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IEEE Power & Energy Society Transformers Committee

**Policies and Procedures
For
Standards Development**

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Transformers Committee Policies and Procedures for Standards Development

1.0 Introduction

This clause shall not be modified except to:

- **Identify specific procedures related to the Sponsor as listed in paragraph 5 of this section.**
- **Replace shaded italics with the name of the Sponsor. If the name of the Sponsor is inserted only in the title (above) and at the first occurrence (in paragraph three), the Sponsor will add the additional sentence shown in brackets, and replace [Sponsor Name] in the remainder of the document with "the Sponsor" or appropriate related form**

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of the Transformers Committee. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis
- b) Having that position considered, and
- c) Appealing if adversely affected

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

[New York State Not-for-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE-SA Standards Board Resolutions](#)

Transformers Committee Policies and Procedures for Standards Development

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Transformers Committee scope

This clause shall include the Sponsor's approved scope.

The scope of the Transformers Committee encompasses the Committee and its Subgroups' (Subcommittees and Working groups) technical responsibilities for the development of standards, recommended practices, or guidelines in which the dominant factors are the application, design, construction, testing, and operation of transformers, reactors, and other similar equipment. Included are treatments of the following:

1. Generator Step-Up, Transmission and Distribution Transformers
2. Voltage Regulators (step and induction regulators)
3. Reactors and Grounding Transformers
4. HVDC Converter Transformers and Smoothing Reactors
5. Power Semi-Conductor Rectifier Transformers
6. Instrument Transformers (voltage transformers and current transformers)
7. Insulation and Dielectric Issues Relating to Transformers
8. Apparatus Bushings
9. Insulating Fluids
10. Underground Transformers and Network Protectors

11. Phase Angle Regulating Transformers

1.2 Organization of the Sponsor

This clause shall not be modified.

The Transformers Committee shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Transformers Committee

This clause shall not be modified except to include additional responsibilities.

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 - 1) Approving Project Authorization Requests (PARs_ from a subgroup or the Sponsor
 - 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
 - 3) Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Acting on other matters requiring Sponsor effort as provided in these procedures
- e) Cooperating with other appropriate standards development organizations
- f) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
- g) Limiting distribution of the membership roster to appropriate parties
- h) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
- i) Handling appeals as described in Clause 9

2.1 Sponsorship

This clause may be modified. Replace shaded text with the name of the Sponsor.

The Transformers Committee is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the Transformers Committee is responsible for those IEEE-SA Standards Board approved project(s) for which Transformers Committee has been identified or assigned as either the sole sponsor or a joint sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.1 Joint-Sponsor responsibility/accountability

This clause shall not be modified. Replace shaded text with the name of the Sponsor. If the sponsor will not jointly sponsor standards, then the text below shall be removed and replaced with the words "Not applicable."

Transformers Committee shall complete a joint sponsorship agreement for jointly sponsored projects.

3.0 Officers

This clause shall not be modified except to add additional officer roles.

There shall be a Chair, a Vice Chair, a Treasurer, a Secretary and a Standards Coordinator. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The Chair shall be a member of any grade (except students) of the IEEE/PES and a member of the IEEE-SA. (IEEE-SASB Bylaw 5.2.1) The officers shall organize the Transformers Committee; oversee the Transformers Committee's compliance with these Policies and Procedures; and submit proposed documents approved by the Transformers Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through IEEE Standards Development Online.

3.1 Election or appointment of officers

This clause may be modified. There are three cases provided as options for describing the election or appointment of officers: one for the case in which the Chair appoints other officers; a second for the case in which the other officers are elected; and a third in which all officers are elected. Use the introduction and an appropriate section -- Case 1, Case 2, or Case 3 – or a similar process, as the basis for this clause.

In accordance with the Organization & Procedures Manual of the Technical Council of the IEEE Power and Energy Society [IEEE/PES Technical Council], the Chair, Vice-Chair, Secretary and Treasurer are recommended by the incumbent Chair of the Transformers Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the PES Technical Council. The Standards Coordinator is appointed by the Transformers Committee Chair with the concurrence of the immediate Past-Chair.

3.1.1 Terms of office

The terms of office for the Chair, Vice-Chair, Secretary, and Treasurer are two years.

The Standards Coordinator and Treasurer serve for a term of two years, and may be reappointed.

3.1.2 Automatic Progression of Officers

The Committee employs automatic progression of its officers from Secretary to Vice Chair to Chair, in a six-year time span (the Treasurer and Standards Coordinator are excluded from this progression).

3.2 Temporary appointments to vacancies

This clause may be modified.

If an office other than the Chair becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

This clause may be modified.

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Sponsor. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

Removal of the chair shall be by action of the IEEE/PES Technical Council

3.4 Responsibilities of officers

This clause may be modified.

The officers of the Transformers Committee shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

3.4.1 Chair

This clause shall not be modified except to include additional responsibilities.

The responsibilities of the Chair shall include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhering to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus of the Transformers Committee as a means of resolving issues
- k) Prioritizing work to best serve the Transformers Committee and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- m) Submitting approved Transformers Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- n) Ensuring that each Working group has a set of P&P approved by the Transformers Committee. The chair will provide the Working group P&Ps to AudCom upon request.
- o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.
- p) Presiding at the meetings of the Transformers Committee.
- q) Attending all Administrative Subcommittee meetings and serve as Chair of the Administrative Subcommittee, and present a Chair's report.
- r) Shall be ex-Officio member of all subgroups of the Transformers Committee.

3.4.2 Vice-Chair

This clause may be modified to include additional responsibilities.

The responsibilities of the Vice Chair shall include:

- a) The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- c) Biannually, in the second year as Vice Chair, reviewing the Committee Policies and Procedures for Standards Development and Working Group Policy and Procedures for currency and accuracy. Preparing revision recommendations for review by the Administrative Subcommittee as required
- d) Attending all Administrative Subcommittee meetings and presenting a Vice Chair's report

3.4.3 Secretary

This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it must be listed as the responsibility of one of the other officers.

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
- e) Being responsible for the management and distribution of Transformers Committee documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Attending all Administrative Subcommittee meetings and presenting a Secretary's report

3.4.4 Treasurer

This clause may be modified to include additional responsibilities.

Treasurer shall:

- a) Maintain a budget for the Transformers Committee
- b) Control all funds, including any into and out of the Committee's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the IEEE Finance Operations Manual
- e) Attend all Administrative Subcommittee meetings and presenting a Treasurer's report

3.4.5 Standards Coordinator

The responsibilities of the Standards Coordinator include:

- a) Preparing the current status for all standards sponsored by the Committee
- b) Coordinating activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- c) Representing the Committee at the annual Technical Council's meeting of Standards Coordinators
- d) Attending all Administrative Subcommittee meetings and presenting a report on document status, and reporting on any standards requiring immediate or urgent action by the Administrative Committee.
- e) Assuring all documentation for opening a standards project (PAR) is complete and correct by performing a review prior to submission, including review of subcommittee scope overlap
- f) Assisting in the creation of Working Groups and authorizing the Working Group chair through the IEEE My Ballot process
- g) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed

4.0 Membership

4.1 Voting membership

The clause shall be modified to specify details on obtaining and maintaining membership status and requirements for meeting attendance.

Voting members of the Committee are approved by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee.

4.1.1 Eligibility and Qualifications

This clause is optional and may be modified to include additional membership requirements. If the clause is not utilized, the text below can be removed and replaced with the words “Not applicable.”

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively.

A past member can request to be reinstated by letter as a member, without a new membership application, providing less than 2 years have elapsed since their committee membership was withdrawn. The membership application is available on the Transformers Committee website.

Membership Requirements

Selection and continuation of committee membership can be described as *regular attendance and active participation*, which shall be determined by meeting all of the following qualifications:

- a. Technical competence and a demonstrated interest and knowledge of the fields of Distribution, Power and/or Regulating transformers as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- b. A prospective member must have contributed regularly during a two-year apprenticeship period as a member of Subcommittees (SC), Working Groups (WG), and/or Task Forces (TF).
- c. Member in good standing of the IEEE Power & Energy Society (IEEE-PES) and the Standards Association (IEEE-SA). It is necessary to be an IEEE-SA member in order to vote on IEEE-SA ballots.
- d. Attending any 3 of every 5 Spring and Fall Transformers Committee meetings.
- e. Willingness to devote time and effort to contribute to the advancement of the art. This is considered active participation and is defined as participation in two or more of these activities to gain and maintain membership.:
 - * Involvement as a member or officer of one or more SC, WG, and TF.
 - * Assisting in drafting portions of technical papers, guides, and standards.
 - * Participation in technical correspondence and return of SC, WG, and TF surveys.
 - * Joining of ballot pools and voting on IEEE-SA ballots of standard documents.

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- * Reviewing technical papers for presentation and publication, as may be requested by the Vice Chair of the Committee.
- * Volunteering to serve as a liaison representative, or in some other capacity as a representative of the Committee.

If a member does not continue to meet c, d, or e, he/she will be removed from committee voting membership. When a member fails to actively participate (as defined in e.), he/she will be removed from committee voting membership. The member may request a review of extenuating circumstances by the Administrative Subcommittee. It should be noted that membership can be maintained without regular attendance, as long as active participation is continued.

4.1.2 Emeritus Membership

The Chair, with the concurrence of the Administrative Subcommittee, may designate members as Emeritus Members.

The Emeritus Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of a change of personal situations are unable to attend meetings. An Emeritus Member shall have first been a member and shall have demonstrated a high level of participation and be generally recognized for his contribution. These individuals can continue to participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists. Emeritus members can vote as a committee member when they attend a meeting.

4.2 Review of membership

This clause may be modified to include additional membership requirements.

The Chair shall review the voting membership list at least once annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action which may include termination of membership.

4.3 Membership roster

This clause may be modified with the exception of distribution of the roster.

A current and accurate Transformers Committee roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-

SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Transformers Committee and its designation
- b) Scope of the Transformers Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer, and Standards Coordinator
- d) Members: for all, name, e-mail address, affiliation and membership status.
- e) For each subgroup/subcommittee: subgroup/subcommittee title, Chair, and names, e-mail addresses, and affiliations of all members

4.4 Membership public list

This clause shall not be modified except to include or delete the optional bracketed text.

A current and accurate Transformers Committee membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer and Standards Coordinator
- d) Members: for all -- name, and affiliation

5.0 Subgroups created by the Transformers Committee

5.1 Administrative subcommittees subgroups

This clause may be modified to include detailed description, organization, and responsibilities of subgroups, including executive committees (ExCom) and administrative committees (AdCom).

When one or more subcommittees is formed to expedite the administrative work of the Transformers Committee(e.g., AdCom, ExCom), its formation (and later disbandment) requires a majority vote of the Transformers Committee as defined in Subclause 7.1.

The membership of the Administrative Subcommittee of the Transformers Committee (AdCom) consists of the Committee officers, Past-Chairs of the Committee and Subcommittee Chairs. Additional members may be appointed by the Chair of the Committee, with the concurrence of the AdCom.

The Transformers Committee has the following Subcommittees:

- Bushings Subcommittee
- Dielectric Tests Subcommittee
- Distribution Transformers Subcommittee
- Dry-Type Transformers Subcommittee
- HVDC Converter Transformers and Smoothing Reactors Subcommittee
- Insulating Fluids Subcommittee
- Insulation Life Subcommittee
- Instrument Transformers Subcommittee
- Meetings Subcommittee
- Performance Characteristics Subcommittee
- Power Transformers Subcommittee
- Recognition and Awards Subcommittee
- Standards Subcommittee
- Underground Transformers and Network Protectors Subcommittee

5.2 Working groups – Individual Method

This clause shall not be modified.

Standards Working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Chair of the subcommittee responsible for the Working Group or Study Group shall appoint the Working group chair.

The Transformers Committee Sponsor shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working groups – Entity Method

This clause shall not be modified.

If a Working group being formed has entity-based membership, the Transformers Committee shall ensure that the entity standards Working group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups. In addition, the Transformers Committee reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

This clause shall not be modified except to include detailed description, organization, and responsibilities of the Study Group.

When the Transformers Committee is presented with a proposal concerning a standards development project, the Transformers Committee may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the appropriate Subcommittee of the Transformers Committee. If the Subcommittee approves the project, the Title, Scope and Purpose, is submitted to the Standards Coordinator, for consideration. If the proposal is approved by the Standards Coordinator, the project is referred to the Transformers Committee's Administrative Subcommittee for approval.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.5 Other subgroups

This clause shall not be modified except if this action is moved from 7.1.1 “Actions” requiring approval by a majority vote, to 7.1.2 “Actions” requiring approval by a two-thirds vote. In that case, the word “majority” shall be changed to “two-thirds.”

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the transformers Committee. The Chair of a subgroup shall be appointed by the Chair of the transformers Committee or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Transformers Committee. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).

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- 2) The subgroup is responsible for assisting the Transformers Committee (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.

Transformers Committee meetings shall be held in-person, as decided by the Transformers Committee Chair, or by petition of 20 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the meeting. [Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.] Notification of the potential for action shall be included on any distributed agendas for meetings.

Note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend, however some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be retained or deleted.

A quorum shall be identified before the initiation of Transformers Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 50% of the current total [voting] membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists. Emeritus Members present at meetings shall be counted when determining whether a quorum exists, but when absent, Emeritus members shall NOT be counted in the equation to determine the number required to establish quorum.

6.2 Conduct

This clause shall not be modified.

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All Working group participants shall act in accordance with all IEEE Standards policies and procedures.

6.3 Executive session

This clause shall not be modified.

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting fees

This clause may be modified.

The Transformers Committee may charge a meeting fee to cover the expenses of the Transformers Committee. The fee shall not be used to restrict participation by any interested parties. The Transformers Committee's Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Transformers Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

6.5 Minutes

This clause shall not be modified.

The minutes shall record the essentials, including the following:

- a) Name of group
- b) Date and location of meeting

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- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1) Brief summary of discussions and conclusions
 - 2) Motions, including the names of mover and seconder.
- i) Items reported out of executive session
- j) Next meeting--date and location
- k) Subcommittee reports

Copies of handouts may be included in the minutes or made available as separate items.

7.0 Vote

7.1 Approval of an action

This clause shall not be modified.

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority), and 7.1.2 (two-thirds). The “majority, two-thirds vote” is defined as one of the following:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Transformers Committee responded.

7.1.1 Actions requiring approval by a majority vote

This clause shall not be modified, except for the addition of actions. Items in 7.1.1 may be moved to 7.1.2 if desired.

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups

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- c) Approval of minutes
- d) Delegation to a sub-group for Authorization of a Sponsor ballot
- e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1

7.1.2 Actions requiring approval by a two-thirds vote

This clause shall not be modified, except for the addition of actions.

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Transformers Committee procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Transformers Committee scope*
- d) Approval of termination of the Transformers Committee*
- e) Removal of an officer except the Chair

* Following Transformers Committee approval, items c and d require approval by the PES Technical Council, and then notice to the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

This clause may be modified.

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Transformers Committee for approval. The Transformers Committee may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy Voting

This clause shall not be modified if the Sponsor allows Proxy voting. (If the Sponsor does not allow Proxy voting, replace text below with the words “Not Applicable”).

Not Applicable

7.4 Voting between meetings

This clause may be modified.

At the discretion of the Chair, the Transformers Committee shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

8.0 Communications

This clause shall not be modified.

All correspondence on behalf of the Transformers Committee shall contain identification of the Sponsor as the source of the correspondence.

8.1 Formal internal communication

This clause may be modified.

If correspondence between subcommittees or between Working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Transformers Committee officers.

8.2 External communication

This clause shall not be modified.

Inquiries relating to the Transformers Committee shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public statements for standards

This clause shall not be modified.

All Transformers Committee public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

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Individuals making public statements that have not been approved by the Transformers Committee shall state that they are speaking as individuals.

8.3.1 Sponsor public statements

This clause shall not be modified except to include additional requirements.

Transformers Committee public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

This clause shall not be modified except to include further requirements.

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Transformers Committee.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Transformers Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Transformers Committee logos.

8.3.3 Public statements to be issued by other entities

This clause shall not be modified.

If the Transformers Committee wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Transformers Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

This clause shall not be modified.

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Transformers Committee.

8.5 Standards publicity

This clause may be modified.

The Transformers Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

9.0 Appeals

This clause shall be modified to include details on the appeals process. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.

Technical discussions and decisions occur within the Transformers Committee's subgroups/subcommittees or working groups. Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup/subcommittees or working group that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Transformers Committee recognizes the right of appeal on procedural grounds. Procedural concerns within a Sponsor subgroup/subcommittee or working group shall be first presented to the subgroup/subcommittee or working group for resolution. If the procedural concern is not resolved after presentation to the subgroup/subcommittee or working group for resolution, the complaint regarding any procedural action or inaction on the part of the Sponsor, or a Sponsor's subgroup/subcommittee, shall be presented to the Sponsor for resolution. If the party bringing the complaint determines that the Sponsor's proposed resolution is unacceptable, such party can file a procedural appeal with the Sponsor.

Upon receiving a written appeal, the Transformers Committee Chair shall form an Appeal Committee consisting of at least five members of the Sponsor, none of whom should have a conflict of interest regarding the subject matter of the appeal, and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Transformers Committee, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Transformers Committee that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with subgroup or working group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal

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Panel based on these criteria, the Appeal Committee shall provide a written communication to the Transformers Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Transformers Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members. None of the members of the Appeal Panel should have a conflict regarding the subject matter of the appeal. The Appeal Panel must have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Sponsor. The appeal may be conducted in person or by telephone conference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Sponsor Chair.

The remainder of the clause shall not be modified

Sponsor procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Sponsor's Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Sponsor Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Sponsor Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Sponsor Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Sponsor Appeal Panel may address questions to individuals. The Sponsor Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

a) Significant new evidence has come to light; and

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b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and

c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Sponsor Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Sponsor's appeals process, the party bringing the complaint determines that the Transformers Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SASB as described in clause 5.8 of the IEEE-SA Standards Board Operations Manual.