

IEEE Industry Applications Society Electrical Safety Committee BYLAWS

Provisions in these Bylaws shall be enhanced by the Operating Manual and other Committee documents. The current version of all documents will be kept on the Committee website.

Article I. Scope

The scope of the Electrical Safety Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the hazards of electricity and the prevention of injury of individuals from electrical equipment and electrical energy. The Electrical Safety Committee will encourage and support the ongoing electrical safety activities in other Industry Applications Society (IAS) Committees.

Article II. General

The IAS Electrical Safety Committee (aka the Committee) is the governing body for all of its subcommittees, working groups, conference committees, standards activities, and other ad hoc committees and sponsored activities as appropriate. It is responsible for establishing and revising the Committee Bylaws and election of the Committee Chair, Vice Chair and Secretary. The Committee will meet annually at the IEEE IAS Electrical Safety Workshop (ESW).

Article III. Meetings (Regular, Special, Quorum)

- The annual meetings of the Committee will be held in conjunction with the IEEE IAS Electrical Safety Workshop at a date and time scheduled by the Committee Chair.
- The Advisory and Nominations Subcommittee will meet at least four (4) times during the year either in person or virtually as deemed appropriate by the Committee Chair.
- The Executive Subcommittee will meet at the IEEE IAS Electrical Safety Workshop prior to the Committee meeting
- 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.
- A quorum of Committee members shall be required at any regular or special meeting in order for business to be conducted. A quorum shall be defined as a majority of committee members. A simple majority vote of the members present is needed to approve any business not otherwise specified in the Bylaws herein.
- Each Committee Member shall have one vote in all matters, regardless of their position on the Committee.
- Only Committee Members are eligible to vote at any meeting of the Committee.

- Any member, who fails to attend two consecutive regular Committee meetings without being excused by the Committee Chair, will be considered for termination from the Committee.

Article IV. Membership

Members are appointed annually by the Committee Chair.

To be eligible, candidates must be members of the IEEE Industry Application Society. Members are expected to be actively involved in supporting Committee activities, including one or more of the following:

1. A Committee officer, Subcommittee officer or Working Group officer
2. A Committee Past Chair
3. A member of the immediate past, current or future ESW Organizing Committee
4. An officer in an affiliated ESW Organizing Committee
5. A member of the Technical Program Subcommittee
6. A paper reviewer within past 2 years
7. Other activities deemed suitable by the Committee Chair

Membership in IEEE and IAS is a requirement for full committee membership and to hold office.

Article V. Removal of a Member

If a member of the Committee does not continue to fulfill the requirements for membership as described in the Committee Bylaws, that member will be notified in writing by the Committee Chair as outlined in the Committee Operations Manual that their membership may be terminated.

Article VI. Guests

Annual meetings of the Electrical Safety Committee shall be open to anyone wishing to attend. Members of the Committee may invite guests to any meeting of the Committee. Anyone inviting a guest should notify the Chair so that there is adequate space for all meeting attendees.

Article VII. Executive Officers

The executive officers have the responsibility for conducting day to day business of the Committee, as established in the Bylaws and Operating Manual. The term of service will be two (2) years with automatic progression from Secretary to Vice Chair to Chair. The term of office will begin 30 days after the end of the annual ESW.

1. Chair
2. Vice Chair
3. Secretary

Article VIII. Advisory and Nominations Subcommittee

The Advisory and Nominations Subcommittee will be chaired by the Past Chair of the Electrical Safety Committee. Business shall be conducted by email, meetings and teleconferences as deemed appropriate by the Committee Chair and as described in the Committee Bylaws and Committee Operating Manual. This subcommittee will have the following responsibilities as established in these Bylaws with details in the Committee Operating Manual.

- a. Providing advisory oversight to the Committee
- b. Reviewing and proposing revisions to the Committee Operating Manual and submitting to the Executive Subcommittee for approval
- c. Reviewing and proposing revisions to the Committee Bylaws and submitting to the Committee for approval
- d. Advising and supporting the ESW committees in procedures and issues
- e. Developing and maintaining a succession plan for all leadership positions of the Committee
- f. Recommend ESW locations to the Finance and Facilities Subcommittee
- g. Selecting Founders Award recipient
- h. Overseeing Awards & Recognitions

Membership of this subcommittee will consist of:

1. Executive Officers
2. All past chairs of the Electrical Safety Committee
3. Up to 2 committee members appointed by the Electrical Safety Committee Chair at the discretion of the chair

Article IX. Executive Subcommittee

The Executive Subcommittee will be chaired by the Chair of the Committee. The Executive Subcommittee has the responsibility for managing the affairs of the Committee. Business shall be conducted by email, meetings and teleconferences as deemed appropriate by the Committee Chair and as described in the Committee Bylaws and Committee Operating Manual.

Membership includes:

1. Executive Officers
2. Members of Advisory and Nomination Subcommittee
3. Chairs of all Standing Subcommittee
4. Current ESW Chair
5. All identified future ESW Chairs
6. Immediate Past ESW Chair

Article X. Standing Subcommittees

Subcommittees shall be established by the Executive Subcommittee and their duties shall be as described in the Operating Manual. The following subcommittees shall be standing committees.

1. Academic Development Subcommittee,
2. Awards and Recognition Subcommittee,
3. Codes and Standards Subcommittee,
4. Construction Subcommittee,
5. Corporate Relations Subcommittee,
6. Early Career Development Subcommittee,
7. Facilities and Finance Subcommittee,
8. Government Regulator, Inspectors and Laboratory Subcommittee,
9. Historical and Records Subcommittee,
10. IAS Committee Relations Subcommittee,
11. Industry Segment Development Subcommittee,
12. International Subcommittee,
13. Occupational Safety and Health Subcommittee,
14. Paper Review Subcommittee,
15. Products and Services Development Subcommittee,
16. Publications Subcommittee,
17. Publicity Subcommittee,
18. Technical Program Subcommittee.

The Executive Subcommittee may create any additional subcommittees that will function as ad hoc committees for no more than two years. The structure of each committee will be determined by the Executive Officers in conjunction with the subcommittee chair.

Revisions

June 2016 – Added Subcommittees as per vote at March Committee Meeting