

**IEEE INDUSTRY APPLICATIONS SOCIETY**

**INDUSTRIAL POWER CONVERTERS COMMITTEE**

**OPERATING GUIDE**

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# IAS Industrial Power Converters Committee Operating Guide

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## SECTION I - PURPOSE

### A. Forward

The Industrial Power Converters Committee is a committee of the Industrial Applications Society (IAS) of the Institute of Electrical and Electronic Engineers (IEEE).

This Operating Guide is designed to assist the members in effectively administering the activities of this committee. All of the statements of policy contained herein have been approved by the Executive Subcommittee and can be changed only with the approval of the Executive Subcommittee.

### B. Scope

The scope of the Industrial Power Converter Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to equipment and circuits for the static conversion of electric power in industry.

### C. Objective

The objective of this Committee is "To advance the theory, standards and practice of power electronic converters as related to the design, operation and installation of equipment within the scope of the Industrial Power Converters Committee."

As a means of achieving its objective, this Committee shall select subjects and encourage the development of formal papers, panel groups, tutorials, etc. to be presented at the conferences and meetings sponsored by the Committee.

The Committee shall work actively in developing and promoting standards within its scope.

## SECTION II - MEMBERSHIP

### A. Eligibility

1. Membership shall be restricted to IEEE members who are also members of IAS. If a person is appointed to this Committee who is not so affiliated, they shall be requested to become so in order to remain a member of this committee.
2. Any member of this Committee must be willing and able to contribute a reasonable amount of personal effort to committee functions and should have their management's approval for the time and expense of attending meetings and completing subcommittee assignments.

### B. Appointments

1. All Subcommittee appointments shall be restricted to members of the Industrial Power Converters Committee and shall be made by the Committee Chairman on the recommendation of the Executive Subcommittee.
2. All appointments shall be for a one-year period starting January 1st and ending December 31st. Each appointment may be repeated for a maximum of two consecutive years.

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3. An exception to Items I & 2 of appointment is a case where a person may temporarily serve on a subcommittee but not be a committee member. Under this condition they need not have IEEE & IAS membership.
- C. Selection
- There shall not be a limit to the total number of members on this committee. However, consideration in the selection of members will be given to ensure a balance of geographical, academic and industry representation.
- D. Maintaining Membership
1. Members are expected to take an active part in the functions of the Committee. Evidence of active participation shall include such activities as attendance at meetings of the main Committee, active participation in Subcommittees, and timely completion of assigned paper reviews.
  2. The Chairman shall periodically review the Committee membership roster in order to identify members who do not meet minimum standards for active participation using criteria identified in II.D.1. The Chairman shall contact those members to determine whether they wish to be listed as "temporarily inactive" on the Committee membership roster, dropped from the membership roster, or whether they intend to participate actively in the future. Those members identified by the Chairman who do not meet minimum standards of participation and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Subcommittee.

### SECTION III - COMMITTEE ORGANIZATION

The Industrial Power Converter Committee shall maintain the following officers and subcommittees:

- A. Officers
- Chairman
  - Vice-Chairman
  - Secretary
- B. Subcommittees
- Executive Subcommittee Composed of the Officers listed in III A plus the Committee Immediate Past Chairman.
  - Organizational Subcommittee
  - Standards Subcommittee
  - Transactions Reviews Subcommittee
  - Fellow and Awards Subcommittee
  - Special Activities Subcommittee
    - European Liaison

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- Asian Liaison

### C. Election, Appointment and Term of Office

1. At each annual committee meeting an election is held for the committee officers. The Organization Subcommittee will propose a slate of one or more candidates for the office of Chair, Vice Chair and Secretary. Further nominations for these positions must be made in writing to the Chairman at least two weeks in advance of the regularly scheduled meeting of the Committee held in conjunction with the Annual ECCE Conference. No nominations will be accepted from the floor at the election meeting.
2. If, for any reason, an Officer (either a Committee Officer or a Subcommittee Chairman) is unable to serve the full term of their office, a temporary appointment shall be made by the Chairman to complete the unexpired term.
3. Appointment of Subcommittee Chairmen - Subcommittee Chairmen shall be recommended for appointment by the Committee Chairman on recommendation of the Executive Subcommittee to the Operating Department Chairman. All appointments shall be for a one-year period starting January 1st and ending December 31st. Each appointment may be repeated for a maximum of four consecutive years. In the case of absence of new available candidates, after the end of the fourth year the officers may stand in office.

## SECTION IV - DUTIES OF COMMITTEE OFFICERS

### A. Chairman

The principal duties of the Chairman shall include:

1. Presiding at all functions including but not limited to all Main Committee Meetings and all Executive Subcommittee meetings.
2. Appointing all subcommittee members, acting on the recommendations of the various Subcommittee Chairmen.
3. Attend meetings of the Industrial Power Conversion Department to represent the Industrial Power Converter Committee.
4. Carrying out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
5. Work with the Chairman of the Industrial Drives Committee to arrange discussion sessions of interest to members of both committees.
6. Attend organizational sessions for ECCE Annual Meeting as Industrial Power Converter Committee representative.

### B. Vice Chairman

The principal functions of the Vice Chairman shall include:

1. Coordinating the activities of all standing Subcommittees as ex officio member.
2. Coordinate technical program organization for subject falling within the scope of the

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Industrial Power Converter Committee with the ECCE Annual Conference Organizing committee.

3. Attend organizational sessions for ECCE Annual Conference as Industrial Power Converter Committee representative where required.
4. Succeed to the office of Chairman in the event that office becomes vacant. Under such conditions the new Chairman may choose to continue to exercise the duties of the Vice Chairman - until the term expires, or may make a temporary appointment in accordance with Section III.C.2.

### C. Secretary

The principal functions of the Secretary shall include:

1. Expeditiously processing correspondence addressed to his/her attention. Direct copies of all correspondence to the Executive Subcommittee.
2. 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.
3. Attending all Committee meetings and record the minutes of all such meetings.
4. Circulating at all Committee meetings a record of attendance sheet for signature by members present.
5. Maintaining an up-to-date record of attendance.
6. Obtaining from all Subcommittee Chairmen a copy of the minutes of all Subcommittee meetings.
7. Preparing and distributing by mail to each Committee member a copy of the minutes of each 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.
8. Forwarding a copy of the minutes to the Industrial Power Conversion Department Chairman.
9. Maintaining a file of all correspondence, minutes, etc.
10. Maintaining membership records as follows:
  - a. Maintain an up-to-date membership roster
  - b. Membership status
  - c. Maintain an up-to-date short summary of the membership records

### D. Immediate Past Chairman

The principal functions of the Immediate Past Chairman shall include:

1. Serve as Chair of the Organizational Subcommittee, which is responsible for nominations.
2. Such other ad hoc activities as may be mutually agreed to by the Chairman and Immediate Past Chairman.

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### SECTION V - SCOPE OF WORKING AREA FOR SUBCOMMITTEES

#### 1. Executive Subcommittee

The principal function of the Executive Subcommittee shall be policy making within the framework of this operating guide. Its membership shall consist of all elected officers and the immediate Past Chairman. In addition to the above members, the Chairman shall invite the Chairman of any subcommittee to the Executive Subcommittee meeting when a discussion of the respective subcommittee's function is on the agenda.

#### 2. Organizational Subcommittee

The Organizational Subcommittee is composed by the Chairman and the two Immediate Past Chairman. The Subcommittee shall propose one or more candidates for each Committee Officer who are able and willing to serve. This committee is also responsible for ensuring that the IPCC is organized in way which is to the maximum benefit to the members and the IAS.

#### 3. Fellow and Awards Subcommittee

The Awards Subcommittee will be responsible for nominating eligible committee members for IEEE Awards and suggesting to the IEEE Fellows Committee candidates for IEEE Fellow Grade Membership. The subcommittee will also promote IEEE Senior Grade Membership applications from eligible Committee members.

#### 4. Transactions Review Subcommittee

The Transactions review subcommittee is composed by the Transactions review chair, the transactions review co-chair and the associate editors. The Subcommittee will be responsible for carrying out Transactions reviews for all eligible submitted technical papers within the scope of the Industrial Power Converters Committee. The transactions chair is responsible for coordinating the review process and taking final decisions on submitted papers. The associate editors are nominated by the transactions chair; they provide support in the management and review of the submitted manuscripts. The transactions co-chair is responsible for the selection of the transactions best papers awards for each year with the help of a pool of reviewers selected among the associate editors.

#### 5. Special Activities Subcommittee

The special activities subcommittee is responsible for promoting special events aimed at promoting and disseminating knowledge in the field of interest of IPCC and favor Industry-Academia links (panel groups, tutorials, special session at IAS sponsored conferences, etc.). The special activities subcommittee chair will be supported by two European Liaison officers and two Asian Liaison officers.

#### 6. Standards Subcommittee

The scope of the Standards Subcommittee shall be to do liaison work with standard-making and code-making bodies in the electrical field as related to the industrial power converter industry, and to participate in the work of the Industrial Power Converters Committee pertaining to Codes and Standards.

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### SECTION VI - MEETINGS

#### A. Full Committee

The full committee shall conduct one or two meetings per year: one meeting during the Annual ECCE Conference and a second meeting, optionally or additionally, at the call of the Executive Subcommittee. Meetings shall be chaired by the Chairman or in his absence, the Vice Chairman. In general, at the discretion of the Chairman, "Robert's Rules of Order" shall prevail.

#### B. Executive Subcommittee

The Executive Subcommittee shall conduct one regular meeting each year. The meeting should generally be held prior to the Main Committee meeting. The Chairman shall notify those concerned of the time and place of the meeting. The meetings shall be chaired by the Chairman or in the absence of the Chairman, the Vice Chairman.

Milwaukee, USA, 19/09/2016

Pericle Zanchetta Chair

Grant Pitel Vice-Chair

Luca Solero Secretary

Bill Peterson Past-chair