



**Switchgear Committee**

**ORGANIZATION AND PROCEDURES MANUAL**

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# IEEE POWER & ENERGY SOCIETY Switchgear Committee ORGANIZATION AND PROCEDURES MANUAL

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## REFERENCES

- A. IEEE-SA Standards Board Operations Manual  
<http://standards.ieee.org/develop/policies/opman/>
- B. IEEE-SA Standards Board Style Manual  
<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>
- C. IEEE PES Committee Directory (Sign in Required)  
<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>
- D. Technical Sessions Guide for the Presenter  
<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>
- E. Technical Sessions Guide for the Session Chair  
<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>
- F. IEEE Power & Energy Society Publication Guide  
<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

## 1 Introduction

The Switchgear Committee of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The Switchgear Committee functions within the scope of the Technical Council of the IEEE PES (Technical Council). The Switchgear Committee reports to the Technical Council on matters concerning membership, recognition, scope, and the coordination of PES-generated standards and technical publications. For standards relating to its scope, the Switchgear Committee works directly with the IEEE-SA Standards Board and the PES Standards Coordinating Committee. For publications relating to its scope, the Switchgear Committee works directly with the PES Vice President of Publication.

The Switchgear Committee, in support of PES and with the direction and coordination of the Technical Council, shall participate in the following activities:

- a. Promote the understanding of power and energy engineering
- b. Promote the contributions of the power industry
- c. Support power and energy engineering education
- d. Seek and promote electric and energy utility and supplier industry management support for Society activities
- e. Support and promote chapter activities.

These operating procedures outline the orderly transaction of business for the Switchgear Committee. Several documents take precedence in the following order:

- a. New York State Not-for-Profit Corporation Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution
- d. IEEE Bylaws
- e. IEEE Policies
- f. IEEE Board of Directors Resolutions
- g. IEEE Standards Association Operations Manual
- h. IEEE-SA Board of Governors Resolutions
- i. IEEE-SA Standards Board Bylaws
- j. IEEE-SA Standards Board Operations Manual
- k. IEEE-SA Standards Board Resolutions
- l. IEEE Power & Energy Society Constitution and Bylaws
- m. PES Technical Council Organization & Procedures Manual
- n. PES Technical Committee Policy & Procedures Manual
- o. PES Technical Committee Organization & Procedures Manual
- p. Robert's Rules of Order (newly revised)

## **2 Purpose of the Organization and Procedures Manual**

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

## **3 Scope of the Switchgear Committee**

### **3.1 Scope of the Switchgear Committee**

In addition to the scope defined in the Switchgear Committee P&P, the Committee is also responsible for the following:

- Matters relating to switchgear or switchgear devices for applications covered by another technical committee if emphasis is on particular requirements of the application.
- Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guides and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related to the items above.
- Liaison and cooperation with other technical committees, societies, organizations, groups and associations concerned with various aspects of the items above.
- To aid in reducing duplication of effort, the Committee, may accept documents prepared by IEC, NEMA, AEIC, CIGRE, ANSI Committees, or other organizations and review those portions of the documents under the Committee jurisdiction.

### **3.2 Scope of the Switchgear Committee Subcommittees**

The scope of the Switchgear Committee is subdivided into the following subcommittees.

#### **3.2.1 Administrative Subcommittee (ADSCOM)**

Coordination of activities of the Committee and its subcommittees. Development and administration of the policy and general affairs of the Committee. Provide assistance and advice to the Committee Chair as needed or requested.

#### **3.2.2 Education, Recognition, and Publications Subcommittee (ER&P)**

Promote switchgear education, provide tutorials, provide recognition of significant achievements in the switchgear field (including bibliographies), Committee marketing and promotion, and furnish planning support to the Committee as directed by the Administrative Subcommittee.

Coordinate with other technical committees, groups, societies, and associations as required.

Recommend and maintain honorary members list, as published on the Committee website.

Coordinating and encouraging Fellows nominations of Committee members.

Evaluation of technical papers about topics within the scope of the Committee and the presentation of those papers at the various IEEE PES General Meetings and other PES conferences.

### 3.2.3 High Voltage Circuit Breaker Subcommittee (HVCB)

Treatment of all matters relating to high voltage power circuit breakers (above 1000 V ac nominal, above 3200 V dc).

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

### 3.2.4 High Voltage Fuses Subcommittee (HVF)

Treatment of all matters relating to high voltage fuses (above 1000 V ac).

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

### 3.2.5 High Voltage Switches Subcommittee (HVS)

Treatment of all matters relating to high voltage indoor and outdoor switches and interrupters (above 1000 V ac, above 3200 V dc) except for the following devices:

- Distribution cutouts.
- Switches used in metal-enclosed and pad-mounted switchgear.
- Separable insulated connectors.
- Circuit breakers, circuit switchers, sectionalizers, and reclosers.
- Gas-insulated switchgear.
- Capacitor switches.
- Switches rated 38 kV ac and below used on distribution systems except air insulated overhead applications.
- Fuses equipped with integral switches.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

### 3.2.6 Low Voltage Switchgear Devices Subcommittee (LVSD)

Treatment of all matters relating to low voltage devices (1000 volts ac nominal and below, 3200 volts dc and below), such as low voltage power circuit breakers, fusible switching devices, and other low voltage power switching devices, except molded case circuit breakers and network protectors, for use in switchgear assemblies or in individual enclosures for separate mounting.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.



### 3.2.7 Reclosers and Other Distribution Equipment Subcommittee (RODE)

Treatment of all matters relating to distribution switching and overcurrent protective equipment, including reclosers, sectionalizers, fault interrupters, capacitor switches, pad-mounted switchgear, and submersible switchgear; except for high voltage fuses and high voltage overhead air switches.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

### 3.2.8 Switchgear Assemblies Subcommittee (SA)

Treatment of all matters relating to switchgear assemblies.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

### 3.2.9 Technology and Innovation Subcommittee (T&I)

Facilitates and conducts research related to switchgear, circuit breakers and fuses that are covered under IEEE switchgear standards.

Develops technical reports and makes recommendations for further advancement of IEEE switchgear standards.

Coordinates with other technical committees, groups, societies, and associations as required.

The Technology and Innovation Subcommittee may recommend development of standards on innovation topics but does not develop standards. Standards that result from innovation activities shall be developed in one of the other defined subcommittees.

## 4 Officers of the Switchgear Committee

### 4.1 Switchgear Committee officers

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

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

#### 4.1.1 Chair

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

- a. Have general supervision of the affairs of the Switchgear Committee according to all relevant policies and procedures.
- b. Preside at the meetings of the Switchgear Committee.
- c. Have final responsibility in all matters considered by the Committee and its subgroups.
- d. Chair the Meeting Planning Group, including negotiating and signing meeting venue and social contracts in accordance with IEEE policy.

- e. Serve as a member of the AdsCom, and ER&P.
- f. Annual review of the Committee membership.
- g. Provide a Committee's membership report to the Secretary of the IEEE PES Technical Council by October 15 of each year.
- h. Serve as a member of the Technical Council. Represent the Switchgear Committee at Technical Council meetings, make such reports as required, and report to the Switchgear Committee all relevant decisions and deliberations of the Technical Council that impact the mission of the Switchgear Committee and its various activities.
- i. Represent the Switchgear Committee on the Technical Council Organization and Procedures Standing Committee.

#### 4.1.2 Vice Chair

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

- a. Assist the Chair in his/her duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Chair the Administrative Subcommittee (AdsCom).
- c. Serve as a member of ER&P and Meeting Planning Group.
- d. Prepare and distribute a meeting schedule for each Committee meeting.
- e. Serve as backup to the Meeting Coordinator

#### 4.1.3 Secretary

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

- a. Preparing, distributing, and keeping Committee records (i.e. Committee roster, minutes-of-meetings, etc.). The official minutes of meetings are kept on the Committee website.
- b. Prepare and distribute agendas and minutes, and announce meeting dates and times, for both the Committee and the AdsCom meetings.
- c. Serve as secretary of the AdsCom, Meeting Planning Group, and ER&P.

#### 4.1.4 Treasurer

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

- a. Maintain the financial records of the Committee within IEEE Finance policies.
- b. Send a monthly financial statement to the officers of the Committee.
- c. Provide annual financial reports of the Committee to IEEE Finance.

#### 4.1.5 Immediate Past Chair

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

- a. Responsible for managing the review and approval processes for the Committee's Organization and Procedures Manual.
- b. Training for Committee and Committee subcommittee officers regarding the approved Organization and Procedures Manual.

#### 4.1.6 Standards Coordinator

The Standards Coordinator shall have all duties defined in the IEEE PES Switchgear Committee P&P. Additional duties shall include the following:

- a. Representing the Standards Committee at the annual IEEE/PES Technical Council's meeting of Standards Coordinators.
- b. Serving as the Standards Committee liaison to the IEEE Power and Energy Society External Project Management Committee.
- c. Presiding at all External Project Approval Group meetings.

#### 4.2 Switchgear Committee Standing Positions

In addition to roles defined in the Switchgear Committee P&P, the Committee may also have a Registrar, Meeting Coordinator, and Webmaster. A person may simultaneously hold the positions of Technical Committee Program Chair, Registrar, Meeting Coordinator, Webmaster, and another position and/or office. The responsibilities of each Standing Position are listed below.

##### 4.2.1 Registrar

The responsibilities of the Registrar are as follows:

- a. Serving as a member of the Meeting Planning Group.
- b. Maintaining software for meeting attendance and support registration, as well as printing name badges.
- c. Issuing announcements for bi-annual Committee meeting face-to-face meetings.
- d. Oversee the meeting registration processes for the Committee and report such activities as required. This includes reporting of:
  - Registration fees
  - Sponsor Donations
  - Attendance
  - Affiliation by exception

The Committee Registrar is annually appointed by the Switchgear Committee Chair, with no defined term limits.

#### 4.2.2 Meeting Coordinator

The Meeting Coordinator is responsible for implementing meeting contracts with the meeting venue. The Meeting Coordinator coordinates all meeting planning activities with the Switchgear Committee Chair, including copying on correspondence with venues and regular updates on the upcoming meeting(s).

The Meeting Coordinator is annually appointed by the Switchgear Committee Chair, with no defined term limits.

#### 4.2.3 Webmaster

The Webmaster is responsible for building, maintaining, and updating the Committee's web pages.

The Webmaster is annually appointed by the Switchgear Committee Chair, with no defined term limits.

#### 4.2.4 ER&P Chair

The ER&P Chair is responsible for leading the ER&P Subcommittee (See 6.1.1.b).

The ER&P Chair serves as the Switchgear Committee representative on the Technical Council Awards Standing Committee.

The ER&P Chair is annually appointed by the Switchgear Committee Chair, with no defined term limits.

#### 4.3 ER&P Standing Positions

In order to support the activities of ER&P, the Committee shall have a Technical Committee Program Chair (TCPC), and may also have Transactions Paper Editor(s), a Fellows Coordinator, and Marketing Coordinator.

##### 4.3.1 Transactions Papers Editor(s)

The responsibility for all matters related to the handling of IEEE PES Transactions papers within the scope of the Committee resides with the Transactions Paper Editor(s) of the Committee. The Transaction Paper Editor(s) is/are annually appointed by the ER&P Chair, with no defined term limits. The Transaction Paper Editor(s) may designate a person within the Committee to perform these duties under his or her supervision.

The paper review procedures will be as specified by the Editor-in-Chief of the Transactions on Power Delivery.

##### 4.3.2 Technical Committee Program Chair (TCPC)

The Technical Committee Program Chair (TCPC) is a member of and reports to ER&P. The TCPC is annually appointed by the ER&P Chair, with no defined term limits.

The TCPC is responsible for the coordination of the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE conference papers. The TCPC may draw upon the expertise of the committee members for paper review. The TCPC may designate a member to serve as a review coordinator for a conference. The responsibilities of the (TCPC) shall include at least the following:

- a. Facilitate review of papers for special technical conferences following similar procedures as those used for papers for the general meeting. The details and schedules for each special technical conference are determined by the conference technical committee.
- b. Representing the Committee on the IEEE PES Technical Council Technical Sessions Committee via teleconference or in person, including working with the general meeting Technical Sessions Committee Chair to determine preferred subjects or “tracks” for upcoming meetings.
- c. Attending all AdsCom and Committee meetings and submit a bi-annual TCPC report to the Committee.

#### 4.3.3 Fellows Coordinator

The Fellows Coordinator is a member of and reports to ER&P. The Fellows Coordinator is annually appointed by the Committee Chair, with no defined term limits.

The Fellows Coordinator is responsible for coordinating and encouraging the nomination process for Committee members to become IEEE Fellows. The Committee Chair shall submit fellow endorsements approved by ER&P.

#### 4.3.4 Marketing Coordinator

The Marketing Coordinator is a member of and reports to ER&P. The Marketing Coordinator is annually appointed by the ER&P Chair, with no defined term limits.

The Marketing Coordinator is responsible for marketing the Switchgear Committee to those outside of the Switchgear Committee, with the objectives of making the Switchgear Committee activities more widely known, encouraging others to become active in the Switchgear Committee, and increasing participation by younger members of the electrical engineering profession.

Responsibilities of the Marketing Coordinator include, but are not limited to, the following:

- a. Create or coordinate marketing materials for the Committee.
- b. Coordinate submittal of and creation of tutorials, technical papers, and similar materials that can be included in the PES Resource Center.
- c. Respond to requests for marketing materials from the PES Technical Council.

## 5 Switchgear Committee Members

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

## 6 Liaisons

### 6.1 Switchgear Committee Liaison Representatives

The PES Switchgear Committee may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest. This information exchange is accomplished through liaison representatives, appointed by the Switchgear Committee Chair with the agreement and approval of the other group with which the liaison is to be established and with the concurrence of the Switchgear Committee Administrative Subcommittee. The liaison representative will provide reports to the Switchgear Committee on activities of the other group, based on personal participation in these activities if possible.

Depending on the preference of the other group, the liaison representative may also report to them on Switchgear Committee activities.

## 6.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the Switchgear Committee Chair with the concurrence of the Switchgear Committee Administrative Subcommittee. Liaisons are appointed annually and may be reappointed for subsequent terms.

## 7 Procedures

### 7.1 Quorum

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

### 7.2 Voting Requirements

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

### 7.3 Amendments to the Organization and Procedures Manual

Any member of the Switchgear Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Switchgear Committee. The proposed amendment shall be reviewed by the Administrative Subcommittee and balloted in accordance with 5.2. If approved, it shall be submitted for final approval by a two-thirds vote of the Switchgear Committee. Upon final approval, the Chair will incorporate the amendment into the Organization and Procedures Manual and will submit a redlined version of the revised manual to the Secretary of the PES Technical Council for distribution to all members of the PES Technical Council for comment and balloting in accordance with the IEEE PES Technical Council Organization and Procedures Manual.

### 7.4 Exceptions to Procedures

If the Switchgear Committee desires to make an exception to its organization or procedures in a manner that departs from this Procedures Manual, it may do so upon approval of the Technical Council.

The Chair of the Switchgear 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.

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

### 7.5 Changes in Scope of Switchgear Committee

To affect a change in scope or add to or subtract from the present committee organization, the Switchgear Committee shall prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee (the Technical Council Secretary) with a copy to

the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

#### 7.6 Procedure for the Endorsement of Fellow Nominations

IEEE Fellow is a distinction reserved for select IEEE members whose extraordinary accomplishments in any of the IEEE fields of interest are deemed fitting of this prestigious grade elevation. The Switchgear Committee supports the nomination of individuals within their committee by encouraging the identification and nomination of candidates, assistance in the identification of potential endorsers, as well as assistance in creation of the application.

The procedure for Switchgear Committee endorsement for Fellow nominations is outlined in the following directive from the PES Executive Board in the following link:

<http://www.ieee-pes.org/professional-development/fellow-nomination>

#### 7.7 Standards Development

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

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

#### 7.8 Task Force, Working Group, & Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the Committee that are not externally balloted outside of the Switchgear Committee or the associated subgroup. These may be technical papers or special publications such as PES Technical Reports.

The document may list in its title the name of the group preparing the document. i.e. "IEEE Task Force Report on ...," or "IEEE Working Group Report on ...." The document shall not name the document as a Committee report unless a draft is circulated and a ballot is conducted of the Committee members.

Technical papers to be published in the IEEE PES *Transactions on Power Delivery* shall follow procedures for PES technical papers.

Special publications including PES Technical Reports shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

- Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the Switchgear Committee.
- Paper draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- Written discussions of the special publication shall be e-mailed or mailed to the Chair of the subgroup preparing the document. The discussion and a closure shall be published with the final document.

## 8 Subgroups of the Switchgear Committee

### 8.1 Responsible Subcommittees

The IEEE PES Switchgear Committee P&P defines the duties of Responsible Subcommittees that oversee standards development activities. The names of the Responsible Subcommittees of the Switchgear Committee shall be:

- a. Administrative Subcommittee (AdsCom)
- b. High Voltage Circuit Breaker Subcommittee (HVCB).
- c. High Voltage Fuses Subcommittee (HVF).
- d. High Voltage Switches Subcommittee (HVS).
- e. Low Voltage Switchgear Devices Subcommittee (LVSD).
- f. Reclosers and Other Distribution Equipment Subcommittee (RODE).
- g. Switchgear Assemblies Subcommittee (SA).

The scope of each Responsible Subcommittee is established by the Switchgear Committee and may be changed by submitting a written recommendation to the Chair of the Switchgear Committee, provided that the proposed scope is within the bounds described in Clause 3.1. The written request will be evaluated and balloted by the Administrative Subcommittee according to the requirements in Section 5.2.

#### 8.1.1 Responsible Subcommittee Membership

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

#### 8.1.2 Appointment of Responsible Subcommittee Chair

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

#### 8.1.3 Duties of Responsible Subcommittee Chairs

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

- a. With the approval of the Switchgear Committee Chair, select a secretary to assist with the administration of the subcommittee.
- b. Call and preside at the meetings of their subcommittee.
- c. Promote technical papers pertaining to the objectives of the subcommittee and its subgroups.
- d. Be alert to new technical problems that need to be addressed by the subcommittee.
- e. Report on the activities of the subcommittee and its working groups to the Switchgear Committee as directed.
- f. Submit minutes of the meetings of their subcommittee and its working groups for inclusion in the Switchgear Committee meeting minutes.



- g. Recommend members of their subcommittee for membership on the Switchgear Committee.
- h. Maintain the subcommittee roster in accordance with the Switchgear Committee Policies and Procedures.

## 8.2 Subcommittees

Subcommittees that do not participate in standards development activities are referred to in this O&P document as only “Subcommittees.” The name of the Subcommittees of the Switchgear Committee are as follows:

- a. Education, Recognition, and Publications Subcommittee (ER&P).
- b. Technology and Innovation Subcommittee (T&I).

A Subcommittee shall have a Chair and a Secretary.

Subcommittees shall operate under the processes outlined in the Switchgear Committee P&P (substituting Subcommittee for Standards Committee) with respect to:

- a. Removal of Officers
- b. Membership List
- c. Meetings
- d. Quorum
- e. Minutes
- f. Approval of an Action
- g. Voting between Meetings

The Standards Committee remains responsible for oversight of actions taken by the Subcommittee and its conformance with these P&P.

Due to the sensitive nature of their scope, the ER&P Subcommittee meets in Executive Session, as defined in the Switchgear Committee P&P.

The scope of each Subcommittee is established by the Switchgear and may be changed by submitting a written recommendation to the Chair of the Switchgear Committee, provided that the proposed scope is within the bounds described in Clause 3.1. The written request will be evaluated and balloted by the Administrative Subcommittee according to the requirements in Section 5.2.

### 8.2.1 Subcommittee Membership

The procedures governing Subcommittee membership shall be as follows:

- a. Education, Recognition, and Publications Subcommittee (ER&P).

The membership of the ER&P Subcommittee consists of the Switchgear Committee officers, Chairs of the Responsible Subcommittee and Subcommittees, Fellows Coordinator, Marketing Coordinator, TCPC, and Transactions Papers Editor(s).

- b. Technology and Innovation Subcommittee (T&I).

The membership of the T&I Subcommittee consists of a Chair appointed by the Switchgear Committee Chair, and up to three liaisons appointed by each of the Responsible Subcommittees, as well as Switchgear Committee officers if they are attending the T&I meeting. Additional membership may be extended to individuals

fulfilling the requirements in the Switchgear Committee Working Group Policies and Procedures.

#### 8.2.2 Appointment of Subcommittee Chair

The Chair is annually appointed by the Switchgear Committee Chair, with no defined term limits.

#### 8.2.3 Duties of Subcommittee Chairs

The responsibilities of the Subcommittee Chair shall include:

- a. Leading the activity according to all of the relevant operating procedures.
- b. Forming subgroups, as necessary.
- c. Being objective.
- d. Entertaining motions, but not making motions.
- e. Not biasing discussions.
- f. Delegating necessary functions.
- g. Allowing all parties to have the opportunity to express their views.
- h. Setting goals and deadlines and adhering to them.
- i. Being knowledgeable in IEEE processes and parliamentary procedures and helping ensure that the processes and procedures are followed.
- j. Seeking consensus of the Subcommittee as a means of resolving issues.
- k. Prioritizing work to best serve the Standards Committee and its goals.
- l. Complying with the Chair's responsibility with respect to the IEEE SA Intellectual Property Policies, including but not limited to the IEEE SA Patent Policy (see IEEE SA Standards Board Bylaws clause on "Patents" and IEEE SA Standards Board Operations Manual clause on "Patents" and "Call for patents") and Copyright Policy (see IEEE SA Standards Board Bylaws clause on "Copyright" and IEEE SA Standards Board Operations Manual clause on "Copyright").
- m. With the approval of the Switchgear Committee Chair, select a secretary to assist with the administration of the subcommittee.
- n. Call and preside at the meetings of their subcommittee.
- o. Report on the activities of the subcommittee and its subgroups to the Switchgear Committee, as directed.
- p. Submit minutes of the meetings of their subcommittee and its subgroups for inclusion in the Switchgear Committee meeting minutes.
- q. Maintain the subcommittee roster in accordance with the Switchgear Committee Policies and Procedures.

#### 8.2.4 Duties of a Subcommittee Secretary

The responsibilities of the Subcommittee Secretary shall include:

- a. Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion).
- b. Carrying out those duties specifically delegated by the Subcommittee Chair to the Subcommittee Secretary.
- c. Being knowledgeable in IEEE processes and parliamentary procedures and assisting the Chair in helping ensure that the processes and procedures are followed.
- d. Scheduling meetings in coordination with the Chair and distributing meeting notices and agendas.
- e. Distributing meeting agendas in accordance with the Switchgear Committee P&P.
- f. Documenting minutes of each meeting in accordance with the Switchgear Committee P&P.
- g. Creating and maintaining the participant list in accordance with the Switchgear Committee P&P.
- h. Being responsible for the management and distribution of Subcommittee documentation.
- i. Maintaining lists of unresolved issues, action items, and assignments.
- j. Recording attendance of all participants.
- k. Maintaining a current list of the names of the voting members of the Subcommittee and forwarding all changes of voting members to the Subcommittee Chair.
- l. Distributing current list of Subcommittee voting members upon request.

#### 8.3 External Project Approval Group (EPAG)

All projects requesting Switchgear Committee participation originating from outside of the Switchgear Committee and all Standards Project Authorization Requests originating from outside of the Switchgear Committee are directed to the External Project Approval Group (EPAG) for review and consideration.

The External Project Approval Group reviews these project proposals, evaluates the merits of the proposals, and directs the projects to the appropriate Subcommittee for action.

##### 8.3.1 EPAG Members

The External Project Approval Group resides as a subgroup of the Switchgear Committee AdsCom. The ex-officio membership of the EPAG consists of the Switchgear Committee Officers, as well as the Subcommittee Chairs (or their appointed designee).

##### 8.3.2 EPAG Chair

The Chair of EPAG shall be the Standards Coordinator.

## 8.4 Working Groups

With approval of a PAR, Working Groups are responsible for the definitive content of a proposed standard or proposed standard revision.

Working Group activity is overseen by the assigned Responsible Subcommittee and conducted within the processes defined in the Switchgear Committee Working Group P&P – Individual Method or Switchgear Committee Working Group P&P – Entity Method, as appropriate.

### 8.4.1 Working Group Members

The procedures governing working group membership and eligibility shall be as defined in the IEEE PES Switchgear Committee Working Group P&P.

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

### 8.4.2 Working Group Chairs

The procedures governing qualifications and eligibility of Working Group Chairs shall be as defined in the IEEE PES Switchgear Committee P&P.

The procedures governing appointment of Working Group Chairs shall be as defined in the IEEE PES Switchgear Committee P&P.

## 8.5 Task Forces

Task Forces are responsible for the narrow-scoped tasks and terminate at the completion of the project. Task Force results may contribute to Working Groups but are not directly standards related activities. However, Task Forces operate under the same guidelines as Working Groups, as defined within the Switchgear Committee Working Group P&P—Individual Method.

### 8.5.1 Task Force Members

Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Task Force upon their request. After the first meeting, voting members are subject to the requirements in the Switchgear Committee Working Group P&P—Individual Method.

### 8.5.2 Task Force Chair

The Sponsor Chair shall appoint the initial Chair of a new Task Force.

## 8.6 Ad Hoc Groups

A sponsor (committee, subcommittee, or another subgroup – excluding other ad hoc groups) may form an ad hoc group to form recommendations to address specific issues only, and therefore, are considered temporary for the duration of the assignment. Ad hoc groups self-terminate after six months, or at the completion of the assignment, whichever comes first. An ad hoc may be extended once at the approval of the Sponsor Chair.

### 8.6.1 Ad Hoc Members

Due to their short duration, and limited authority for action, membership to an ad hoc is at the discretion of the Sponsor Chair and/or Ad Hoc Chair.

### 8.6.2 Ad Hoc Chair

The Chair of the ad hoc's parent subgroup shall appoint the Chair of a new ad hoc.

## 8.7 Meeting Planning Group

The Meeting Planning Group is responsible for evaluating and selecting future venues for the Committee's bi-annual face-to-face meetings, as well as approving any changes in meeting fees.

### 8.7.1 Meeting Planning Group Members

The Meeting Planning Group membership includes the Committee Chair, Secretary, Treasurer, Registrar, Meeting Coordinator, and other Committee members appointed by the Meeting Planning Group Chair.

### 8.7.2 Meeting Planning Group Chair

The Chair of the Switchgear Committee is the Meeting Planning Group Chair.

## 8.8 Fellows Nominating Group

The Fellows Nominating Group coordinates and encourages nominations of persons participating in the Switchgear Committee activities for elevation to the IEEE Fellows membership status.

### 8.8.1 Fellows Nominating Group Members

Membership of the Fellows Nominating Group is not restricted and anticipated to remain fluid due to the dynamic nature of this activity. All participants are ex-officio members.

### 8.8.2 Fellows Nominating Group Chair

The Fellows Coordinator is the Fellows Nomination Group Chair, and reports to ER&P.