

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS  
POWER ENGINEERING SOCIETY

**INSULATED CONDUCTORS COMMITTEE**

**OPERATING PROCEDURES MANUAL**

**Revised May 9, 2001**

# INSULATED CONDUCTORS COMMITTEE OPERATING PROCEDURES

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## **1. INTRODUCTION**

These Operating Procedures outline the orderly transaction of business of the Insulated Conductors Committee (ICC). For the development of standards, openness and due process must apply. This means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) appealing if adversely affected.

### **1.1 Due Process**

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

Although these procedures govern the operations of the ICC, the provisions of the following documents - in the order given - take precedence in the event of conflict or in the absence of provisions herein:

- a) IEEE Bylaws
- b) IEEE Standards Board Bylaws
- c) IEEE Policies & Procedures Manual
- d) IEEE Board of Directors Resolutions
- e) IEEE Standards Operations Manual
- f) Policies/Procedures of the IEEE Power Engineering Society Technical Council

### **1.2 Changes**

The ICC Chair shall review this document annually for accuracy and completeness. If changes are needed, the Chair shall prepare a revised document with input from the Vice Chair/Treasurer with input from the ICC Administrative Subcommittee as needed. Approval of these Operating Procedures is the responsibility of the IEEE Power Engineering Society Technical Council.

## **2.0 ICC SCOPE**

The scope of the ICC is described below:

- a) Treatment of all matters in which the dominant factors are the design, manufacture, installation, operation, testing and maintenance of conductors, including fiber cores, having applied insulation or covering and their required materials, accessories and structures used in the generation, transmission, distribution and utilization of electric energy.

- b) Included is the treatment of conductors, insulations, shields or screens, sheaths and coverings, accessories, structures, tests and measurements and other components for insulated conductor application. Insulations that are an integral part of machinery, such as magnet wire, are excluded.
- c) Also includes treatment of the insulated conductors and facilities required for cable systems at the power generating station, substation, transmission, distribution and utilization levels, and cable and cable systems for special purposes or applications, including all cables identified in the National Electrical Code and associated documents but not excluding international standards, as necessary to further the proper development of products specified in the first paragraph.
- d) Joint or coordinated treatment of certain subjects or applications as it relates to insulated conductors may be required when the subject or application is covered by another Society or Committee having a particular scientific interest or a specific emphasis on particular materials or requirements of the application.

### **3.0 RESPONSIBILITIES**

The ICC shall be responsible for the following:

- a) Developing proposed IEEE standards within the scope of the Sponsor Committee
- b) Forming suggested balloting groups for IEEE standards and guides
- c) Maintaining the standards developed by the ICC in accordance with the IEEE Standards Operations Manual
- d) Maintaining a list of active standards and guide preparation groups
- e) Responding to requests for interpretations of the standards developed by the Sponsor Committee
- f) Acting on other matters requiring ICC effort as provided in these procedures
- g) Cooperating with other appropriate standards development organizations
- h) Report annually to the Standards Board
- i) Publish minutes of each meeting

### **4.0 ORGANIZATION**

The ICC shall consist of:

- Chair
- Vice-Chair/Treasurer
- Vice-Chair/Treasurer Elect (Appointed during second year of ICC Chair's appointment)
- Subcommittee Chairs
- Working Group and Discussion Group Chairs
- Voting Members
- Members

- Guests

The ICC currently has four technical subcommittees and one administrative subcommittee. The ICC Subcommittees and scopes and corresponding working and discussion groups are provided in the following tables.

## **5.0 MEMBERSHIP**

### **5.1 Summary**

#### Guests

Anyone with an interest that is within the scope of the ICC may attend any of the working group meetings, subcommittee meetings or participate in any general activities which take place at ICC meetings. As with Members and Voting Members, all meeting attendees must register in order to attend an ICC meeting.

#### Members

To be a Member of the ICC, an individual must:

- Be a Member of IEEE
- Be a Member of the Power Engineering Society
- Be approved by the ICC Chair
- Have attended at least two of the last four ICC Meetings as a Guest
- Submit a request in writing to the ICC Chair

#### Voting Members

To be a Voting Member of the ICC, an individual must:

- Be a Member of IEEE
- Be a Member of the Power Engineering Society
- Be approved by the ICC Chair and Vice Chair/Treasurer
- Have attended at least two of the last four ICC Meetings as a Member
- Be recommended as a Voting Member by at least one Subcommittee Chair
- Be a Member of the IEEE Standards Association
- Be approved by the Chair of the ICC
- Submit a request in writing to the ICC Chair

#### Corresponding Member

To be a Corresponding Member of the ICC, an individual must:

- Be a Member of IEEE

- Be a Member of the Power Engineering Society
- Must Purchase Minutes (twice a year)
- Return questionnaires, Working Group and Subcommittee ballots regularly
- Submit a request in writing to the ICC Chair

### Membership Privileges

Members may participate in all Working Group, Subcommittee and Committee activities and should vote on all Working Group, Subcommittee or Committee ballots related to issues of interest to the Member .

Voting Members may vote on those Committee ballots where an official committee position is required, such as a Committee vote on an IEEE Standard.

### **5.1.2 General**

ICC Members and Voting Members shall be Members in good standing of the IEEE Power Engineering Society and meet the requirements of membership or voting membership of the ICC.

The ICC Chair appoints ICC Members and Voting Members, with notification given to the Chair of the Technical Council of the Power Engineering Society. This notification occurs by submittal of a Committee membership list to Technical Council annually. Selection and continuation of ICC membership and voting membership 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 ICC.
- b) Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof.
- c) Willingness to devote time and effort to contribute to the advancement of engineering and science by attending meetings, reviewing assigned papers for approval of presentations and publications, and suggesting, when possible, improvements in Committee operations.
- d) Continued participation in ICC functions such as serving as an officer, liaison member, liaison delegate, Subcommittee Member or Working Group Member.
- e) Contributing regularly as a Subcommittee Member during an apprenticeship as outlined in the membership requirements of the ICC.
- f) Returning all ballots on ICC 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 ICC.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A Member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair. The Chair may elect to discontinue the membership of a continually inactive 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 ICC specifically stating why he/she should be reinstated.

## **6.0 OFFICERS**

There shall be a Chair and Vice-Chair/Treasurer of the ICC. The incumbent Chair recommends a Vice Chair/Treasurer elect with the concurrence of the immediate Past Chair and input from the ICC Administrative Subcommittee. The ICC Chair must submit in writing the nomination for a new ICC Vice Chair Elect to the Technical Council of the IEEE Power Engineering Society, who approves the candidate unless he/she is aware of a reason(s) for rejection.

### **6.1 Terms of Office**

- a) The ICC Chair's term of office is two years.
- b) The ICC Vice-Chair/Treasurer's term of office is two years.
- c) There is an automatic progression from Vice-Chair/Treasurer to Chair every two years unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

### **6.2 ICC Officer Duties**

#### **6.2.1 ICC CHAIR**

The ICC Chair shall:

- a) Have general supervision of the affairs of the ICC. The Chair shall preside at the meetings of the ICC and shall be an ex officio Member of all of the Committee's subcommittees.
- b) Monitor the necessity of changing the scope of the ICC and obtain Technical Council approval for such changes.
- 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 Engineering 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 Standards Manual.
- h) Process requests for ICC membership and voting membership.
- i) Promote power-engineering education within the scope of the ICC. 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 engineering 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.
- j) Furnish planning support to the Technical Council in the assigned technical areas.
- k) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.

#### 6.2.1.1 Other Responsibilities

The Chair will be responsible for the following activities, but may reassign them to other ICC members.

- a) Serve as Chair of the Administrative Subcommittee of the ICC.
- b) Be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory.
- c) Review IEEE position papers as assigned by the Chair of the Technical Council.
- d) Promote individual and committee recognition of significant achievements in the Committee.
- e) Provide training for new working group Chairs and orientation for new members.
- f) Record the minutes of the ICC meetings and distribute them to the ICC members.

- g) Prepare ICC meeting agendas and send them to all Technical Committee members in advance of meetings.
- h) Plan, prepare and issue notices of ICC meetings to all ICC Committee members.
- i) Keep the ICC Subcommittee and Working Group rosters up to date and distribute them to all ICC members annually.
- j) Keep records of attendance at all ICC meetings.
- k) Represent the ICC on all Technical Council Standing Committees

#### 6.2.1.2 Contracted Duties

The Chair may choose to contract some of the administrative duties mentioned above to Assistant Secretaries who may or may not be ICC members. The ICC will pay the contract services. These administrative services are limited to:

- a) Recording and publishing the minutes of each meeting.
- b) Recording and publishing the attendance of each meeting.
- c) Mailing out meeting announcements.
- d) Coordinate ICC meeting registration activities
- e) Maintain a current and accurate ICC roster and distribute it to the members at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:
  - Officers: Chair, Vice-Chair/Treasurer and Standards Staff Liaison
  - Members: Name, Address, Society(ies) and Business affiliations
  - Interest category of each member

### 6.3 ICC Vice-Chair/Treasurer

The Vice-Chair will, in general, be responsible for the following duties assigned by the Chair of the ICC.

- 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) Be a Member of the Technical Program Committee for the IEEE PES Winter and Summer Meeting, as well as Special Technical Conference Meetings.

- c) Maintain the ICC bank account to pay for expenses related to the conducting of ICC business. A complete record of all such expenses shall be maintained, along with a budget for all meeting activities.
- d) Coordinate attendee registration for all ICC Meetings.
- e) Perform the function of Technical Council Publications Coordinator (TCPC) and represent the ICC on the IEEE Editorial Board. (The ICC Chair may elect to appoint a separate individual to serve on the IEEE Editorial Board) TCPC duties include:
  - Processing the review of technical papers sent to the Committee by the PES Editorial Board
  - Planning the number of technical paper and panel sessions for the IEEE Winter & Summer Power Meetings, as well as Special Technical Conference Meetings.
  - Planning joint sessions with other technical committees, coordinating these plans with PES Special Services and arranging for a Session Chair for each session sponsored by the ICC

## 7.0 ICC SUBGROUPS

One or more subgroup(s) (subcommittees, working groups, discussion groups, writing groups, etc.) shall be formed to expedite the work of the ICC. Their formation (and later disbandment) shall be in accordance with the procedures of the Power Engineering Society.

**Subcommittees** are formed to coordinate ICC activities within a defined scope.

**Working Groups** are generally subsets of Subcommittees and are formed to expedite the work of the ICC within a specific interest category, such as the preparation of guides and standards.

**Discussion Groups** are generally subsets of Subcommittees and are formed to serve as a forum for the exchange of information related to a specific topic. They may be formed for the purpose of exploring the need for a new standard or guide.

An **Administrative Subcommittee** consisting of the Chair, Vice-Chair/Treasurer, immediate past Chair, Subcommittee Chairs and other members designated by the Chair shall be formed. This Administrative Subcommittee shall meet at least once a year to coordinate the activities of the Subcommittees. It also serves as a forum for discussion and communication related to the operation and development of the ICC.

The scope and duties delegated to Working and Discussion subgroups shall be approved by a majority vote of the Administrative Subcommittee at the time the subgroup is formed. Subsequent changes in scope or duties shall also require approval.

The scope, duties, and membership of all subgroups shall be reviewed by the ICC regularly. The charge to the subgroup shall clearly state which of the following is appropriate:

- The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
- The subgroup is responsible for assisting the ICC (for example, drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory or administrative functions).

## **7.1 Subcommittees**

### **7.1.1 PURPOSE**

Subcommittees are forums for organizing working and discussion groups with scopes that fall within the scope of the subcommittee. They are also a forum for the dissemination of technical information related to the subcommittee scope.

### **7.1.2 APPOINTMENT OF ICC SUBCOMMITTEE CHAIR**

The Chair of the ICC appoints the Chair of a Subcommittee with notification given to the Chair of the Technical Council. The Chair's term of office is not prescribed, with the exception that the appointment be for a suggested maximum of five years.

### **7.1.3 QUALIFICATIONS AND ELIGIBILITY OF SUBCOMMITTEE CHAIRS**

A subcommittee chair shall have demonstrated strong leadership and organizational skills. He/she shall be a Member in good standing of the Power Engineering Society and meet the voting membership requirements of the ICC. Furthermore, a Subcommittee Chair should possess the following:

#### **(a) Technical Ability**

The Subcommittee Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He/she must have a reasonable level of expertise within the Working Group's subject of assignments.

#### **(b) Procedural Experience**

The Subcommittee Chair should be an active participant in technical committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until completed. Ideally, a Subcommittee Chair should have served as an ICC Working Group Chair.

#### **(c) Personal Characteristics**

The Working Group Chair should be articulate and an innovative contributor. He/she should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have excellent verbal and written communication skills.

(d) Administrative Support

The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

#### 7.1.4 DUTIES OF ICC SUBCOMMITTEE CHAIRS

The duties of the Subcommittee Chairs are:

- a) Supervise the affairs of their subcommittee under the general direction and guidance of the ICC Chair. Monitor and supervise the activities of the Working and Discussion Groups under the direction of the Subcommittee.
- b) With the approval of the ICC Chair, select one or more persons as Vice-Chair to assist with the administration of the Subcommittee.
- c) Call and preside over the meetings of their Subcommittee.
- d) Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e) Be alert to new technical problems that need to be worked on by their subcommittee.
- f) Recommend the establishment of new working and discussion 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 ICC Vice-Chair/Treasurer.
- h) Recommend appropriate papers each year for consideration of awards.
- i) Report on the activities of the subcommittee and its working groups, either verbally at meetings of the ICC or in writing to the ICC Chair when so requested.
- j) Submit minutes of the meetings of their subcommittee and its working groups for inclusion in the ICC meeting minutes.
- k) Recommend members of their subcommittee for membership in the ICC.
- 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) With the concurrence of the ICC Chair, issue a letter of appointment to each newly appointed Discussion Group or Working Group Chair.

## **7.2 ICC Subcommittee Working Groups**

### **7.2.1 PURPOSE**

Working groups are formed for the purpose of preparing an ICC standard, guide or special position or white paper.

### **7.2.2 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP MEMBERS**

Working Group members need not be a Member of the Power Engineering Society but are encouraged to be members in good standing of the Society and must demonstrate competency in the subject addressed by the Working Group. The Chair of the Working Group appoints Working Group members with notification to the Chair of the Subcommittee.

A Working Group Member may discontinue his membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of a continually inactive person or non-participating Member by sending written notification to the affected member.

### **7.2.3 APPOINTMENT OF ICC WORKING GROUP CHAIR AND VICE CHAIR**

The Chair of the respective Subcommittee, with input from his Vice Chair, appoints the Chair and Vice Chair of a Working Group with notification to the Chair of the ICC. The Subcommittee Chair should seek balance in the professional occupation between the Chair and Vice Chair, if practical. Therefore, if the Chair is a manufacturer, the Vice Chair should be a user or some other member who does not have a direct commercial interest in the guide or standard being developed and meets the qualification requirements specified in section 7.2.4. The general practice is for Working Group Chairs and Vice Chairs to serve for the duration of the Project Authorization Request, or for a suggested term of four years for standing working groups. At the end of the four year period for a standing working group, the Vice Chair would become the Chair and a new Vice Chair should be appointed.

### **7.2.4 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRS**

The Chair of the Working Group shall be a Member in good standing of the Power Engineering Society and meet the voting membership requirements of the ICC. 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. He/she must have a high level of expertise within the Working Group's subject of assignments.

(b) Procedural Experience

The Working Group Chair should have demonstrated the willingness to accept and complete assignments and follow through until finished.

(c) Personal Characteristics

The Working Group Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have reasonable verbal and written communication skills.

(d) Administrative Support

The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

### **7.3 ICC Subcommittee Discussion Groups**

#### **7.3.1 PURPOSE**

Discussion Groups are formed for the purpose of exchanging information on a specific topic related to the scope of the appropriate Subcommittee. They may be formed for the initial purpose of exploring the need to develop a standard or guide. Once a Project Authorization Request (PAR) for such a document is issued, the group shall become a Working Group.

#### **7.3.2 QUALIFICATIONS AND ELIGIBILITY OF DISCUSSION GROUP MEMBERS**

Discussion Group members need not be a Member of the Power Engineering Society but are encouraged to be members in good standing of the Society. Discussion Group membership does not have to be defined unless desired by the chair of the Discussion Group.

#### **7.3.3 APPOINTMENT OF ICC DISCUSSION GROUP CHAIR AND VICE CHAIR**

The Chair of the respective Subcommittee, with input from his Vice Chair, appoints the Chair and Vice Chair of a Discussion Group with notification to the Chair of the ICC. The Subcommittee Chair should seek balance in the professional occupation between the Chair and Vice Chair, if practical. Therefore, if the Chair is a manufacturer, the Vice Chair should be a user or some

other member who does not have a direct commercial interest in the guide or standard being developed and meets the qualification requirements specified in section 7.3.4. The general practice is for the Discussion Group Chairs to serve for a suggested term of four years. The Vice Chair would then become the new Chair and a new Vice Chair should be appointed.

#### 7.3.4 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRS

The Chair of the Discussion Group shall be a Member in good standing of the Power Engineering Society and meet the membership requirements of the ICC. Furthermore, the Discussion Group Chair should possess the following:

(a) Technical Ability

The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Discussion Group activities and discussions. He/she must have a high level of expertise within the Discussion Group's subject of assignments.

(b) Procedural Experience

The Discussion Group Chair should have demonstrated the willingness to accept and complete assignments and follow through until finished.

(c) Personal Characteristics

The Discussion Group Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have reasonable verbal and written communication skills.

(d) Administrative Support

The Discussion Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

## 8.0 OTHER LEVELS OF MEMBERSHIP

### 8.1 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to the ICC Subcommittees and Working Groups, but will not have a vote except as described below. For example, physicists, mathematicians, chemists and metallurgists are frequently called upon from 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.

With approval of the IEEE Standards Board, non-IEEE members who are representatives of other organizations or are invited experts, may be consultants to the ICC and Working Groups developing standards, but may vote only on matters relating to those standards.

## 8.2 Corresponding Membership

The ICC 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 ICC activities, including the development, review, and balloting of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the ICC.

The Chair of the ICC appoints Corresponding Members, 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 ICC Members with the exception of the requirement of regular attendance at meetings. To become a Corresponding Member, a request must be provided in writing to the ICC Chair.

## 9.0 DEVELOPING AND BALLOTING STANDARDS AND GUIDES

### 9.1 Balloting Group

For approval of Standards and Guides, the IEEE PES will form Balloting Groups. This Group will consist of ICC voting members and other IEEE SA members who have expressed interest via the Invitation Ballot. A list of ICC Voting members will be provided to IEEE annually for use in forming Balloting Groups. To be eligible to vote, ICC Voting Members must maintain their membership in the IEEE Standards Association.

### 9.2 Procedure for Developing and Balloting IEEE Standards

The ICC will follow the procedures defined in the latest revision of the Technical Council Operations and Procedures Manual, section 6.9 for the development and balloting of IEEE Standards. The referenced procedure is divided into two parts. The first part titled "Invitation to Participate" defines the process for advertising the formation of PES sponsored standards projects and extends an invitation for materially affected persons to participate in the development of the standards. The second part "Invitation to Ballot" defines the process for advertising the upcoming ballots of PES sponsored standards projects and extends an invitation to IEEE members who are materially affected and technically competent in the project's subject matter to participate in the balloting of the standards.

## 10.0 MEETINGS

ICC meetings shall be held, as decided by the ICC Chair, with input from the Administrative Committee to conduct business such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A thirty-day notice including an agenda, date, time and meeting location shall be mailed to all members, observers and experts. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

## **10.1 QUORUM**

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section 11.2. The designated quorum should protect against totally unrepresentative action in the name of the committee. See Robert's Rules of Order (Revised).

## **11.0 VOTING ON ICC ISSUES**

When asked to vote on ICC related issues by the ICC Chair, a Subcommittee Chair or Working Group Chair, ICC members shall vote with one of the following positions:

- a) affirmative.
- b) Negative, with reasons. The reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection.
- c) Abstain, with reasons.

### **11.1 Voting By Mail Ballot**

The ICC shall be allowed to conduct ICC business between meetings, at the discretion of the Chair, by a thirty-day letter ballot (with 10 additional days for mailing time).

### **11.2 Actions Requiring Approval by a Majority of Those Voting**

The following actions require approval by a majority of the Administrative Subcommittee of the ICC either at a meeting, provided that notification of the action has been included on the mailed agenda for the meeting, or by letter ballot:

- a) Formation of Subcommittees and Working Groups, including their scope and duties
- b) Disbandment of Subcommittees and Working Groups
- c) Approval of ICC minutes
- d) Authorization of a letter ballot

### **11.3 Actions Requiring Approval by Two-Thirds of Those Voting**

The following actions require a letter ballot or an equivalent formal recorded vote at a meeting, provided that notification of the action has been included on the mailed agenda for the meeting, with approval by 2/3 majority of the Administrative Subcommittee:

- a) Change of the ICC scope
- b) Termination of the ICC

## **12.0 COMMUNICATION**

All ICC officers should use the ICC letterhead when corresponding on behalf of ICC activities.

## **12.1 Formal Internal Communication**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected Subcommittee Chairs, Subcommittee Vice-Chair/Treasurer and the ICC officers.

## **12.2 External Communication**

Inquiries relating to the ICC should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

## **13.0 INTERPRETATIONS**

Written inquiries requesting interpretation of ICC sponsored, IEEE approved standards shall be responded to by the appropriate Subcommittee. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with IEEE procedures. Copies of all requests for interpretations and subsequent responses should be forwarded to the Vice-Chair of the IEEE Standards Board.

## **14.0 APPEALS**

### **14.1 Purpose**

Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within a Sponsor's jurisdiction, or by the lack thereof, shall have the right to appeal procedural actions or inaction of the ICC or its officers. Appeals first shall be made to the Chair of the ICC before escalation to the Power Engineering Society Technical Council.

[Every attempt should be made to resolve concerns informally, since it should be recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among individuals. If the informal attempts to resolve a concern are unsuccessful, the following formal procedure shall be invoked.]

### **14.2 Complaint**

The appellant shall file a written complaint with the ICC Chair as soon as possible after an action, but not later than ninety (90) days after the appellant knew, or reasonably should have known, of the action to be appealed. The complaint shall state: the nature of the objection(s), including any adverse affects; the sections(s) of those procedures or the standard(s) that are at issue; actions or inactions that are at issue; and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted, and the official record of all challenged actions shall be included.

### **14.3 Response**

Within thirty (30) days after receipt of the complaint, the respondent (Chair, Vice-Chair or Vice-Chair/Treasurer) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

### **14.4 Hearing**

If the appellant and the respondent are unable to resolve the written complaint in a manner consistent with these procedures, the Chair or the Vice-Chair/Treasurer of the ICC shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days notice.

### **14.5 Appeals Panel**

The appeals panel shall consist of three (3) individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made, or to be made, in the dispute. At least two (2) members shall be acceptable to the appellant and at least two (2) shall be acceptable to the respondent.

### **14.6 Conduct of the Hearing**

The appellant has the burden of documenting adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the Sponsor and the officers took all actions in compliance with these procedures, and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

### **14.7 Decision**

The appeals panel shall render its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a. Finding for the appellant, remanding the action to the ICC Committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
- b. Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.
- c. Finding that new, substantive evidence has been introduced and remanding the entire action to the ICC for appropriate reconsideration.

### **14.8 Further Appeal**

If the appellant gives notice that further appeal is intended, a full record of the complaint, response, hearing and decision shall be submitted to the Chair of the Power Engineering Society Technical Council. The appeal may proceed through each level of committee up to and including [Highest Level Committee] for standards projects which have not yet been approved by the IEEE Standards Board. For Projects which have already been approved by the IEEE Standards Board, the appeals process described in the IEEE Standards Operations Manual shall apply and shall be directed to the IEEE Standards Board.

## **15.0 PARLIAMENTARY PROCEDURES**

On questions of parliamentary procedure not covered in these Procedures, Robert's Rules of Order (latest edition) may be used to expedite due process.