

**IEEE Communication Society Technical Committee on Power Line Communications
Policies and Procedures (P&P)**

Approved on the TC-PLC meeting held on May 4, 2022

1. Charter of the Technical Committee

The interests of the IEEE Communication Society (ComSoc) Technical Committee (TC) on Power Line Communications (PLC) span all areas of communications over power line, e.g., access, home networking, in-vehicle applications, utility applications, etc. The topics of interest to the TC-PLC are the analytical, theoretical, simulation, experimental, and practical aspects of digital communications over power lines.

This TC-PLC will organize events in the Power Line Communication area, endorse conferences, contribute to the organization of technical events along ComSoc flagship conferences, and will promote the realization of special issues on leading ComSoc journals and magazines. The Committee, working closely with IEEE-SA and other IEEE Societies, will also promote ComSoc's involvement in the development of IEEE Standards in the area of PLC.

2. Objectives

The objectives of the TC-PLC are:

- Help positioning ComSoc as the leading technical organization for communication professionals, as per the ComSoc bylaws.
- Promote knowledge and dissemination of knowledge related to the scope of the technical committee.
- Foster the development of new emerging topical areas related to the scope of the technical committee.
- Provide technical support to the development of ComSoc conferences, publications, standards, and educational activities.

3. Organizational Structure

The TC-PLC reports to the Technical Committees Board (TCB).

3.1. Membership

All meetings of the TC-PLC are open to the general public. To become a TC-PLC member it is necessary to be ComSoc member, in good standing, and to subscribe to the TC-PLC mailing list specified on the TC-PLC web page.

- TC-PLC members can participate in TC-PLC meetings and assist in the conduct of business but only TC-PLC Voting Members can cast informed votes on TC-PLC business. A TC-PLC member becomes a Voting Member if he/she has attended physically present or by teleconference, two or more of the prior five regularly TC-PLC meetings. The TC-PLC Secretary shall maintain both an attendance list for each such meeting and a list of Voting Members. In the case of a TC-PLC member who has rendered significant service (such as participation in technical and administrative activities, leadership roles within the TC-PLC, organization of conferences and workshops or has made significant technical and/or business contributions to PLC research) but is not on the Voting Member List, to become a Voting member, he/she must submit the TC-PLC

member's name and description of TC-PLC service to the TC-PLC Chair for review. The TC-PLC member will be added to the Voting Member List with the approval of the TC-PLC Chair.

Individuals who are not ComSoc members are welcome to participate in TC-PLC activities as Collaborators. Collaborators are not entitled to vote, run for election, or serve in appointed positions. On a case by cases basis, collaborators may be appointed as non-voting members to TC-PLC subcommittees.

3.2. Elected and appointed officers

The TC-PLC shall have a Chair, Vice-Chair, and a Secretary and all shall be elected by the TC-PLC Voting Members. Elections for TC-PLC officers shall be held every two years. A Chair cannot serve more than two consecutive terms of office, and a term has a two-year duration. TC-PLC officers can be elected to a different officer position, but in no case shall one person continuously serve as a TC-PLC officer within the same TC-PLC for more than six years.

The TC-PLC Chair reports directly to the TCB Director, in accordance with the ComSoc Bylaws. If a TC-PLC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC-PLC. If such a special election is not held before or during the next regularly scheduled meeting, the Director of the TCB, in consultation with the President, shall appoint someone to serve the remaining term. Positions filled shall be for completion of the interrupted term.

The duties of the TC-PLC officers include, but are not limited to, the following.

TC-PLC Chair:

- Represents the TC-PLC on the Technical Committees Board
- Provides guidance and direction to Technical Committee members in the conduct of their responsibilities
- Appoints Chairs of Subcommittees and Special Interest Groups as necessary
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- May assume leadership for specific projects, as delegated by the TC-PLC.

TC-PLC Vice Chair:

- Replaces the TC-PLC Chair in case of his/her absence.
- Assists the TC-PLC Chair and Secretary in his/her activities.

TC-PLC Secretary:

- Coordinates the TC-PLC meetings, arranging the meeting time schedule, reserving the meeting room and food, and informing the members via the e-mail list.
- Prepares reports for the TC-PLC and Technical Committees Board meetings.
- Provides an annual written report, which shall be distributed to the Vice-President of the Technical and Educational Activities (VP-TEA), the TCB Director, and TC-PLC members prior to each meeting held at ICC.
- Records the minutes of the TC-PLC meetings and maintains an attendance list for each TC-PLC meeting.
- Maintains contact with the TC-PLC members and Chair.

- Sends announcements to the TC-PLC e-mail list.
- Maintains and updates the TC-PLC website.

TC Officers may also decide how to best partition the work among themselves.

The TC-PLC Chair appoints Appointed Officers (e.g., Standards Liaison, Industry relations, etc.) at his/her discretion. Both TC-PLC Members and Collaborators are eligible to be Appointed Officers. The term of an Appointed Officer is coincident with that of the Elected Officers. The Chairs of the Subcommittees and Special Interest Groups are also appointed by the TC-PLC Chair.

4. Nomination and Election Procedures

Nominations & Elections (N&E) Subcommittee: At the second year of the nominal term of the current officers, a N&E Subcommittee shall be formed to identify suitable candidates and oversee the election procedure. The N&E Subcommittee consists of the current elected and appointed TC-PLC officers and three Voting Members selected by the current TC-PLC officers. The TC-PLC Chair shall also chair the N&E Subcommittee. If any of the TC-PLC officers expresses willingness to be considered as a possible candidate for serving another term in any capacity as a TC-PLC officer, he/she shall recuse him/herself from the N&E Subcommittee.

The N&E Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final list of candidates on the ballot shall be openly announced.

Eligible candidates: Eligible candidates shall be Voting Members of the TC-PLC and shall indicate willingness to serve if elected.

Nomination: At the second year of the nominal term of the current officers, the Chair of the N&E Subcommittee is responsible to announce the call for nominations via the TC-PLC mailing list at least six weeks before the election. TC-PLC members shall be able to submit nominations via email to all members of the N&E up to two weeks before the election.

The N&E Subcommittee shall identify at least two candidates for each officer position. Once a slate of candidates has been identified, biographies of the candidates will be made available to all TC-PLC members before the election.

Election: The election has to be completed at least one week prior to the TC-PLC meeting held at the IEEE International Symposium on Power Line Communications and Its Applications (ISPLC). The election is conducted by the N&E Subcommittee and held by email. The list of Voting Members shall be announced before the election. Voters shall email their votes to all members of the N&E Subcommittee.

In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds in two stages. In the first stage votes can be cast for all candidates. In the second stage, votes can be cast only for the two candidates who have garnered the most votes in the first stage; simple majority rule shall apply. In the event of a tie, votes shall be cast one more time. If the tie is not broken, the TCB Director shall cast a tie-breaking vote.

All candidates shall be informed of election results and be permitted to appeal the outcome. The Chair of the N&E Subcommittee shall keep record of votes cast for post-election audit purposes.

Post-election: After the election, the outgoing TC-PLC Chair shall provide an Election Report (as defined in ComSoc's P&Ps) to the TCB Director and the VP-TEA within two weeks. Election results shall be authorized by the TCB Director upon consultation with the VP-TEA. Election results become valid when approved by the Director of the TCB and the VP-TEA. The TCB Director or the VP-TEA shall accordingly notify the serving TC-PLC chair within two weeks after receipt of the Election Report. If the TCB Director does not authorize the election results, the Director shall organize a new election on behalf of the TC-PLC.

Newly elected TC-PLC officers shall be ratified at the IEEE ISPLC and assume their positions at the conclusion of the IEEE ISPLC meeting.

5. Awards Selection Procedure

Awards: The TC-PLC gives the following two awards consisting of recognition plaques that are presented at a ceremony during the annual IEEE ISPLC:

- The TC-PLC Outstanding Service Award shall recognize members of the Technical Committee on Power Line Communications (TC-PLC) who have a distinguished record of service to the PLC community. Such service includes initiation of and participation in technical and administrative activities that foster the development of PLC at large, leadership roles within the TC-PLC, organization of conferences and workshops, and promotion of TC-PLC activities and interests in the broader research community.
- The TC-PLC Inter-disciplinary Research and Application Award shall recognize members of the Technical Committee on Power Line Communications who have made significant technical and/or business contributions through inter-disciplinary research and/or application of PLC.

Awards Subcommittee (AS): The AS is responsible for the selection of the TC-PLC awards recipients. The members of AS shall be composed of a Chair and four members, chosen among the TC-PLC members. Any TC-PLC member (not only Voting Members) can be an AS. The term for the members of the AS is two years, concurrent with the nominal term of the TC-PLC Chair, with reappointment to at most one additional two-year term. All AS members are subject to approval by the TEA Council.

The TC-PLC Chair proposes the slate of candidates for the AS, which has to be approved by the TC-PLC Voting Members. Additionally, TC-PLC members can also nominate themselves to serve on the AS. In this case, TC-PLC Voting Members elects the AS members using a Single Transferable Vote method to elect all AS members with a single vote. The TEA Council has the authority to change one or more of the Subcommittee members when needed, e.g., to satisfy diversity criteria. AS members cannot serve simultaneously on the AS of more than two TCs.

The roster of the AS, including members' affiliations, shall be posted on the TC-PLC webpage as soon as approved by the TEA Council. The AS shall always meet in executive session and its deliberations, as well as all documents submitted to or created by the AS shall be strictly confidential. Only the final award recipients shall be openly announced.

Real or perceived conflicts of interest (as defined in ComSoc's P&Ps) between AS members and those TC-PLC members receiving the awards shall be disclosed. In case of a real or perceived conflict of interest the AS member shall not participate in the selection of award recipients.

Nomination and Selection: The awardees are selected by the AS and made annually, provided that suitable candidates have been identified. Nominations will be solicited by email from the TC-PLC members once a year, with nominations due six weeks before the IEEE ISPLC the awards are to be given. The nomination should include a concise rationale, be supported by at least two TC-PLC members, and be sent to the Chair of the AS. Recommendations can also be made by the AS. Current AS members and the TC-PLC Chair cannot be nominated.

Post selection: The Chair of the TC-PLC Awards Subcommittee shall prepare an Awards Selection Report containing the following information for each award:

- The process conducted to select the award recipient.
- The names of all candidates for the award.
- The name of the recipient of the award and associated justification.

The TC-PLC Chair shall send the Awards Selection Report to the VP-TEA for approval. The VP-TEA shall approve the Awards Selection Report within four weeks of receipt. If the Director does not approve the report, the TC-PLC Chair shall be contacted to discuss the issues raised. A revised report may be submitted to the Director for approval. If the outstanding issues are not resolved between the Director and the TC-PLC Chair, the VP-TEA shall bring the matter to the TEA Council (TEA-C) for a final decision. Once the Awards Selection Report has been approved, and only then, the final award recipients may be announced.

6. Transaction of Business

The TC-PLC shall meet in-person, at least twice a year, one at the IEEE ISPLC and another at IEEE ICC, IEEE GLOBECOM or another appropriate venue. The meetings may be held also virtually should it become necessary.

Meetings will be announced at least two weeks in advance on the TC-PLC mailing list. The meeting agenda items should be sent to the membership via TC-PLC mailing list at least one week prior to the meeting. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis. All TC-PLC business, including meetings and email voting, shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

All meetings of the TC-PLC are open to the general public. The TC-PLC Chair or a designated substitute, typically another TC-PLC officer, will chair meetings. Any TC-PLC member can suggest items for the agenda. Minutes of the TC-PLC meetings should be made available within one month of the meeting. Their availability is announced on the TC-PLC mailing list. Minutes and slides are posted on the TC-PLC Web page and are public. Should voting occur at the TC-PLC meetings, only TC-PLC members physically present or attending by teleconference have voting rights. Simple majority rule applies. If voting involves changes to the Policies and Procedures (P&P), then a two thirds majority of Voting Members physically present or attending by teleconference is required. All changes to these Technical Committee P&Ps shall be approved by the TCB before taking effect.

7. Budget & Expenses

The VP-TA will inform the TC-PLC of its budget.

When the TC-PLC feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TC-PLC Officers for discussion and approval at a TC-PLC meeting. (Such

discussion can also be carried out via the TC-PLC's email list). The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the TC-PLC agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the TC-PLC will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

Expenses will normally be incurred for maintaining the TC-PLC's information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC-PLC funds to be used for travel purposes.

8. Supporting Activities

As appropriate, the TC-PLC will be active in all of ComSoc's activities. This will include ComSoc conferences (such as IEEE ISPLC, IEEE SmartGridComm, IEEE ICC, IEEE GLOBECOM, etc.) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the TC-PLC. Further, the TC-PLC can individually organize workshops and conferences. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be endorsed and heartily encouraged. As new technologies and application areas emerge, a TC-PLC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee.

The TC-PLC can form Subcommittees and Special Interest Groups (SIGs). The TC-PLC will further support ComSoc journals, magazines and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The TC-PLC will seek ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by endorsing workshops, tutorials, short courses, panel sessions, etc. on special topics.

9. TC-PLC Information Dissemination

The TC-PLC will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. The web page shall contain the following information about officers and their contact information, the scope of the TC-PLC, TC-PLC P&Ps, subscription to membership, and minutes of meetings held.

Announcements distributed to the TC-PLC's members and collaborators, notably meeting agendas, opportunities for membership participation in TC-PLC endorsed activities, as well as election-related issues, will be made available on their Web page. The TC-PLC will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.

10. ISPLC Organization and Steering Committee

The TC-PLC's flagship conference is IEEE ISPLC. In successive years, IEEE ISPLC will be held in different continents unless special situations should occur such as the inability to identify volunteer organizers. The IEEE ISPLC Steering Committee (SC) plans for future conferences in the series, evaluates how well each conference has achieved its objectives and proposes and implements improvements to continuously meet these objectives, among other tasks. It is ruled by the IEEE ComSoc Steering Committee Charter of the IEEE ISPLC (SC Charter).

The IEEE ISPLC SC shall consist of the following members (whose terms are defined in the SC Charter):

- Current SC Chair (the Chair), appointed by the VP of Conferences typically based on the recommendation of the TC-PLC. The TC-PLC Chair shall be proposed for this role.
- Current SC Vice-Chair (the Vice-Chair), elected among TC-PLC members.
- Past SC Chair (the Past Chair).
- Four (4) additional members, of which three of them shall be the past three General Chairs of the IEEE ISPLC. The remaining member will be elected among the TC-PLC members.

All voting members of the committee shall meet the requirements defined in the IEEE ISPLC SC Charter. Other non-voting members can be appointed by the SC Chair as needed based on the general consensus of the voting members of the SC.