new Chair may choose to continue to exercise the duties of the Vice Chair until the term expires, or may make a temporary appointment in accordance with Section III.D
- b. Assist Chair whenever required
- c. Annually review the membership lists of the Committee and all Subcommittees and Working Groups.
- d. Electrical Safety Workshop duties.
 - i. Review room setup.
 - ii. Review meal arrangements.
 - iii. Personally welcome arriving authors.
 - iv. Participate in the authors' memento presentation.

C. Secretary

The principal functions of the Secretary shall include:

- a. Expeditiously processing correspondence addressed to their attention.
- b. Direct copies of all correspondence to the Executive Subcommittee.
- c. Preparing an agenda of the Committee meeting and distribute the agenda to all Committee members with the announcement for a Committee meeting at least four

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weeks prior to the meeting.

- d. Attending all Committee meetings and record the minutes of all such meetings.
- e. Circulating at all Committee meetings a record of attendance sheet for signature by members present.
- f. Maintaining an up-to-date record of attendance.
- g. Obtaining from all Subcommittee Chairpersons a copy of the minutes of all Subcommittee meetings.
- h. Preparing and distributing by email to each Committee member a copy of the minutes of each meeting including: the attendance record, up-to-date membership roster, the minutes of all Subcommittee meetings and a copy of all reports presented to the meeting.
- i. Maintaining a file of all correspondence, minutes, etc.
- j. Record, prepare, and transmit the Executive Subcommittee minutes to those members. Minutes shall be issued within 6 weeks following the meeting. The Secretary shall maintain and update a six (6) year file of these meeting minutes.
- k. The Secretary shall record the membership lists for each subcommittee and working group.

D. Immediate Past Chair

The principal functions of the Immediate Past Chair shall include:

- a. Serve as Chair of the Advisory and Nominations Subcommittee.
- b. Such other ad hoc activities as may be mutually agreed to by the Committee Chair and Immediate Past Chair.

SECTION V - SCOPE OF SUBCOMMITTEES

A. Executive Subcommittee

- a. The principal function of the Executive Subcommittee shall be policy making within the framework of this operating manual. Its membership shall consist of all elected officers, the chairs of all the subcommittees and others as outlined in the bylaws.
- b. The Chair shall invite any other person to take part in the Executive Subcommittee meeting when a discussion of the respective person's expertise is on the agenda.
- c. The Executive Subcommittee is responsible for monitoring the annual ESW, assisting the Local Workshop Committee, approving budgets, reviewing conference facilities and arrangements, and approving the location of the conference sites.
- d. The Executive Subcommittee shall perform the routine business functions of the Electrical Safety Committee. It shall review and prepare major items of business for presentation to the Committee.

B. Advisory and Nomination Subcommittee

- a. Provide advisory oversight to the committee
- b. Review and revise the operating manual for the IAS Electrical Safety Committee and submit to the Executive Subcommittee for approval
- c. Recommend revisions for the Electrical Safety Workshop Manual to the Executive Subcommittee for approval
- d. Develop and maintain a succession plan for all leadership positions of the committee
- e. The Advisory and Nomination Subcommittee shall propose one or more candidates for the office of Secretary who are able and willing to serve.
- f. Recommend annual ESW locations, chairs and officers
- g. Recommend subcommittee officer appointments
- h. Select recipients for the Founders award
- i. Oversee awards and recognitions

C. Standing Subcommittees

The structure of each subcommittee will be determined by the Executive Officers in conjunction with the subcommittee chair. The Executive Subcommittee may create additional subcommittees as outlined in the Bylaws.

a. Paper Review Subcommittee

The Paper Review Subcommittee is responsible for managing the technical review of papers and their recommendation for publication in IEEE Transactions on Industry Applications, IEEE Industry Applications Magazine and any other publication. Its function includes:

- i. Establishing a committee of paper reviewers
- ii. Managing IEEE and IAS papers review and publication process
- iii. Establishing and managing a Prize Paper selection process

b. Technical Program Subcommittee

The function of the Technical Program Subcommittee includes:

- i. This subcommittee will have 2 Vice Chairs; one for tutorials and one for posters
- ii. Stimulate submissions of papers to expand published knowledge
- iii. Establishing topic diversity and quality standards for ESW papers
- iv. Developing opportunities for electrical safety papers in other IAS Committees
- v. Providing guidance in the development of ESW papers
- vi. Providing guidance in the development of tutorials

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- vii. Providing guidance in the development of poster sessions
- viii. Providing guidance for the selection of the Annual ESW Technical Program members
- c. Facilities & Finance Subcommittee
The function of the Facilities & Finance Subcommittee includes:
 - i. Managing identification of locations for future Electrical Safety Workshops
 - ii. Managing development of hotel contracts
 - iii. Managing application of IEEE and IAS financial management policies and procedures for ESW
- d. Corporate Relations Subcommittee
The function of the Corporate Relations Subcommittee includes:
 - i. Managing relationships for corporate financial support to ESW
 - ii. Establishing & managing relationships for product & services suppliers as need to organize and manage the ESW safety product exhibition
 - iii. This subcommittee will have a vice chair
- e. Publications Subcommittee
The function of the Publications Subcommittee includes:
 - i. Managing publication of ESW materials
 - ii. Submission of ESW papers to Xplore
- f. Standards Activities Subcommittee
The function of the Standards Activities Subcommittee includes
 - i. Coordinating Standards Working Groups activities at the ESW
 - ii. Overseeing process for establishing new standards Working Groups as appropriate
- g. Publicity
The function of the Publicity Subcommittee includes
 - i. Establishing a subcommittee to include:
 - 1. Website
 - 2. Social media
 - 3. Press releases

D. Electrical Safety Workshop Committee

- a. The purpose of each Electrical Safety Workshop (ESW) Committee is to plan, organize and run the annual ESW.
- b. The annual Workshop Committee Chair shall be appointed by the Committee Chair.

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- c. The annual Workshop Committee Vice Chair and Secretary will be recommended by the Workshop Chair and appointed by the Committee Chair after discussion with the Advisory and Nominations Subcommittee
- d. The annual Workshop Committee Chair shall select and appoint the other members of the Workshop Committee after consultation with the Committee Chair.
- e. The immediate past annual Workshop Committee Chair will be responsible for revising the ESW manual.

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SECTION VI - MEETINGS

- A. The annual meeting of the Committee will be held in conjunction with the annual Electrical Safety Workshop at a date and time scheduled by the Committee Chair.
- B. The Advisory and Nominations Subcommittee will meet at least four (4) times during the year either in person or electronically as deemed appropriate by the committee chair.
- C. The Executive Subcommittee will meet at the annual Electrical Safety Workshop immediately following the Committee Meeting
- D. Special meetings of the committee may be called at any time by the Committee Chair. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.
- E. A quorum of committee members shall be present at any regular or special meeting in order for business to be conducted. A quorum shall be a majority of committee members. A majority vote of the members present is needed to approve any committee business not otherwise specified in the Bylaws.
- F. Each Committee Member shall have one vote in all matters regardless of their position.
- G. In general, at the discretion of the Chairperson, "Roberts Rules of Order" shall prevail.