



**POWER SYSTEM RELAYING AND CONTROL (PSRC)
STANDARDS COMMITTEE**

ORGANIZATION AND PROCEDURES MANUAL

Approved by Technical Council: July 16, 2024

**IEEE POWER & ENERGY SOCIETY
POWER SYSTEM RELAYING AND CONTROL COMMITTEE
(PSRC)**

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>
- G. Policies and Procedures for Standards Development for the Power System Relaying and Control (PSRC) Standards Committee, 21 September 2022, (SA P&P)
- H. Policies and Procedures for Standards Development for the Power System Relaying and Control (PSRC) Standards Committee All Working Groups, October 10, 2022 (WG P&P)

1 Introduction

The Power System Relaying and Control (PSRC) Technical Committee of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The PSRC functions within the scope of the Technical Council of the IEEE PES. The PSRC 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 PSRC works directly with the IEEE-SA Standards Board and the PES Standards Coordinating Committee. For publications relating to its scope, the PSRC works directly with the PES Vice President of Publication.

The PSRC, 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 PSRC. 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. Policies and Procedures for Standards Development for the Power System Relaying and Control (PSRC) Standards Committee
- o. IEEE PES Power System Relaying and Control Committee (PSRC) Organization and Procedure Manual (this document)
- p. Robert's Rules of Order (newly revised)

2 Purpose of the Organization and Procedures Manual

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

3 Scope and Officers of the PSRC

3.1 Scope of the PSRC

The scope of the PSRC is as defined in the PSRC SA P&P Subclause 1.6.

Treatment of all matters in which the dominant factors are the principles, application, design, construction, testing, and operation of power system protection and control. Protection and control systems include one or more of the following functions: sensing, data acquisition and processing, fault detection, manual or automatic control, and auxiliary operation.

Included are:

- The devices providing these functions such as protective relaying, regulating, monitoring, synchronism-check, synchronizing, and reclosing relays; transducers; and Intelligent Electronic Devices (IEDs).
- The functions employed in the generation, transmission, distribution, and utilization of electrical energy, and their effects on system operation.
- The environmental phenomena that can adversely affect them.
- The communication, cybersecurity, time synchronization, and related requirements necessary to support protection and control systems, such as the identification and declaration of object modeling, message sizes, latencies, and jitter for satisfying technical and business requirements.

The scope includes liaison and cooperation with other technical committees, societies, groups, and associations concerned with various aspects of items herein.

3.2 Officers and Members of the PSRC

The PSRC is a Standards Committee as defined in the PSRC SA P&P Subclause 1.5.

The officers of the PSRC are as defined in the PSRC SA P&P Clause 3. The appointment, term, temporary appointments to vacancies, and removal of officers of the PSRC are as defined in the PSRC SA P&P Subclauses 3.1 to 3.4, respectively.

The officers of the PSRC manage the work and activities of the PSRC. Specific duties for each officer are described in the PSRC SA P&P. For non-standard-related work applicable to a Standards Committee, many duties are similar to the duties for standards and as such, not duplicated in the O&P.

3.2.1 Chair

The Chair shall have all the duties defined in the PSRC SA P&P Subclause 3.5 with the following additions related to overall PSRC activities:

- a. Serve as a member of the Technical Council. Represent the PSRC at Technical Council meetings, make such reports as required, and report to the PSRC all relevant decisions and deliberations of the Technical Council that impact the mission of the PSRC and its various activities. Represent the PSRC on the Technical Council Organization and Procedures Standing Committee.

- b. Assign or serve as the PSRC representative on the Technical Council Awards Standing Committee.

3.2.2 Vice Chair

The Vice Chair shall have all the duties defined in the PSRC SA P&P Subclause 3.5 with the following additions related to the overall PSRC activities:

- a. Carry out the Chair duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Organize future PSRC in-person meeting locations, hotels, and related contracts.
- c. Serve as the Technical Committee Program Chair (TCPC) for the PSRC. The TCPC shall:
 1. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.
 2. Review and schedule Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and either approves or disapproves the proposed paper. The TCPC has no duties regarding review or approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.
 3. 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.
 4. Coordinate PSRC meeting room requests, if any, for PES meetings.

3.2.3 Secretary

The Secretary shall have all duties defined in the PSRC SA P&P Subclause 3.5.3 and 3.5.4 with the following addition related to overall PSRC activities:

- a. Distribute a "First Notice" announcing each upcoming meeting of the full committee at least 90 calendar days before the meeting, providing hotel registration information, and a procedure to allow attendees to register for the meeting.

3.2.4 Standards Coordinator

The Standards Coordinator shall have all duties defined in the PSRC SA P&P Subclause 3.5.7

3.2.5 PSRC Members

Requirements for attaining and continuing membership in the PSRC Committee shall include the following:

- a. A demonstrated interest and knowledge of the PSRC Committee Scope as expressed by professional activities.
- b. Technical competence in one or more particular branches of engineering specific to the PSRC Committee Scope.
- c. Review technical papers submitted for IEEE publication.
- d. Regular contributions to the PSRC Committee that includes IEEE Standards development and the generation of documents other than standards (reports, Transactions, surveys, and summary papers).
- e. Adherence to the membership definitions, requirements, and procedures of the PSRC SA P&P Clause 1.5, Clause 4, and PSRC WG P&P Clause 4.

Refer to the PSRC SA P&P Clause 1.5 for the definition of Members and to the PSRC SA P&P Clause 4 and PSRC WG P&P Clause 4 for requirements related to membership.

4 Liaisons

A Liaison is defined as a person who maintains communication with groups external to the PSRC for mutual understanding and cooperation with the PSRC.

4.1 PSRC Liaison Representatives

The PSRC may determine that it is desirable to establish 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 can be accomplished through liaison representatives. The liaison should be a member of the PSRC and/or the applicable subcommittee and be recognized as a member of the other body, at least ex-officio.

Liaisons are appointed either by the PSRC Chair or applicable PSRC Subcommittee Chair.

The liaison representative will provide reports to the PSRC or the applicable subcommittee 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 PSRC or applicable subcommittee activities.

Liaisons responsibilities include the following:

- a. A liaison report should be submitted to the PSRC or applicable subcommittee Chair in advance of the PSRC or applicable subcommittee meeting for review.
- b. "No report" means that the liaison did not report. "No activity to report" means that the organization has not met, nor have minutes been issued, since the last liaison report.
- c. The report should focus on specific items of interest that the liaison deems relevant to the scope of the PSRC or applicable subcommittee.

Liaison representatives from other bodies require approval by the PSRC Chair. The liaison will be considered a liaison member of the PSRC or applicable subcommittee.

4.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the PSRC Chair or applicable Subcommittee Chair.

5 Procedures

5.1 Quorum

A quorum shall be as defined in the PSRC WG SA P&P Subclause 6.1.

5.2 Voting Requirements

Specific voting requirements for document approval are discussed in subsections to Subclause 5.8

Approval of an action may occur in the following instances:

- a. At a meeting (including teleconferences) where quorum has been established, a vote carried by the specific requirement in Subclause 5.8 of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b. By electronic means (including email), a vote carried by the specific requirement in Subclause 5.8 of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Working Group or Task Force responded.

5.2.1 Working Groups and Task Force Voting Requirements

Approval of minutes require a majority vote where quorum has been established.

Approval of actions other than specifically approving a document per Clause 5.8 requires a majority vote where quorum has been established.

5.3 Amendments to the Organization and Procedures Manual

Any PSRC member may propose an amendment of the O&P to the Administrative Subcommittee (AdCom). The AdCom responsibilities are defined in Section 6.1.5.

An amendment approval requires PSRC Chair approval and PSRC approval by 2/3 vote.

If approved by PSRC, changes are submitted in a redlined version of the existing O&P 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.

5.4 Exceptions to Procedures

If the PSRC desires to make an exception to its organization or procedures in a manner that departs from this O&P manual, it may do so upon approval of the Technical Council.

The Chair of the PSRC 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.

Any 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.

5.5 Changes in Scope of PSRC

To affect a change in scope or add to or subtract from the present committee organization, the PSRC Chair 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 Technical Council Organization and Procedures Committee.

5.6 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 PSRC supports the nomination of individuals within their committee by recommendations from a Working Group of the AdCom.

5.7 Standards Development

The standards development activities of the IEEE PES are performed by the Technical Committees of the IEEE PES. For the PSRC, these activities are governed by the SA P&P. The SA P&P shall conform to the Baseline Procedures approved by the Standards Board of the IEEE Standards Association at the time the SA 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 SA P&P, the PSRC shall have Working Group Policy and Procedures available

on the PSRC web page.

5.8 Generation of Documents other than Standards

Working Group reports are created to provide the industry with information on subjects directly relating to the technology and applications of protective relaying and power system control. This information may stimulate industry interest for further research, for improved relay applications, and for product development.

If a topic within a document substantially discusses material which is outside the scope of a single subcommittee, then multiple subcommittees are required to work jointly. One of the subcommittees provide the lead function. A liaison shall be appointed from the non-lead subcommittee whose scope encompasses the material. The liaison's role is to provide updates to the liaison's subcommittee regarding the work being done in the report relative to their subcommittee and to provide input to the lead subcommittee. The WG document requires approval by both the lead and non-lead subcommittees per the approval requirements applicable to the document type specified in the following sections.

5.8.1 Working Group Reports

Working Group Reports shall follow the applicable IEEE PES report format.

Working Group reports shall be submitted to the Terminology Review Working Group of the Protection and Control Practices Subcommittee for a review in accordance with their assignment prior to the Working Group submittal to the subcommittee.

Working Group reports shall be approved by at least three-quarters (3/4) of the Working Group members before being submitted to the Subcommittee. The Working Group shall attempt to satisfy or reconcile all objections prior to moving the report forward. Objections should be documented and included in the WG minutes.

Working Group reports shall then be approved by at least three-quarters (3/4) of the members of the Subcommittee. Objections should be documented and included in the Subcommittee minutes.

Working Group reports shall then be approved by each of the PSRC Officers for posting on the PSRC website and submittal to IEEE PES.

The Working Group Chair then proceeds with submittal for publication per the IEEE PES requirements.

5.8.2 Working Group Transactions

IEEE Transactions of Power Delivery follow specific IEEE PES requirements. Refer to <https://ieeepes.org/publications/transactions/>

Working Group Transactions shall be submitted to the Terminology Review Working Group of the Protection and Control Practices Subcommittee for a review in accordance with their assignment prior to the Working Group submittal to the subcommittee.

Working Group Transactions shall be approved by at least three-quarters (3/4) of the Working Group members before being submitted to the Subcommittee. The Working Group shall attempt to satisfy or reconcile all objections prior to moving the report forward. Objections should be documented and included in the WG minutes.

Working Group Transactions shall then be approved by at least three-quarters (3/4) of the members of the Subcommittee. Objections should be documented and included in the Subcommittee minutes.

Working Group Transactions shall then be approved by each of the PSRC Officers for submittal to IEEE PES.

The Working Group Chair then proceeds with submittal for publication per the IEEE PES

requirements.

5.8.3 Task Force or Working Group Surveys

A survey may be generated by a Task Force or Working Group.

Surveys shall be approved by at least three-quarters (3/4) of the Task Force or Working Group members before being submitted to the Subcommittee. It is recommended the WG attempt to satisfy or reconcile all objections prior to moving the survey forward. Objections should be documented and included in the Task Force or Working Group minutes.

IEEE can assist technical committees with surveys and should be consulted prior to the Working Group approval.

After the survey has been developed but before implementation, the survey shall be tested on the members of the Subcommittee. The survey shall be approved by at least three-quarters (3/4) of the Subcommittee members.

5.8.4 Summary Papers

Summaries of Standards may be presented at PES meetings, regional conferences, or other applicable meetings. These presentations provide an opportunity for publicizing PSRC documents as well as providing a forum for feedback and discussion.

Summary Papers shall follow the IEEE PES report, conference paper, specific conference, or meeting format requirements as applicable.

Summary Papers shall be submitted to the Terminology Review Working Group of the Protection and Control Practices Subcommittee for a review in accordance with their assignment prior to the Working Group submittal to the subcommittee.

Summary Papers shall be approved by at least three-quarters (3/4) of the Working Group members before being submitted to the Subcommittee. The Working Group shall attempt to satisfy or reconcile all objections prior to moving the report forward. Objections should be documented and included in the Working Group minutes.

Summary Papers shall then be approved by at least three-quarters (3/4) of the members of the Subcommittee. Objections should be documented and included in the SC minutes.

The Summary Paper shall be approved by each of the PSRC officers.

The WG Chair submits the Summary Papers to the applicable groups such as IEEE PES and regional conferences.

6 Subgroups of the PSRC

6.1 Subcommittees

6.1.1 Responsible Subcommittees

The PSRC SA P&P defines the scope and duties of Responsible Subcommittees that oversee standards development activities. For purposes of this O&P document, all subcommittees will only be referred to as “subcommittees.” The name(s) and scope of the subcommittee(s) of the PSRC shall be:

a. B: Administrative Subcommittee:

Scope: To assist the PSRC Chair on all matters, as requested, in the functioning, direction, and conduct of the work of the PSRC.

b. C: System Protection Subcommittee

Scope: Evaluate protection systems responses to abnormal power system states. Evaluate and report on special protection schemes, remedial actions schemes, monitoring and

control systems, and their performance during abnormal power system conditions. Recommend corrective strategies and develop appropriate standards, guides, or special publications. Evaluate and report on new technologies which may have a bearing on protection system performance during abnormal power system conditions.

c. D: Line Protection Subcommittee

Scope: Investigate and report on the relaying techniques and systems used for transmission and distribution (T&D) line protection. Develop statistics and recommend protection practices for improving line relaying performance. Develop and maintain standards for line protection.

d. H: Relaying Communications and Control

Scope: Evaluate and report on the characteristics and performance of protective relaying communications and control systems. Recommend communication requirements, operating and test procedures which assure reliable performance of the overall protection and control system. Report on new relaying equipment designs tailored to specific communication requirements. Included are matters necessary to the function of such systems employed in the generation, transmission, distribution, and utilization of electrical energy, and their effects on system operation. Control systems include data acquisition and processing from devices such as transducers, Intelligent Electronic Devices (IEDs), and Human Machine Interfaces (HMIs) including the low-level interfaces to these systems. Power System control issues associated with Power System Dynamics are excluded from this scope.

e. I: Protection and Control Practices Subcommittee

Scope: Evaluate and report on all matters related to protection and control practices for compatibility with the physical and electrical environment (including but not limited to equipment withstand capabilities to electromagnetic interference), characteristics and performance of instrument transformers and sensors, equipment and system testing procedures, protection and control performance criteria and applications, event/transient recording, and definitions of protection and control systems. Develop, recommend, establish, and maintain standards on protective relaying and control equipment and practices. Evaluate, report on, and develop standards on other pertinent aspects of protective relaying and control systems not addressed by other PSRC Subcommittees

f. J: Rotating Machinery Protection Subcommittee

Scope: Evaluate and report on protective relaying concepts and practices applicable to generators, motors, synchronous condensers, associated auxiliary systems, and performance of plant protective systems. Develop and maintain related relaying standards.

g. K: Substation Protection Subcommittee

Scope: Evaluate and report on methods used in protective relaying of substations and the consumer or independent power producer, associated equipment and performance of these protective systems. Develop and maintain relaying standards which relate to this equipment and the utility-consumer interface.

The scope of each Subcommittee is established by the PSRC and may be changed by the following process:

The Subcommittee forms a TF to evaluate proposed changes to the scope of the SC. The Subcommittee Chair presents the recommendation to AdCom for evaluation prior to a motion at the PSRC. Changes to SC Scopes require approval by the PSRC with a 2/3 vote.

6.1.2 Subcommittee Membership

The procedures governing Subcommittee membership shall be as defined in the PSRC SA P&P

Clause 4.

6.1.3 Appointment of Subcommittee Officers

The chair shall approve the appointment of subcommittee officers. Additional details on the procedures governing the appointment of Subcommittee Chairs shall be as defined in the PSRC SA P&P Clause 5

6.1.4 Duties of Subcommittee Chairs

The Subcommittee Chair shall have all duties defined in the PSRC SA P&P Clause 3.5.5. Additional duties shall include the following:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the PSRC Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- c. Be alert to new technical problems that need to be worked on by their subcommittee.
- d. Recommend the establishment of a new task force or working group and the dissolution of old ones when they have served their purpose.
- e. Report on the activities of the subcommittee including its working groups, task forces, and liaisons, either verbally at meetings of PSRC or in writing to the PSRC Chair when so requested.
- f. Submit minutes of the meetings of their subcommittee including its working groups, task forces, and liaisons, for inclusion in the PSRC meeting minutes.
- g. Recommend members of their subcommittee for membership on the PSRC.
- h. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- i. Canvass members annually to determine the member's continued interest in the subcommittee.
- j. Notify a new member of a subcommittee following the appointment.
- k. Prepare Annual Report information and give to PSRC Secretary.

6.1.5 PSRC Administrative Subcommittee

The Administrative Subcommittee (AdCom) of the PSRC is in accordance with the PSRC SA P&P Clause 5.1. The officers of AdCom are the same as the officers of the PSRC. The membership consists at a minimum of the Officers as defined in O&P Subclause 3.2, past PSRC Chairs, the chairs of the Responsible Subcommittees as defined in PSRC SA P&P Clause 5.2, and the chairs of the AdCom working groups. Other members (advisors) may be added or deleted at the discretion of the PSRC Chair.

The purpose of the AdCom is to provide administrative and advisory support to assist the PSRC Chair. The designation AdCom is used to describe both this administrative role and this advisory role.

The immediate past PSRC Chair performs the duty of the Chair of the Long Range Planning Administrative Working Group.

Voting at the AdCom is only for consensus and to advise the PSRC Chair.

6.2 Working Groups

6.2.1 Definition of a Working Group

Working Groups that perform standards development activities shall be governed by the PSRC SA P&P and WG P&P. Unless otherwise stated, the following discussion on Working Groups applies to projects that are not related to the development of standards.

If the PSRC or any of its Subcommittees find it necessary to organize one or more working groups for purposes other than standards development, the following definition shall apply:

Working Group – two or more individuals responsible for a defined outcome and for responding to views and objections thereon.

The Working Group name shall include the subject area for which it was created and an association with the PSRC or Subcommittee that created it.

6.2.2 Working Group Membership

The procedures governing working group membership and eligibility shall be as defined in the PSRC WG P&P clauses as follow:

1.5 Definition of Membership Types

4.1 Attendance at Meetings

4.2 Voting Membership

4.3 Non-Voting Membership

4.4 Review of Membership

4.7 Working Group Membership List

6.2.3 Working Group Officers

The Subcommittee Chair appoints the Working Group Chair with approval of the PSRC Chair.

The Working Group shall have a Chair and Vice-Chair. A Secretary is optional, and duties may be combined with the Vice-Chair.

The Working Group Chair appoints the other Working Group officers, with approval of the SC Chair.

6.2.4 Working Group Officer Terms

The Working Group officers are appointed until the assignment is completed.

6.2.5 Qualifications of Working Group Chairs

The Chair should have experience in the field of the working group assignment and should possess leadership skills.

6.2.6 Working Group Chair Duties

- a. Lead the activities according to the relevant policies and procedures.
- b. Be objective.
- c. Entertain motions, but not make motions.
- d. Not bias discussions.
- e. Delegate necessary functions.
- f. Allow all parties to have the opportunity to express their views.
- g. Set goals and deadlines and adhere to them.

- h. Be knowledgeable in IEEE processes and parliamentary procedures and help promote that the processes and procedures are followed.
- i. Seek consensus of the Working Group as a means of issue resolution.
- j. Prioritize work to best serve the Working Group and its goals.
- k. Recruit and motivate members.
- l. Attempt to balance assignments.
- m. Actively involve as many members as possible.
- n. Complete the assignment in a timely fashion.

6.2.7 Working Group Vice Chair Duties

- a. Carry out the Chair's duties if the Chair is unable to do so.
- b. Carry out those duties specifically delegated by the Chair to the Vice Chair.
- c. Be knowledgeable in IEEE processes and parliamentary procedures and assist the Chair to help promote that the processes and procedures are followed out.
- d. Carry out the Secretary duties if the Working Group has no secretary.

6.2.8 Working Group Secretary Duties

- a. Schedule meetings in coordination with the Chair and distribute meeting notices at least 14 days prior to any Working Group meeting.
- b. Distribute meeting agendas (including participation information and known potential actions) at least 14 days prior to any Working Group meeting.
- c. Document minutes of each meeting.
- d. Create and maintain the member list and submit it to the IEEE PSRC Secretary annually.
- e. Be responsible for the management and distribution of Working Group documentation.
- f. Maintain lists of unresolved issues, action items, and assignments.
- g. Record attendance of all participants and members.
- h. Maintain a current list of the names of the voting members of the Working Group and forward all changes of voting members to the Chair. The list of voting members may be derived from the membership list.
- i. Distribute current list of Working Group voting members to members upon request.

6.3 Task Forces

6.3.1 Definition of a Task Force

To carry out its assigned responsibilities, the PSRC or any of its Subcommittees may find it necessary to organize one or more task forces. Within the PSRC, the following definition shall apply:

Task Force - two or more individuals appointed by the Chair of either the PSRC or the Subcommittee under which the task force is formed to investigate, evaluate, and recommend action on matters brought before it.

The Task Force name will normally include the subject area for which it was created or assigned.

A Task Force generally meets a maximum of two times before a decision is made to form a Working Group. Exceptions, such as for Joint Committee activities, are at the discretion of the Subcommittee Chair and/ or PSRC Chair as applicable.

Where competing viewpoints exist regarding the subject matter, capable representatives of each viewpoint should be invited to participate.

6.3.2 Task Force Assignment

The assignment of responsibilities for a Task Force is determined by the chair of the parent group forming the task force and shall be recorded in the minutes of the meeting during which the task force is formed, or, in cases where a task force is formed between regular meetings, in the minutes of the next regular meeting of the parent group.

If the Task Force recommends forming a Working Group, it will propose an Assignment for that Working Group to the subcommittee.

6.3.3 Task Force Responsibilities

The responsibilities of a task force may be amended, or otherwise altered at any time deemed advisable by the chair of the parent group that formed the task force.

6.3.4 Eligibility and Qualifications of Task Force Chair and Members.

Although not mandatory, it is desirable that the chair and members of a task force be existing or former members of the parent group that formed the task force and have a basic familiarity with the PSRC goals and methods of operation. Other persons having expertise in specific areas within the assignment of a task force may be appointed to its membership when this can enhance or improve the functioning of the task force.

6.3.5 Appointment of Task Force Chair and Members

The chair of a task force is appointed by the chair or the parent group forming the task force. Membership of a task force is the same as for Working Groups Clause 6.2.2

6.3.6 Task Force Officer Terms

The Task Force officer (Chair) is appointed until the assignment is completed.

6.3.7 Duties of a Task Force Chair

The Chair of a Task Force shall:

- a. Carry out assigned tasks in an efficient and timely manner.
- b. Preside at meetings of the Task Force.
- c. Attend meetings of the parent group that formed the task force and bring to the attention of the parent group the results of Task Force activities and deliberations and make recommendations to the parent group for action.
- d. Assist the chair of the parent group that formed the task force in all activities relevant to the mission of the Task Force.
- e. Be knowledgeable in IEEE processes and parliamentary procedures.
- f. Lead the activities according to all relevant policies and procedures.
- g. Be objective.
- h. Entertain motions, but not make motions.
- i. Not bias discussions.
- j. Allow all parties to have the opportunity to express their views.
- k. Set goals and deadlines and adhere to them.
- l. Seek consensus of the Task Force as a means of issue resolution.
- m. Prioritize work to best serve the Task Force and its goals.

n. Actively involve as many members as possible.

7 Commercial Activities Related to PSRC Meetings

It is the policy of the Power & Energy Society to discourage commercial activities (sales of equipment or services, vendor suites) immediately prior to, during, and through the completion of Technical Committee meetings. This policy is not meant to curtail scheduling of special events where all are invited, such as field trips, factory tours, or tutorials which may be conducted with prior approval of the PSRC AdCom. Informal interchanges that occur after hours or between meeting sessions are very valuable, and the PSRC wishes to encourage this activity.