



Switchgear Committee

Policies and Procedures **for**

Standards Development



Switchgear Committee Scope

Treatment of matters in which the dominant factors are the **design**, **construction** and **operation** of **devices** or **assembled gear** to establish (**make**), **interrupt**, or **change connections** in **any electric circuit** under **normal or abnormal conditions**.



Organization, Procedures, and Policies of the PES Switchgear Committee

Changes in IEEE and its legal system, have increased the role of IEEE-SA and the type of work we perform at the Switchgear Committee, and it is time for us to revise and change our processes, procedures, and policies governing our Committee.

It looks like the Committee will actually end up with **three** documents to replace the original Organization and Procedures Manual (O&P Manual) we have now:



Organization, Procedures, and Policies of the PES Switchgear Committee

#1) Switchgear Comm. (P&P) for Standards Development

Approved 16 June 2011 The URL is:

http://standards.ieee.org/about/sasb/audcom/pnp/PE_SWG.pdf

#2) Working Group (WG) P&P for Standards Development

Draft 0 has been circulated

#3) Switchgear Comm. Organization and Procedures (O&P) for everything else we do other than Standards Development, includes a number of other activities such as: **Still to do.**

- Organizing meetings of the committee
- Sponsoring tutorials and other educational activities
- Reviewing technical papers and evaluating them for publication
- Organizing and Sponsoring paper sessions at General Meetings of PES, T&D shows, PSCE conferences, etc.
- Recognition and awards for Swgr Comm. Members



Swgr P&P for Stds Development

WHY ? - - Required by IEEE Standards Association [IEEE-SA] to comply with ANSI requirement for SDOs

Covers ALL [and only] Standards Development Activities

Swgr **WG** P&P for Stds Development

IEEE STANDARDS ASSOCIATION



AudCom WG Conventions

AudCom Review of **Working Group** P&Ps for Standards Development

1. Sponsors are expected to approve, record approval in minutes, and make publicly available, a P&P for each of its WGs
 - AudCom has a baseline WG P&P that WGs are requested to follow



Swgr **WG** P&P for Stds Development

AudCom Review of Working Group P&Ps for Stds. Development (cont'd)

- AudCom will request confirmation of approval and availability of WG P&P. Sponsor may submit either a letter indicating approval, or a pointer to minutes showing approval.
- Sponsor must indicate how WG P&P are publicly available, e.g., via sponsor website link (if available), by request to the WG chair, or by other process



Swgr **WG** P&P for Stds Development

2. Sponsors may choose to have one general **WG** P&P for one or more of its WGs
3. After every AudCom sponsor P&P approval, the sponsor is requested to:
 - **Submit letter** (pointer to minutes) **indicating WG P&P approval**
 - **Submit all of its WG P&P for review** (AudCom may review only one)



Swgr **WG** P&P for Stds Development

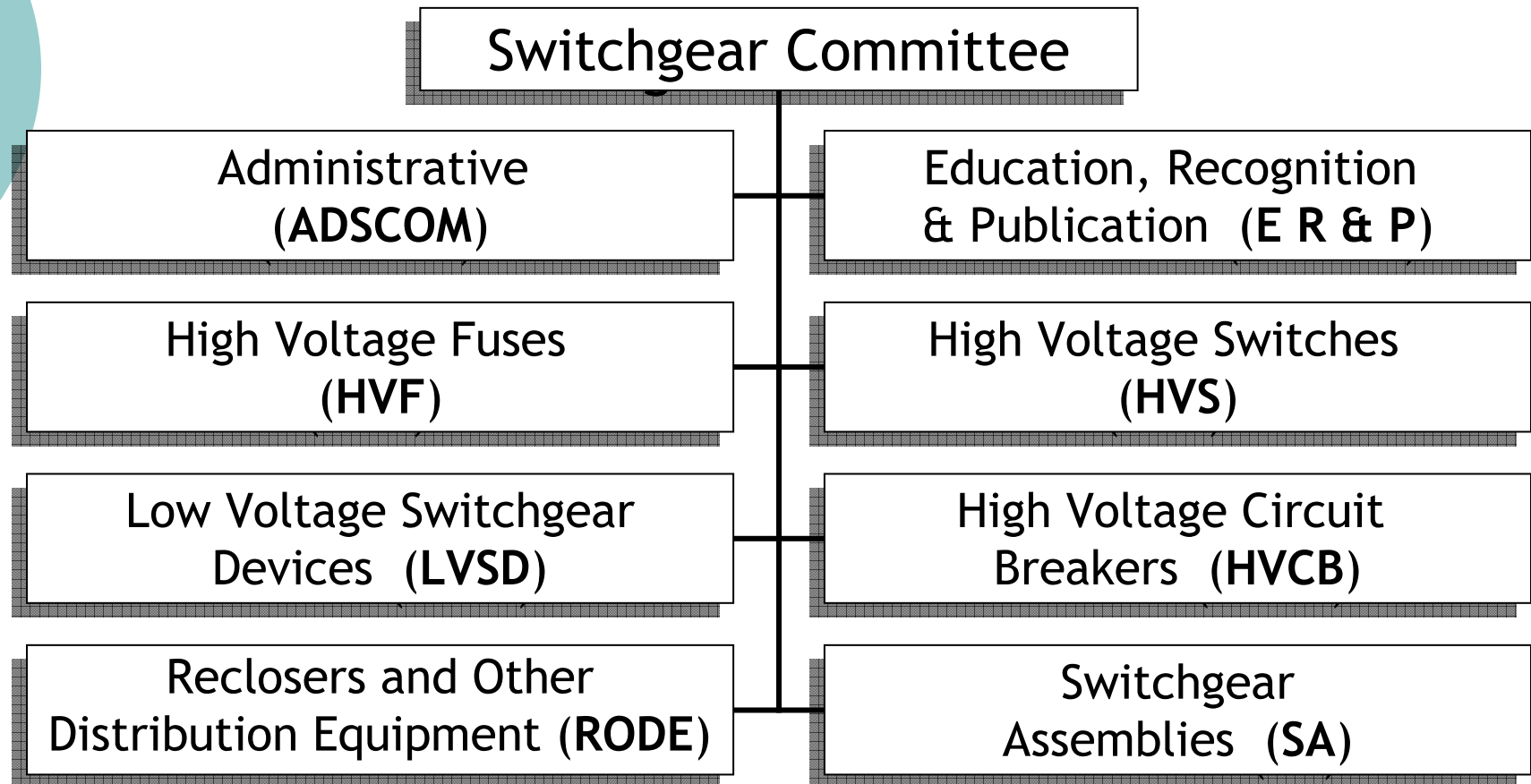
4. AudCom may select additional sponsors for **WG** P&P review every quarter
5. AudCom conclusion of having “no issues” with a **WG** P&P is indicated to SASB



Swgr O&P for Everything Else We Do

Organizational structure and day-to-day operations of the Committee, its officers, members and sub committees, and Working Groups.

Organizational Structure of IEEE Switchgear Committee





Meetings

- Shall be held as decided by the Swgr. Comm. Chair, or by petition of 10 or more members
- Shall be announced (at least) 30 calendar days in advance, and the agenda with at least 15 days notice
- Include notification of potential for action on any agendas
- Shall be open to anyone who has material interest and wishes to attend
- Executive Session: e.g. Future Meeting Planning Group



Sub Groups

- Administrative Subgroups [not technical] e.g. ADSCOM
- Working Groups - Individual Method
 - The Chair of the Swgr Comm shall appoint the Chair of the WG, on recommendation of the SC Chair.
 - All WGs shall maintain a membership roster
 - All WGs shall adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups
- Standards study groups (a.k.a. Task Forces) examine a proposal for a standards development. **Limited to 6 mos.**
- Technical Sub Committees [not administrative]
- Writing Groups [Organize and write tutorials]



Become a member of a WG

- Choose a subject you would like to work on
- Go to the Working Group Meeting
- Volunteer for an assignment - - and complete it on time)
- Ask!



Become a Sub Comm. Member

- The Chair of the Main Committee approves new members who have been nominated by the Sub Comm. Chair.
- Be a member of IEEE/PES and IEEE-SA
- Contribute regularly as a member of a WG(s) for at least two years, and attend 4 of 6 Sub Committee meetings.
- Sub committee Members who miss more than 2 consecutive regularly scheduled meetings, and who do not participate by correspondence may be removed
- Ask the WG Chair to nominate you for membership in the Sub Committee.
- The Sub Committee Chair shall review the membership list annually



Become a Swgr. Comm. Member

- The Chair of the Main Committee approves new members who have been nominated by a Sub Committee Chair.
- Be a member of IEEE/PES and IEEE-SA
- Contribute regularly as a member of a SC(s) and WG(s) for at least two years, and attend 4 of 6 Main Committee meetings.
- Members who miss more than 2 consecutive regularly scheduled meetings, and who do not participate by correspondence may be removed
- Ask the Sub Committee Chair to nominate you for membership in the Main Committee.
- The Chair shall review the membership list annually



Quorum

- Shall be 50% of the current total membership. Members who recuse themselves shall not be counted in the quorum
- Honorary members, if present shall be counted, but when absent shall not be counted in the equation to establish if a quorum exists.
- If a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot.



Become a Member of a Ballot Pool

You do **NOT** have to be a member of the Switchgear Committee to review and ballot Switchgear Committee standards.

- You **DO** have to join the IEEE-Standards Association, IEEE-SA (IEEE member + \$49)
- Create an IEEE-SA web account (no cost)
- Include Switchgear in your interest profile
- Request to join the Switchgear ballot pool



Website

**PLEASE Visit our web site
regularly to keep in touch**

<http://www.ewh.ieee.org/soc/pes/switchgear/index.htm>