



## SECTION I. PURPOSE

### A. Foreword

The Electric Machines 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 Electric Machines Committee is responsible for all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the design, analysis, manufacture and application of electric machines in industry.

## 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 Electric Machines Committee and shall be made by the Committee Chair 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.
3. An exception to Items 1 & 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. 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. Members are expected to maintain a valid contact email with the Secretary.
3. Every two years, the Secretary shall review the Committee membership in order to identify members who do not meet minimum standards for active participation using criteria identified in II.C.1, or who fail to maintain valid contact information as identified in II.C.2. The Chair shall attempt to 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 Chair 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 IV. COMMITTEE ORGANIZATION

The Electric Machines Committee shall maintain the following officers and subcommittees:

### A. Officers

- Chair
- Vice-Chair
- Secretary

### B. Subcommittees

1. Executive Subcommittee
2. Nominating Subcommittee
3. Awards Subcommittee
4. Standards Subcommittee

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

1. All Committee officers shall normally serve a two-year term of office commencing on January 1.
2. The Chair will be succeeded by the Vice-Chair.
3. The Vice-Chair will be succeeded by the Secretary.
4. Election of officers is conducted at the Annual EMC Meeting, (section VI). Every second year the Nominating Subcommittee will propose a slate of one or more candidates for the office of Secretary, as discussed in section V. The Nominating committee will accept suggestions for nominations for the Secretary up to 2 months before the annual meeting. Nominations will not be accepted from the floor at the annual meeting. In the intervening years, a motion will be held to continue with the existing executive committee.
5. If, for any reason, an Officer (either a Committee Officer or a Subcommittee Chair) is unable to serve the full term of their office, a temporary appointment shall be made by the Chair to complete the unexpired term. In the event that the Chair is unable to serve the full term, the IPCSD Chair will appoint an interim chair to complete the unexpired term.

### D. Appointment of Subcommittee Chairs

Subcommittee Chairs shall be recommended for appointment by the Committee Chair on recommendation of the Executive Subcommittee to the Operating Department Chair. The Nominating Subcommittee Chair will normally be the Immediate Past Chair of the Committee. The Awards Subcommittee Chair will normally be the Vice-Chair of the Committee.

## SECTION V. DUTIES OF COMMITTEE OFFICERS

### A. Chair

The principal duties of the Chair shall include:

1. Preside at all functions including but not limited to all Main Committee Meetings and all Executive Subcommittee meetings.
2. Appoint all subcommittee members, acting on the recommendations of the various Subcommittee Chairs.
3. Coordinate the activities of all standing Subcommittees as ex officio member.
4. Act as Technical Committee Paper Review Chair for papers in the Electric Machines topic area. The Chair will appoint Associate Editors, following Society and Manuscript Central procedures, and assign eligible papers to Associate Editors for review.
5. Attend meetings of the Industrial Power Conversion Systems Department to represent the Electric Machines Committee.
6. Carry out all other actions, which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
7. Work with the Chairs of the other IPCSD committees to arrange discussion sessions of interest to members.
8. Liaise with the Chairs of Electrical Machines Committees of other IEEE societies, as necessary.



## **B. Vice Chair**

The principal functions of the Vice Chair shall include:

1. Coordinate technical program organization for papers falling within the scope of the Electric Machines Committee at ECCE:
  - a. Attend organizational session for ECCE as Electric Machines Committee representative.
  - b. Work with appointed session organizers to define and prepare technical sessions so as to present a well-balanced program.
2. Plan and develop strategies for the future growth of the Electric Machine Committee. .
3. 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 Section III.D.5.

## **C. Secretary**

The principal functions of the Secretary shall include:

1. Maintain an up to date record of Committee membership, including membership at Committee meetings
2. Expeditiously process correspondence addressed to their attention. Direct copies of all correspondence to the Executive Subcommittee.
3. Distribute Committee meeting minutes and agendas, and any reports presented at meetings.
4. Attend all Committee meetings and record the minutes of all such meetings.
5. Support the Vice-Chair in ECCE program planning, as needed.
6. Obtain from all Subcommittee Chairs a copy of the minutes of all Subcommittee meetings.
7. Maintain a file of all correspondence, minutes, etc.
8. Is responsible for the proper maintenance of the EMC web page.

## **D. Immediate Past Chair**

The principal functions of the Immediate Past Chair shall include:

1. Completion of the Transactions review of papers initiated during his term of office.
2. Act as Technical Committee Paper Review Chair for those papers where the current Chair is in Conflict of Interest.
3. Chair of the Nominating Subcommittee
4. Such other ad hoc activities as may be mutually agreed to by the Chair and Immediate Past Chair.

# **SECTION VI. SCOPE OF WORKING AREA FOR SUBCOMMITTEES**

## **A. Standing Subcommittees and Liaison Members**

### **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 Chair. In addition to the above members, the Chair shall invite the Chair of any subcommittee to the Executive Subcommittee meeting when a discussion of the respective subcommittee's function is on the agenda.

### **2. Nominating Subcommittee**

The Nominating Subcommittee shall propose one or more candidates for each Committee Office who are able and willing to serve. When considering potential candidates, consideration will be given to ensure a balance of geographical, academic and industry representation. It has become common practice to alternate between academic and industry backgrounds.

### **3. Awards Subcommittee**

The Awards Subcommittee shall:

- a. Evaluate and nominate EMC papers for the Transactions on Industry Applications Prize Paper Award
- b. Make arrangements for the selection and presentation of prize paper awards at the conference
- c. Sponsor and promote candidates for IEEE Fellows Grade Membership through nomination to the IEEE Fellows Committee.



- d. Recommend candidates to the Chair for recipients of Department, Society and Field Awards, to be selected in accordance with established IEEE guidelines.

4. Standards Subcommittee

The Standards Subcommittee Chair shall be the IEEE-IAS Standards Liaison Member. The standards liaison member will attend meetings of the Standards Projects Committee and communicate positions and actions of interest to that committee and of that committee back to the Electric Machines Committee. 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 Electric Machines Industry, and to participate in the work of the Electric Machines Committee pertaining to Codes and Standards.

SECTION VII. MEETINGS

**A. Full Committee**

The full committee shall conduct one meeting per year, during the ECCE Conference. A second meeting may optionally be held at the call of the Executive Subcommittee. Meetings shall be chaired by the Chair or in his absence, the Vice Chair. In general, at the discretion of the Chair, "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 Chair shall notify those concerned of the time and place of the meeting. The meetings shall be chaired by the Chair or in the absence of the Chair, the Vice Chair. Executive Subcommittee meetings (including voting) may be held electronically.

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