

*IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures*

**IEEE**

**Analytic Methods for Power Systems COMMITTEE**

**ORGANIZATION AND PROCEDURES**

Approved July 19, 2016

**IEEE  
Analytic Methods for Power Systems COMMITTEE  
ORGANIZATION AND PROCEDURES**

**Contents**

CLAUSE	PAGE
<b>1.0 Introduction and Purpose of this Manual .....</b>	<b>1</b>
<b>2.0 Responsibilities and Duties of the Analytic Methods for Power Systems Committee.....</b>	<b>1</b>
<b>3.0 Scopes of the Analytic Methods for Power Systems Committee.....</b>	<b>1</b>
3.1 Analytic Methods for Power Systems Committee.....	2
3.2 Big Data Analytics Subcommittee .....	2
3.3 Computing and Analytical Methods Subcommittee.....	2
3.4 Distribution System Analysis Subcommittee.....	3
3.5 General Systems Subcommittee.....	3
3.6 Intelligent System Subcommittee .....	3
3.7 Reliability, Risk and Probability Applications Subcommittee.....	3
<b>4.0 Organization .....</b>	<b>3</b>
4.1 Analytic Methods for Power Systems Committee Members (Voting Members).....	3
4.1.1 Eligibility and Qualifications.....	4
4.1.2 Affirmation, Termination and Reinstatement of Membership .....	4
4.2 Emeritus Membership.....	4
4.3 Committee Officers .....	4
4.3.1 Appointment of Committee Officers .....	4
4.3.2 Term of Office.....	5
4.3.3 Automatic Progression of Officers .....	5
4.3.4 Duties of the Committee Chair .....	5
4.3.5 Duties of the Committee Vice Chair.....	6
4.3.6 Duties of the Committee Secretary .....	6
4.4 Subcommittees .....	7
4.4.1 Eligibility and Qualification of Subcommittee Members .....	7
4.4.2 Administrative Subcommittee Membership .....	7
4.4.3 Appointment of Subcommittee Chair .....	7
4.4.4 Duties of the Subcommittee Chair.....	7
4.5 Working Groups .....	8
4.5.1 Qualifications and Eligibility of Working Group Members .....	8
4.5.2 Qualifications and Eligibility of Working Group Chairmen.....	8
4.5.3 Appointment of Working Group Chairmen .....	9
4.6 Liaison Representatives .....	9
4.6.1 Eligibility and Qualification of Liaison Representatives .....	9

**IEEE/PES Analytic Methods for Power Systems Committee**  
*Organization, Policies and Procedures*

<b>5.0 Procedures</b> .....	9
5.1 Quorum .....	9
5.2 Voting Requirements for Motions .....	9
5.3 Amendments to the Organization, Policies and Procedure Manual.....	9
5.4 Changes in Scope of Analytic Methods for Power Systems Committee.....	10
5.5 Endorsement of Fellow Award Nominations.....	10
5.6 Evaluation of Technical Papers .....	10
5.6.1 Responsibility for Evaluation of Technical Papers.....	10
5.6.2 Technical Paper Review Procedure .....	10
5.7 Generation of IEEE Standards.....	10
5.7.1 Balloting Procedure.....	10
5.8 Standards Appeals .....	11
5.9 Task Force, Working Group & Subcommittee Publications .....	11
<b>Annex A</b>	
The IEEE Analytic Methods for Power Systems Committee Organization	
Working Groups As Required .....	12
<b>Annex B</b>	
Application for Membership.....	13
Membership Eligibility Requirements .....	14

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

## **1.0 Introduction and Purpose of this Manual**

This manual defines the organization of the Analytic Methods for Power Systems Committee (the Committee), the scopes of the main committee and its subcommittees, and the duties of the main committee officers, subcommittee chairmen and working group chairmen. Membership qualifications for the main committee, the subcommittees, and the working groups are stipulated. In addition, certain relevant operating procedures are defined. Refer to the IEEE Power and Energy Society “Technical Council Organization and Procedures Manual” on the IEEE PES web site for further information about the PES technical activities.

An organization chart of the Committee is included as Annex A to this document. The Committee administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All appointed officers shall begin their terms on that date and serve for the prescribed term.

This manual supplements the IEEE/PES Technical Council Organization and Procedures Manual which takes precedence.

## **2.0 Responsibilities and Duties of the Analytic Methods for Power Systems Committee**

The responsibilities and duties of the Analytic Methods for Power Systems Committee shall include the following:

- a. Promote and coordinate activities in its field.
- b. Sponsor technical sessions.
- c. Within its scope, initiate and prepare standards, recommend practices and guides, cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board.
- d. Arrange Special Technical Conferences either alone or jointly with other committees of PES or with other technical organizations.
- e. Review and grade technical conference papers.
- f. Initiate, propose and/or process awards for committee, subcommittee and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources.
- g. Offer cooperation with local sections/chapters of the IEEE PES.
- h. Select session chairmen and be responsible for presentation of papers at meetings designated by PES.
- i. Inform the general membership of the PES about the activities of the Committee by submitting news items to IEEE Power and Energy magazine.
- j. Encourage all that are qualified to seek membership in the Power and Energy Society and the Analytic Method for Power Systems Committee.

## **3.0 Scopes of the Analytic Methods for Power Systems Committee and Subcommittees**

### Scope:

The scopes are reviewed annually and any proposed changes are submitted to the Administrative Subcommittee (AdCom). Changes approved by AdCom are submitted to the next meeting of the Committee for a voice vote. Next, they are submitted to the Power and Energy Society(PES) Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

The scopes encompass the Committee and its Subcommittees' technical responsibilities. Technical Subcommittees, in addition to their technical responsibilities, will have direct responsibility for remaining cognizant of social implications, the environment, esthetics, increased employment, and other matters as related to the practice of electrical engineering.

### **3.1 ANALYTIC METHODS FOR POWER SYSTEMS COMMITTEE**

Scope:

- Investigate modeling, analysis, computational and control methodologies, including mathematical and physics-based deterministic and stochastic models, numerical algorithms, real-time computing, intelligent systems, data mining, decision support, pertaining to power system operation, planning, economics, risk, uncertainty and reliability assessment, big data analytics in power generation, transmission and distribution systems, as well as end users.
- Investigate emerging computational tools and paradigms that can affect or be applied to power system methodologies, including but not limited to transactive energy frameworks and cloud computing.
- Initiate and coordinate studies, symposia, panel discussions, tutorials, guides and standards related to the subjects of this area.
- Coordinate activities, and maintain liaisons and collaboration as required with other committees of the Power & Energy Society and associated Groups and Societies of the IEEE.

### **3.2 Big Data Analytics Subcommittee**

Scope:

- Big Data initiative in the US and throughout the world has provided a unique window of opportunity for improving the analytical methods in power system operations. In 2013 and 2014 PES General Meetings, two task force meetings have been held with much success. Two panel discussions were held as well with attendance of more than 100 each.
- The proposed subcommittee builds upon the task force activities in 2013-2015, and will serve as a professional society hub to enable collective efforts towards defining a big data-driven grid operation roadmap. This subcommittee will bring together leaders from industry, academia, and government and meet regularly (both face-to-face meeting and Web-based conference calls) to define the architectural, computational, and practical challenges and opportunities brought by the emerging big data in smart grid. Discussions will focus on the standards, management, and analytics of big multi-domain multi-resolution data (PMUs, SCADA, Weather, GIS, etc.) for power grid operations.

### **3.3 Computing and Analytical Methods Subcommittee**

Scope:

- Promote integration as well as development of analytical methodologies and computational techniques to enhance 1) utility system operation and planning, 2) energy transaction and system dispatch, and 3) power quality, reliability, and energy services. Encourage research and development of advanced analytical algorithms to solve power system problems. Investigate innovations in computer applications to facilitate implementation of the analytical algorithms. Advocate state-of-the-art information technology to integrate data, algorithms, and applications. Sponsor technical papers, panel sessions, and workshops to provide effective dissemination of advanced technologies related to the subcommittee activities. Coordinate such activities where appropriate with other IEEE committees and subcommittees.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

### **3.4 Distribution System Analysis Subcommittee**

Scope:

- Investigate the development and application of analytical methodologies and computational techniques for solving analysis, computing, application, and management problems of distribution systems. Sponsor and promote technical papers and technical sessions and workshops to provide for the effective dissemination of technical knowledge relating to the subcommittee activities. Coordinate such activities where appropriate with other IEEE committees or subcommittees.

### **3.5 General Systems Subcommittee**

Scope:

- Analyses of the transmission and distribution systems in their broadest sense. Modeling and analysis of power systems including distributed resources, utilization and analysis of superconductivity, power system switching, dynamic and temporary over voltages, ferroresonance phenomenon, and insulation coordination. State-of-the-art simulation and analysis of FACTS and custom power devices, geomagnetically induced currents, application of artificial intelligence methods, etc.

### **3.6 Intelligent System Subcommittee**

Scope:

- The Intelligent System Applications (ISA) Subcommittee investigates the development and applications of intelligent system methodologies and tools for problem solving in power system engineering. These intelligent system techniques include expert systems, knowledge engineering, artificial neural networks, fuzzy logic, machine learning, evolutionary algorithms and heuristic search methods.
- The ISA Subcommittee organizes working groups and task forces that investigate innovative intelligent system methods and tools and their applications to power system engineering. This subcommittee sponsors technical sessions, tutorial courses, workshops, conferences and other activities for effective dissemination of the state-of-the-art information within the technical area of the subcommittee. This subcommittee coordinates activities on intelligent system applications with other groups in IEEE Power and Energy Society and other technical organizations including CIGRE.

### **3.7 Reliability, Risk and Probability Applications Subcommittee**

Scope:

- Study, review and foster the development, application and dissemination of probabilistic and other methods for dealing with reliability, uncertainty and risk assessment in the planning, design, operation and man-agement of all phases of electric power systems. Review technical papers and conduct paper sessions, organize panel sessions, update or develop industry guides, and develop position papers. Cooperate with other IEEE Committees and other pro-fessional and technical organizations in these activities.

## **4.0 Organization**

The Analytic Methods for Power Systems Committee is comprised of the officers, subcommittee and working group chairmen, liaison representatives, emeritus members and the general (voting) members, for which eligibility, qualifications and duties are described.

### **4.1 Analytic Methods for Power Systems Committee Members (Voting Members)**

The voting members of the Committee are appointed by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee. The membership application form is shown in Annex B. Notification of appointment is given to the Chair of the Technical Council.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

**4.1.1 Eligibility and Qualifications**

Selection and continuation of committee membership shall be determined by meeting all of the following qualifications:

- (a) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- (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 advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication and suggesting, when possible, improvements in Committee operations.
- (d) Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
- (e) Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one year apprenticeship period.
- (f) Returning all ballots on Technical Committee 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.

**4.1.2 Affirmation, Termination and Reinstatement of Membership**

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, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non participating 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 Technical Committee specifically stating why he should be reinstated.

**4.2 Emeritus Membership**

The Chair, with the concurrence of the Administrative Subcommittee, may designate members as Emeritus Members.

The Emeritus Member classification is intended to apply to individuals who have made long-standing and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

**4.3 Committee Officers**

**4.3.1 Appointment of Committee Officers**

The Chair, Vice-Chair and Secretary are recommended by the incumbent Chair of the Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council.

**4.3.2 Term of Office**

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

The Chair, Vice-Chair and Secretary appointments (by the Chair of the Technical Council) are for a term of one year. The individuals selected for these positions are expected to serve in each office for a period of two years, i.e., anticipating reappointment for the second year.

#### **4.3.3 Automatic Progression of Officers**

The Committee employs automatic progression of its officers from Secretary to Vice Chair to Chair, in a six year time span.

#### **4.3.4 Duties of the Committee Chair**

The Committee Chair shall:

- (a) Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees.
- (b) Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes.
- (c) Monitor the desirability of forming new Subcommittees and the disbanding of other subcommittees 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 for 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 Technical Council Organization and Procedures Manual.
- (h) Promote power engineering education within the scope of the Committee. 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.
- (i) Furnish planning support to the Technical Council in the assigned technical areas.
- (j) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- (k) Serve as Chair of the Administrative Subcommittee.

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

- (a) 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. (Responsibility delegated to Committee Secretary.)
- (b) Review IEEE position papers as assigned by the Chair of the Technical Council.



**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

- (c) Promote individual and committee recognition of significant achievements in the Committee. (Responsibility delegated to Chair of Recognition and Awards Subcommittee.)
- (d) Provide training for new working group chairmen and orientation for new members.
- (e) Prepare agenda and program and distribute notification of Committee meetings. (Responsibility delegated to particular meeting "host.")

**4.3.5 Duties of the Committee Vice Chair**

The Vice Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- (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) Perform the function of Technical Publications Coordinator for the Committee. Duties include: processing the review of technical papers sent to the committee by PES Special Services; planning the number of technical paper and panel sessions for the various PES Annual Meetings, Expositions, and Conferences; planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Services; and arranging for a Session Chair for each session sponsored by the Committee.
- (c) Represent the Committee on the Technical Sessions Committee of the Technical Council.
- (d) Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- (e) Represent the Committee on the Publications Committee of the Technical Council.
- (f) Coordinate the meeting room requests for PES meetings.
- (g) Obtain "Host" commitments for future committee meetings such that meeting locations and hosts are established for at least 2 1/2 years (5 meetings) into the future.
- (h) Biannually, in the second year of Vice Chairship, review the Committee Organization, Policies and Procedures Manual for currency and accuracy. Prepare revision recommendations for review by the Administrative Subcommittee as required.

**4.3.6 Duties of the Committee Secretary**

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- (a) Record the minutes of the Committee meetings and distribute them to the members and to registered guests.
- (b) Record the minutes of the Administrative Subcommittee meetings and distribute them to the members.
- (c) Keep records of attendance at all Technical Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed.
- (d) Maintain a current "Invitation List" of committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

#### **4.4 Subcommittees**

##### **4.4.1 Eligibility and Qualification of Subcommittee (other than Administrative Subcommittee)**

Subcommittee members shall be members of the IEEE Power Engineering Society. The members of the subcommittees are appointed by the Chair of the Subcommittees upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Chair of his appointments.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non participating member by sending written or email notification to the affected member.

##### **4.4.2 Administrative Subcommittee Membership**

The membership of the Administrative Subcommittee consists of the Committee officers, the immediate past chair of the committee and the chair of the respective subcommittees.

The officers of the Committee serve in their same capacity as Chair, Vice Chair and Secretary of the Administrative Subcommittee.

The officers may invite others to attend AdCom meetings, i.e., IEEE representative, meeting hosts, etc., as the need occurs.

##### **4.4.3 Appointment of Subcommittee Chair**

All subcommittee chairmen shall be members of the Analytic Methods for Power Systems Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointments as appropriate.

##### **4.4.4 Duties of the Subcommittee Chair**

The duties of the subcommittee chairmen are:

- (a) Supervise the affairs of their subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- (b) With the approval of the Committee Chair, if required, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- (c) Call and preside at 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 groups and the dissolution of old ones when they have served their purpose.
- (g) May recommend appropriate papers each year for consideration for awards.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

- (h) Report verbally on the activities of the subcommittee and its working groups at meetings of the Committee.
- (i) Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Committee meeting minutes.
- (j) Recommend members of their subcommittee for membership on the Committee.
- (k) Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- (l) Canvass members annually to determine the member's continued interest in the subcommittee.
- (m) Issue letter of appointment to new subcommittee members at the time of appointment.

#### **4.5 Working Groups**

##### **4.5.1 Qualifications and Eligibility of Working Group Members**

Working Group members need not be a member of the Power Engineering Society, but are encouraged to join the Society. The members of Working Groups are appointed by the Chair of the Working Group 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 an inactive or non participating member by sending written notification to the affected member. The returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

##### **4.5.2 Qualifications and Eligibility of Working Group Chairmen**

The Chair of a Working Group shall be a member of the Power Engineering Society. 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 must have a sufficient level of expertise within the Working Group's subject of assignment.

b. Procedural Experience

The Working Group Chair should have been actively participating in Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.

c. Personal Characteristics

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

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

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.

More information, including how to conduct meetings, codes of conduct, meetings policies, and how to complete the working group assignment, can be found at the [IEEE Standards Development On Line](http://standards.ieee.org/power/) website at <http://standards.ieee.org/power/>.

#### **4.5.3 Appointment of Working Group Chairmen**

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the Analytic Methods for Power Systems Committee. The Chair of a Working Group shall be a member of the respective subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

#### **4.6 Liaison Representatives**

##### **4.6.1 Eligibility and Qualification of Liaison Representatives**

The Committee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, with the concurrence of the Administrative Subcommittee, will designate one or more members as official liaison from the Analytic Methods for Power Systems Committee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The member selected will normally serve for the term of the liaison requirement.

The member will submit a written report to the Chair and Secretary of activity resulting from the liaison assignment.

#### **5.0 Procedures**

##### **5.1 Quorum**

Fifty percent (50%) of the voting membership of the Committee shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

A quorum shall be identified before the initiation of AMPS Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

##### **5.2 Voting Requirements for Motions**

A motion may be made by any member during a meeting of the Committee. A second to the motion by another member is required prior to the call for the vote. Following the discussion of the motion (if any), the Chair calls for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion and the results of the vote are recorded in the meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote of all voting members.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

**5.3 Amendments to the Organization, Policies and Procedure Manual**

Any member of the Committee may propose an amendment to the Organization, Policies and Procedure Manual by submitting it in writing to the Chair. The proposed amendment is then submitted to the Administrative Subcommittee for review. A simple majority affirmative ballot of the Administrative Subcommittee is required for approval of the amendment and incorporation of the change into the Organization, Policies and Procedures Manual.

Any amendment to the Organization and Procedures Manual must be approved by the Organization and Procedures Committee of Technical Council.

**5.4 Changes in Scope of the Analytic Methods for Power Systems Committee**

Any change in Committee or Subcommittee scope must be presented as a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council for approval.

**5.5 Endorsement of Fellow Award**

Any request for endorsement (Form B-27) by the PES will be sent to the Chair by the Chair of the PES Fellows Committee for evaluation and recommendation. If the Committee decides to recommend endorsement, the Chair will submit to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate which are judged to be of such distinction as to warrant the member's evaluation to the grade of Fellow. (Form B-3 should be used as a guide in preparing the brief summary.)

**5.6 Evaluation of Technical Papers**

**5.6.1 Responsibility for Evaluation of Technical Conference Papers**

The responsibility for all matters related to the evaluation of papers submitted for presentation to the various IEEE Conferences throughout the year resides with the Vice Chair of the Committee.

**5.6.2 Technical Paper Review Procedure**

Papers submitted for publication in the IEEE Transactions on Power Systems are handled by the Editor-in-Chief of the Transactions together with the Editors. AMPS Committee Chair will request the paper statistics from the Editor-in-Chief for reporting at the Technical Committee meetings.

**5.7 Generation of IEEE Standards**

The IEEE Standards Office defines the procedures to be used in the development of a standard, recommended practice or guide in a series of documents which are subject to continual updating and revision.

If any subcommittee or working group of the Analytic Methods for Power Systems Committee is involved in any phase of development of IEEE standards, the policies and procedures for IEEE standards as set forth in the Technical Council's Organization and Procedures Manual shall apply to the subcommittee or working group. Members responsible for the preparation of a standard, recommended practice or guide are charged with assuring conformance with the latest revisions of the rules and requirements defined in these procedural documents.

**5.7.1 Balloting Procedure**

The balloting procedure for IEEE standards will be conducted in accordance with the guidelines set forth at the [IEEE Standards Development On Line](http://standards.ieee.org/power/) website at <http://standards.ieee.org/power/>. Any standards developed by working groups will be developed in accordance with the guidelines set forth at the [IEEE Standards Development On Line](http://standards.ieee.org/power/) website.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

### **5.8 Standards Appeals**

Procedures to be followed for Standards Appeals are detailed in the Technical Council Organization & Procedures Manual.

### **5.9 Task Force, Working Group, and Subcommittee Publications**

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Analytic Methods for Power Systems Committee which are not balloted. These may be technical papers or special publications.

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 an IEEE Analytic Methods for Power Systems Committee report unless a draft is mailed and a ballot is conducted of the IEEE Analytic Methods for Power Systems Committee members.

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

Special publications shall follow procedures which 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 IEEE Analytic Methods for Power Systems Committee.
- A draft copy for review shall be made available at the registration desk for the next IEEE Analytic Methods for Power Systems Committee meeting.
- 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 mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

**Annex A  
The IEEE Analytic Methods for Power Systems Committee Organization  
Working Groups as Required**

**Analytic Methods for Power Systems Committee**

Chair: Joydeep Mitra, Michigan State University  
Vice Chair: Alex Schneider, Quanta Technology  
Secretary: Kevin Schneider, Pacific Northwest National Laboratory  
Past Chair: Dagmar Niebur, Drexel University

**Big Data Analytics Subcommittee**

Chair: Le Xie Texas A&M  
Vice Chair: TBD

**Computing and Analytical Methods Subcommittee**

Chair: Manimaran Govindarasu, Iowa State University  
Vice Chair: Zhenyu (Henry) Huang, Pacific Northwest National Laboratory

**Distribution System Analysis Subcommittee**

Chair: Greg Shirek, Milsoft Utility Solutions  
Vice Chair: Sarika Khushalani Solanki, West Virginia University

**General Systems Subcommittee**

Chair: Juan Martinez-Velasco, Universitat Politècnica de Catalunya  
Vice Chair: TBD

**Intelligent Systems Subcommittee**

Chair: Zita A. Vale, Polytechnic of Porto  
Vice Chair: Sukumar Mishra, Indian Institute of Technology

**Risk, Reliability and Probability Analysis Subcommittee**

Chair: Chris Dent, Durham University  
Vice Chair: Masood Parvania, University of Utah

**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

**Annex B  
Application for Membership**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

IEEE Member Grade \_\_\_\_\_ IEEE Member # \_\_\_\_\_

Member PES?     1 Yes     2 No

Please note membership eligibility requirements on reverse.

List principal subcommittee and working group activity. This application is to be signed by the respective chairmen as references. At least one reference must be a subcommittee chair, who will sponsor the applicant.

- |    |                            |          |                   |
|----|----------------------------|----------|-------------------|
| 1. | _____                      | _____    | _____             |
|    | Subcommittee/Working Group | Duration | Chair (Signature) |
| 2. | _____                      | _____    | _____             |
|    | Subcommittee/Working Group | Duration | Chair (Signature) |
| 3. | _____                      | _____    | _____             |
|    | Subcommittee/Working Group | Duration | Chair (Signature) |

Check the classification most appropriate for your position:

3    Producer or Manufacturer Interests - Those directly concerned with the production of products which are covered by documents prepared by the Analytic Methods for Power Systems Committee.

4    Consumer or User Interests - Those who apply or use products which are covered by documents prepared by the Analytic Methods for Power Systems Committee.

5    General Interest - Those who have interests other than those described above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Administrative Subcommittee:

\_\_\_\_\_

Chair

\_\_\_\_\_

Date



**IEEE/PES Analytic Methods for Power Systems Committee  
Organization, Policies and Procedures**

**Annex B  
Membership Eligibility Requirements**

1. Member in good standing of the IEEE Power Engineering Society.
2. Participation for at least one year in Working Groups and Subcommittees of the Analytic Methods for Power Systems Committee.
3. A demonstrated interest and knowledge of the fields of Analysis, Economics or Computing within the field of Power Systems
4. Willingness to devote time and effort to contribute to the advancement of the art by:
  - Regular attendance at meetings and participation at the Subcommittee and Working Group level.
  - Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
  - Committing to the timely return of committee ballots.

**Notes**

1. A member who has been absent for more than three consecutive meetings may be dismissed from the Committee, subject to Administrative Subcommittee review of extenuating circumstances. The designation of a representative (a non-Analytic Methods for Power Systems Committee Member) will count as attendance for the member.
2. A non-member of the IEEE PES may be appointed as a non-voting consultant to Subcommittees and Working Groups of the Analytic Methods for Power Systems Committee.
3. The Administrative Subcommittee of the Analytic Methods for Power Systems Committee is composed of:
  - Officers of the Analytic Methods for Power Systems Committee
  - Chairmen of the various subcommittees
  - Immediate Past Chair of the Analytic Methods for Power Systems Committee

The officers may invite others to attend, i.e., IEEE representative, meeting hosts, etc., as the need occurs.