

IEEE INDUSTRY APPLICATIONS SOCIETY ELECTRICAL SAFETY COMMITTEE BYLAWS

Amended March 8, 2021

1.0 Scope

The Electrical Safety Committee (the Committee) is established by the Institute of Electrical and Electronic Engineers (IEEE) Industry Applications Society (IAS) and reports to the IAS through the Process Industries Department (PID).

The scope of the Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the hazards of electricity and the prevention of injury of individuals from electrical equipment and electrical energy.

The Committee will encourage and support the ongoing electrical safety activities in other IAS Committees.

2.0 General

The Committee is the governing body for all of its subcommittees, working groups, conference committees, standards activities, and other ad hoc committees and sponsored activities as appropriate. It is responsible for establishing and revising the Committee Bylaws and election of the Committee Chair, Vice Chair and Secretary.

Provisions in these Bylaws are supplemented by the Operating Manual and other Electrical Safety Committee documents. The current version of these two documents shall be kept on the Electrical Safety Committee website.

Other documents of the Committee include but are not limited to:

- IEEE IAS Electrical Safety Workshop (ESW) Operating Manual
- Committee Award Nomination and Selection Process
- ESW Policy on Business Ethics, Commercialism, and Vendor Entertainment Etiquette.

3.0 Membership

Committee membership is voluntary.

Membership in IEEE and IAS is required of all Committee members.

Committee membership shall consist of:

- a) Committee Executive Officers
- b) Subcommittee Chairs
- c) Advisory and Nominations Subcommittee members
- d) Immediate past, current and future Electrical Safety Workshop Chairs

- e) Members Emeritus appointed annually by the Committee Chair. To qualify as a Member Emeritus an individual must demonstrate significant contributions to the Committee and its work.

4.0 Removal of a Member

Active involvement in the affairs and activities of the Committee is required to maintain membership. Membership review and removal is addressed in the Committee Operating Manual.

5.0 Executive Officers

5.1 General.

Executive Officers consist of:

1. Chair
2. Vice Chair
3. Secretary

The executive officers have the responsibility for conducting day to day business of the Committee in accordance with the requirements in the Bylaws and the Operating Manual.

5.2 Election, Term of Office, and Succession

The office of Secretary is elected. The election shall occur at the annual Committee meeting the year the term of office is to begin.

The Executive Officer term of service will be two (2) years with automatic progression from Secretary to Vice Chair to Chair.

The term of service will begin 30 days after the end of the annual ESW, or April 30, whichever comes first.

5.3 Nomination.

the Advisory and Nominations Subcommittee will provide a nomination for the office of Secretary at the annual Committee meeting where the election is held for the Committee Secretary,

Any other nominations must be made in writing to the Chair at least two weeks in advance of the Annual Electrical Safety Committee Meeting. No nominations will be accepted from the floor at the meeting.

5.4 Temporary Appointment.

If, for any reason, either a Committee Officer or a Subcommittee Chairperson is unable to serve the full term of their office, a temporary appointment shall be made by the Committee Chair to complete the unexpired term.

6.0 Subcommittees

6.1 Advisory and Nominations (A&N) Subcommittee

Membership of the A&N Subcommittee consists of:

1. Executive Officers
2. All past Committee Chairs
3. Up to 2 Committee members appointed by the Committee Chair

The Committee Chair and Vice Chair shall serve as the A&N Subcommittee Chair and Vice-Chair respectively.

A&N Subcommittee roles and responsibilities are outlined in the Committee Operating Manual.

The A&N Subcommittee shall meet virtually or in person at least four times a year. One of the meetings will usually be held in conjunction with the annual ESW.

6.2 Standing Subcommittees

Standing Subcommittees are established by the Executive Officers, in consultation with the A&N Subcommittee, for the purpose of fulfilling roles and responsibilities vital to the function of the Committee.

Standing Subcommittee roles and responsibilities are described in the Operating Manual.

Subcommittee Chair and Vice Chair. Subcommittees shall have a Chair and when possible, a Vice-Chair. Subcommittee Chairs and Vice-Chairs shall be appointed by the Committee Chair in consultation with the A&N Subcommittee.

Subcommittee Secretary. The ESW Subcommittee shall have a Secretary that is appointed by the Committee Chair. All other Subcommittees may, at their discretion, appoint a Secretary.

Subcommittee members are appointed by the Subcommittee Chair. Subcommittee membership is open to anyone.

The following are the established standing subcommittees.

- 1) Academic Development Subcommittee
- 2) Awards and Recognition Subcommittee
- 3) Codes and Standards Subcommittee
- 4) Construction Subcommittee
- 5) Early Career Development Subcommittee
- 6) Electrical Safety Workshop Subcommittee
- 7) Facilities and Finance Subcommittee
- 8) Government Regulator, Inspectors and Laboratory Subcommittee
- 9) Historical and Records Subcommittee
- 10) IAS Committee Relations Subcommittee
- 11) Industry Segment Development Subcommittee
- 12) International Subcommittee
- 13) Occupational Safety and Health Subcommittee
- 14) Paper Review Subcommittee
- 15) Publicity and Media Subcommittee

16) Technical Program Subcommittee

Subcommittees shall meet virtually or in person at a frequency that satisfies the work they are performing. Most Subcommittees will have an in person meeting in conjunction with the annual ESW.

6.3 Executive Subcommittee Meetings

The Subcommittee Chairs shall meet at least annually with the Committee Executive and the A&N Subcommittee at a date and time chosen by the Committee Chair, usually in conjunction with the annual ESW, to discuss the progress of Subcommittee work and initiatives. The meeting will be held in person, virtually, or both as determined by circumstances and decided upon by the Committee Chair.

6.4 Ad Hoc Subcommittees and Working Groups

The Executive Officers, in consultation with the A&N Subcommittee, may create ad hoc Subcommittees or Working Groups that function for no more than two years.

7.0 Electrical Safety Workshop Chairs

Each annual Electrical Safety Workshop (ESW) shall have a Chair.

ESW Chairs are appointed by the Committee Chair.

The general roles and responsibilities of the ESW Chair are outlined in the Committee Operating Manual and specific duties are outlined in the ESW Operating Manual.

8.0 Committee Meetings

- a) The Committee shall meet annually, usually in conjunction with ESW, at a date and time scheduled by the Committee Chair. The meeting will be held in person, virtually, or both as determined by circumstances and decided upon by the Committee Chair.
- b) Special meetings of the Committee may be called at any time by the Committee Chair. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.
- c) A quorum of Committee members shall be required at any regular or special meeting in order for business to be conducted. A quorum shall be defined as a majority of committee members. A simple majority vote of the members present is needed to approve any business not otherwise specified in the Bylaws herein.
- d) Each Committee Member shall have one vote in all matters, regardless of their position on the Committee.
- e) Only Committee Members are eligible to vote at any meeting of the Committee.

9.0 Guests

Annual meetings of the Electrical Safety Committee shall be open to anyone wishing to attend. Members of the Committee may invite guests to any meeting of the Committee. Anyone inviting a guest should notify the Chair so that there is adequate space for all meeting attendees.