

IEEE INDUSTRY APPLICATIONS SOCIETY ELECTRICAL SAFETY COMMITTEE OPERATING MANUAL

Amended and Approved March 13, 2023

1.0 Purpose

This Operating Manual supplements the Electrical Safety Committee (the Committee) Bylaws and is designed to assist members to effectively administer Committee activities. All the statements of policy contained herein have been approved by the Committee and can be changed only with the approval of the Committee.

2.0 Committee Membership, Organization and Review

2.1 General

Committee and Subcommittee membership and structure are described in the Bylaws.

2.2 Membership Review

Members are expected to take an active part in the functions of the Committee and its activities. Evidence of active participation shall include but is not limited to one or more of the following: attendance at meetings of the Committee, active participation in Subcommittees, and timely completion of assigned duties.

The Chair shall review the Committee membership roster annually to identify members who are not actively involved in the functions of the Committee. The Chair shall contact those members to determine whether they intend to participate actively in the future or wish to be dropped from the membership roster. Those members identified by the Chair who are not actively involved and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Officers and in consultation with the A&N Subcommittee.

Any member who is absent or not excused by the Chair for two consecutive Committee meetings should not be considered for reappointment. A member may submit to the Chair a written notice of an extended absence that demonstrates continued interest and activity in the Committee.

3.0 Duties of Executive Officers

3.1 Chair

The principal duties of the Chair shall include:

- a) Presiding at all functions including but not limited to all Committee Meetings.
- b) Appointing Subcommittee Chairs and Vice-Chairs.
- c) Acting on the recommendations of the Subcommittee Chairs and the A&N Subcommittee.

- d) Coordinating the activities of all Subcommittees as an ex officio member.
- e) Carrying out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
- f) Work with the Chairs of other Industrial Application Society Committees to arrange discussion sessions of interest to members of both committees.
- g) Annually approve the membership list of the Committee.
- h) Arrange for an award for the Chair of the Electrical Safety Workshop. It shall be in the form of a plaque of appreciation and shall be presented by the Chair at the annual ESW.
- i) Electrical Safety Workshop Duties
 - a. Attend the Author's Breakfasts.
 - b. Invite and coordinate the participation of IEEE dignitaries.
 - c. Present Committee Awards
 - d. Present outgoing Subcommittee and Working Group Chair Recognition Awards.
- j) The Chair shall work in conjunction with the Facilities and Finance Subcommittee Chair as required to establish the ESW locations.
 - a. Coordinate the conference host city and dates with IAS to avoid conflicts; and
 - b. Obtain approval from the IAS Meetings Department Chair for the conference city and date selected.

3.2 Vice Chair

The principal functions of the Vice Chair shall include:

- a) Succeed to the office of Chair in the event that office becomes vacant. Under such conditions the new Chair may choose to continue to exercise the duties of the Vice Chair until the term expires or may make a temporary appointment in accordance with the provisions of this document.
- b) Assist Chair whenever required
- c) Electrical Safety Workshop duties.
 - a. Review room setup.
 - b. Review meal arrangements.
 - c. Personally welcome arriving authors.
 - d. Participate in the authors' memento presentation.

3.3 Secretary

The principal functions of the Secretary shall include:

- a) Expeditiously process correspondence addressed to their attention.
- b) Direct copies of all correspondence to the Committee Executive Officers.
- c) Preparing an agenda of the Committee meeting and distribute the agenda to all Committee members with the announcement for a Committee meeting at least four weeks prior to the meeting.
- d) Attending all Committee meetings and record the minutes of all such meetings.
- e) Circulating at all Committee meetings a record of attendance sheet for signature by members present.
- f) Maintaining an up-to-date record of attendance.
- g) Obtaining from all Subcommittee Chairpersons a copy of the minutes of all Subcommittee meetings.
- h) Preparing and distributing to the Committee a copy of the minutes of each Committee meeting including: the attendance record, up-to-date membership roster, the minutes of all Subcommittee meetings and a copy of all reports presented to the meeting.

- i) Maintaining a file of all correspondence, minutes, etc.
- j) Prepare an agenda and record the minutes of the Committee Executive Subcommittee meeting with the Subcommittee Chairs.
- k) Minutes shall be issued within 6 weeks following the meeting. The Secretary shall maintain and update a six (6) year file of these meeting minutes.
- l) The Secretary shall record the membership lists for each subcommittee and working group.
- m) Prepare an agenda and record the minutes of the A&N Subcommittee meetings, and circulate these to the A&N Subcommittee in a timely fashion.

3.4 Immediate Past Chair

The principal functions of the Immediate Past Chair include ad hoc activities as may be mutually agreed to by the Committee Chair and Immediate Past Chair.

4.0 Subcommittee Roles and Responsibilities

Subcommittees are established and function in accordance with the requirements in the Committee Bylaws.

4.1 Advisory and Nomination Subcommittee

The primary role and responsibility of the Advisory and Nomination Subcommittee is twofold

- 1) Provide advice and guidance to the Committee and its Subcommittees that includes but is not limited to:
 - a. Review and propose revisions to the Committee Bylaws and Operating Manual
 - b. Develop and maintain a succession plan for all leadership positions of the Committee
 - c. Nominate a candidate for Committee Secretary
 - d. Recommend appointments for Subcommittee Chair and Vice Chair
 - e. Recommend Electrical Safety Workshop locations and Chairs
- 2) Select Committee Award recipients

4.2 Standing Subcommittees

Subcommittee Chairs, and where they exist, Vice Chairs, are responsible for:

- Managing the affairs of the Subcommittee.
- Determining whether the Subcommittee will have a Secretary, and if so, for the appointment of such.
- Determining the size of the Subcommittee and appointing Subcommittee members.

Scope and additional responsibilities of Subcommittees are outlined below. The intent of this Section is not to limit the initiative of these Subcommittees, rather, it is to provide a framework within which they exercise their initiative.

4.2.1 Academic Development Subcommittee

- Engage students and instructors in all aspects of electrical safety and related standards.
- Implement initiatives designed to increase the value of the ESW for the subcommittee members.
- Seek out new and useful information and knowledge related to electrical safety standards, and guidelines which can be taught in academia.
- Find opportunities to use academia to spread information and knowledge related to electrical safety to students and others.

4.2.2 Awards and Recognition Subcommittee

- Engage members of the Committee to nominate worthy individuals for Committee Awards.
- Manage the online nomination process for Committee Awards. Determine which nominees, if any, meet or exceed the award criteria. Provide the nominations forms, including endorsement letters if any, to the Advisory & Nominations Subcommittee which will make the final award determination.
- Notify awardees of paper awards chosen by the Paper Review Subcommittee.
- Manage the presentation of awards and recognition at the annual ESW.
- Administer the Lapel Pin Policy [5.1].

4.2.3 Standards Subcommittee

- Coordinate activities of Standard Working Groups at the ESW.
- Lead the effort to initiate and oversee the process for establishing new Standard Working Groups as appropriate.

4.2.4 Construction Subcommittee

- Engage individuals involved in construction activities from all disciplines and industries to get them involved in all aspects of electrical safety.
- Communicate the advantages of proactive, positive, and engaged participation in the Committee, the Electrical Safety Workshop and other supported conferences.

4.2.5 Early Career Development Subcommittee

- Develop and implement methods to increase and maintain participation in Committee activities by individuals who are students or are early in their professional careers.
- Support the ESW Student Program as outlined in the ESW Operating Manual.

4.2.6 Electrical Safety Workshop Subcommittee

- In addition to a permanent Chair, the Electrical Safety Workshop (ESW) Subcommittee has two additional Co-Chairs and a Secretary that are appointed by the Committee Chair.
- The Co-Chairs are:
 - The ESW Chair of the year in planning, and
 - The ESW Chair of the following year.
- The ESW Subcommittee plans, organizes and runs the annual ESW. Specific duties of the ESW Subcommittee and its members are outlined in the ESW Operating Manual. The ESW Operating Manual is a “living document” that captures lessons learned and best practices and shall be reviewed annually and updated as necessary. The immediate past annual Workshop Committee Chair is responsible for this review and any revisions. ESW Operating Manual revisions are approved by the Committee Chair in consultation with the A&N Subcommittee.

4.2.7 Facilities & Finance Subcommittee

- Manage identification of locations for future Electrical Safety Workshops.
- Manage development of hotel contracts and any other vendor contracts as required by IEEE.
- Manage application of IEEE and IAS financial management policies and procedures for ESW.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.8 Government Regulator, Inspectors and Laboratory Subcommittee

- Engage with individuals, groups or organization in governments, regulators, inspection organizations and laboratories for the purpose of increasing the involvement of these groups in all aspects of electrical safety.

4.2.9 Historical and Records Subcommittee

- Develop and maintain historical materials and information of the life and evolution of the Committee and the ESW and develop ways to make this information available.

4.2.10 IAS Committee Relations Subcommittee

- Serve as liaison between IEEE IAS committees and subcommittees and the Committee for the purpose of increasing the reach and influence of the Committee and encourage their members to get involved in all aspects of electrical safety.

4.2.11 Industry Segment Development Subcommittee

- Engage individuals of all technical backgrounds in all segments of industry to become involved in electrical safety.
- Implement initiatives designed to increase the value of the ESW for these organizations.

4.2.12 International Subcommittee

- Engage individuals worldwide to be involved in all aspects of electrical safety.
- Seek out and distribute new and useful information and knowledge related to electrical safety from all regions.

4.2.13 Occupational Health and Safety Subcommittee

- Engage occupational safety and health professionals from all disciplines and industries and develop mechanisms to broaden the electrical knowledge of those working in the occupational safety and health profession.

4.2.14 Paper Review Subcommittee

- Manage the technical review of papers and their recommendation for publication in IEEE Transactions on Industry Applications, IEEE Industry Applications Magazine and any other publication.
- Manage IEEE and IAS papers review and publication process.
- Establish and manage a Prize Paper selection process.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.15 Publicity and Media

- Manage Committee and ESW:
 - Website creation and maintenance
 - Social media
 - Press releases
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.16 Technical Program Subcommittee

- In addition to a permanent Chair, the Technical Program Subcommittee has two Vice Chairs that are appointed by the Committee Chair:
 - Vice Chair - Tutorials, and
 - Vice Chair - Focus Sessions.
- Stimulate submissions of papers to expand published knowledge.
- Establish topic diversity and quality standards for ESW papers.
- Develop opportunities for electrical safety papers in other IAS Committees.
- Provide guidance in the development of ESW papers.
- Provide guidance in the development of tutorials.
- Provide guidance in the development of poster sessions.
- Provide guidance for the selection of the Annual ESW Technical Program members.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

5.0 Special Policies

5.1 Committee Lapel Pin

The Electrical Safety Committee lapel pin is intended to serve as a memento for individuals that serve as Committee Officers, ESW Chairs, and others deserving of special recognition as approved by the Committee Executive Officers.

The lapel pin will be presented by the Committee Chair as follows:

- a. To the incoming ESW Chair, at the ESW Awards and Recognition Session
- b. To the incoming Committee Secretary, at the annual Committee meeting
- c. To individuals approved for special recognition by the Committee Executive Officers, at an appropriate time selected by those Officers.

Maintaining a suitable stock of pins and providing pins as needed for presentation by the Committee Chair is the responsibility of the Awards and Recognition Subcommittee.

5.2 Digital Communication

To promote contactless communication, the Committee has a long-term goal of encouraging the use of digital communication methods for all Committee operations and events, including the Electrical Safety Workshop.