

POWER SYSTEMS ENGINEERING COMMITTEE

BYLAWS

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Adopted October 1984  
Amended October 1988  
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**Industrial & Commercial Power Systems Department**  
**POWER SYSTEMS ENGINEERING COMMITTEE**

**BYLAWS**

**Article I - Name**

The Power Systems Engineering Committee (hereinafter referred to as PSEC) is a duly constituted committee of the Industrial & Commercial Power Systems Department (hereinafter referred to I&CPSD) of the Industrial Applications Society (hereinafter referred to as IAS) of the Institute of Electrical and Electronics Engineers, Inc (hereinafter referred to as IEEE).

**Article II - Scope**

The scope of the PSEC shall be:

"The treatment of all matters within the scope of IAS in which the emphasis or dominant factor specifically relates to the equipment selection for and to the design, analysis, installation, grounding and operation of safe and reliable power distribution systems, including emergency and standby systems for industrial, commercial and institutional facilities."

The stated scope of PSEC encompasses but is not limited to:

1. The investigation and study of industrial, commercial, and institutional power systems with regard to:
  - 1.1 Power systems planning, including the evaluation of alternative system configurations with respect to economics, reliability, maintainability or other factors.
  - 1.2 Theory and techniques of power system analysis.
  - 1.3 Theory and techniques of short circuit calculations.
  - 1.4 Voltage, power factor, metering, and instrumentation consideration.
  - 1.5 Grounding of systems, circuits and equipment for safety, protection, transient suppression, or any other purpose.
  - 1.6 Application of power switching, transformation and motor control apparatus.
  - 1.7 Application of cable and busway systems.
  - 1.8 Analysis and evaluation of systems and equipment reliability.
  - 1.9 Maintenance, testing and safety techniques, and procedures.
  - 1.10 Engineering principles for design, selection, and application of emergency and standby power equipment and systems.
  - 1.11 Characteristics of power system loads, including the effects of load on power systems and the effects of system irregularities upon individual loads.
  
2. The preparation and periodic revision of IEEE standards falling under the Committee's scope:
  - 2.1 IEEE Standard No. 141, Recommended Practice for Electric Power Distribution for Industrial Plants ("IEEE Red Book")
  - 2.2 IEEE Standard No. 142, Recommended Practice for Grounding of Industrial and Commercial Power Systems ("IEEE Green Book").
  - 2.3 IEEE Standard No. 241, Recommended Practice for Electric Power Systems in Commercial Buildings ("IEEE Gray Book")
  - 2.4 IEEE Standard No. 399, Recommended Practice for Power System Analysis ("IEEE Brown Book").
  - 2.5 IEEE Standard No. 446, Recommended Practice for Emergency and Standby Power Systems for Industrial and Commercial Power Systems ("IEEE Orange Book").
  - 2.6 IEEE Standard No. 493, Recommended Practice for the Design of Reliable Industrial and Commercial Power Systems ("IEEE Gold Book")
  - 2.7 IEEE Standard No. 551, Recommended Practice for Industrial and Commercial Power Systems Short Circuit Calculations ("IEEE Violet Book").
  - 2.8 IEEE Standard No. 602, Recommended Practice for Electric Design in Hospitals and Health Care Facilities ("IEEE White Book").
  - 2.9 IEEE Standards Project No. P902, Recommended Practice for Maintenance, Operation and Safety of Industrial and Commercial Power Systems ("IEEE Yellow Book").

- 2.10 IEEE Standard No. 1100, Recommended Practice for Powering and Grounding Sensitive Electronic Equipment ("IEEE Emerald Book").
- 2.11 IEEE Standards Project No. P1202, Standard for Flame Testing of Tray Cables for Use in Industrial and Commercial Occupancies.
- 2.12 IEEE Standards Project No. P1429, Recommended Practice for Electrical Systems in Clean Rooms.

### **Article III - Membership**

#### **A. Eligibility**

Members of PSEC and/or its subcommittees shall be members of the IEEE and IAS, and their status shall be verified annually by the Secretary.

With the approval of the Standards Board, non/IEEE members who are representatives of standards developing organizations or are invited experts, may hold membership on the PSEC subcommittees and working groups developing standards and shall be entitled to vote on matters relating to those standards.

#### **B. Nomenclature**

The use of terms of masculine gender (e.g., "chairman") in these Bylaws is for editorial convenience and shall be taken to include feminine gender equally in all matters. Participation in PSEC by qualified persons of either sex is strongly encouraged.

#### **C. Basis for Selection**

The broad scope and historically high level of activity of PSEC requires a dynamic, participative membership. Long tenure, though desirable from the standpoints of stability and continuity of purpose and action, shall not be permitted to result in the stagnation of PSEC. Hence, long service to the Committee, though an important criterion in the selection process, shall not be the overriding consideration. Consequently, the PSEC and subcommittee officers shall, in conjunction with the PSEC Chairman, review the PSEC membership annually and provide the Chairman with a basis for reappointing members to PSEC and recommending to the I&CPSD Chairman individuals to be initially appointed to PSEC. Membership on a subcommittee or a working group does not constitute or require membership on the PSEC.

There shall be no absolute numerical restrictions of the PSEC membership. However, in order to insure broad-based geographical, technical, and economic sector representation on PSEC (while maintaining overall membership within reasonable bounds), it is strongly recommended that membership be maintained at no more than 60 percent nor less than 30 percent of the total number of individuals engaged in the activities of the Committee, its subcommittees and working groups. It is further recommended that, insofar as feasible, annual membership turnover be limited to not more than 20 percent.

The membership of PSEC and its subcommittees shall reflect various factors deemed appropriate (e.g., geographical balance, special expertise, etc.) and shall include a reasonable proportion of those employed by producers (design, fabrication and installation), Users (industrial, public utilities, federal and other governmental representatives), and general interest categories. It is especially important that no category, other than the general interest group, constitute as much as 50 percent of those eligible to vote on standards. Every reasonable effort shall be made to insure representation from each group at all meetings

No meeting of any of the above Committee, subcommittees or working groups shall convene where the interests associated with the persons in attendance are solely of either supplier or user organizations.

#### **D. Initial Appointment**

Initial appointments to PSEC shall be made by the PSEC Chairman with the approval of the I&CPSD Chairman. No appointment shall be final until such time as a formal notice of appointment has been issued by the PSEC Chairman with the approval of the I&CPSD Chairman, and the PSEC Secretary has received and recorded a formal acceptance.

#### **E. Re appointment**

Re appointment to PSEC shall be made by the PSEC Chairman. Such re appointment shall be based primarily on a commitment by the member to continue active participation in PSEC activities.

#### **F. Interim Appointments**

Interim appointments to PSEC shall be made by the PSEC Chairman, acting on his own initiative, or on the recommendation of the PSEC subcommittee officers. Such interim appointments shall normally be made only in those instances where the appointee is an outstanding candidate or when the total PSEC membership has fallen

below the minimum working level specified in Article III - Section C. No interim appointment shall be effective until the PSEC Chairman has issued a formal notice of appointment and the PSEC Secretary has received and recorded a formal acceptance or until thirty (30) days after formal notice of appointments, whichever comes last. Initial appointments after an interim appointment shall be treated in the same manner as specified in Article III - Section D.

G. Term

All regular appointments and re appointments to PSEC shall be for one year, starting January 1 and ending December 31. All interim appointments shall be for the period starting on the effective date of appointment and ending December 31 of that year.

H. Membership Maintenance

The PSEC Chairman or the other officers acting as chairman shall be empowered to dismiss summarily from membership at any time any member who has not attended any regular committee meetings in the past two calendar years, as determined from the records of the PSEC Secretary. Subcommittee chairmen shall be similarly empowered with respect to the members of their subcommittees. Such dismissal shall not prejudice the re appointment of any otherwise qualified persons in the future.

## **Article IV - Officers**

A. Title

The elected officers shall be:

1. Chairman
2. Vice Chairman
3. Secretary

All other offices shall be filled by appointment.

B. Eligibility

1. Chairman:

Eligibility for the office of chairman shall be restricted to members of the PSEC who have served as officers of that committee and have been members of the committee for the three years immediately preceding the term of office for which they have been nominated. If no candidate having these qualifications will accept the nomination, eligibility shall be the same as for all other offices.

2. All other offices:

Eligibility for all offices other than that of chairman shall be restricted to members of PSEC who have been members for two years immediately preceding the term of office for which they have been nominated.

3. Other Considerations:

At least one of the elected officers must be a representative of a utility company, user of electrical equipment, or user consultant as distinguished from a representative of a manufacturer of electrical equipment. Preferably, not more than one of the elected officers should be a representative of a manufacturer of electrical equipment.

C. Terms of Office:

The term of office for all elected officers shall be one year, starting January 1 and ending December 31.

D. Succession and Progression

The rules governing succession and progression of PSEC officers shall be:

1. All officers may serve two consecutive terms.
2. Progression through the offices shall not be automatic.

E. Nomination and Endorsement

The procedures for nomination and endorsement of candidates for PSEC offices shall be:

1. The PSEC Chairman shall appoint a Chairman for the Nominating Sub-committee each year, not later than October 31. Additional members maybe appointed from the PSEC membership by the Chairman of the Nominating Committee if required.

2. The Nominating Subcommittee shall each year, not later than September 1, select a slate of candidates who satisfy the eligibility requirements and who have certified their willingness and ability to serve.
3. Nominations for specific offices may be made by any PSEC member by submitting these in writing to the PSEC Secretary with a copy to the PSEC Chairman and the Nominating Subcommittee Chairman prior to September 1, so that the Secretary may verify that such nominees are eligible, willing and able to serve.
4. The slate of officers developed by the Nominating Subcommittee and any and all supplemental nominations, if any, shall be presented by the PSEC Secretary at the PSEC meeting held during the IAS Annual Meeting, generally held during the first week of October. Endorsement of the nominees by the PSEC members shall be held immediately following presentation by the Secretary. Voting will be an meeting agenda item. Eligibility to vote will be restricted to those members in attendance. No proxy votes shall be allowed and endorsement shall be by a majority of those present and voting.
5. Except for those instances where more than one candidate has been nominated for an office or offices, endorsement shall be by voice vote with the results recorded by the PSEC Secretary. When more than one candidate has been nominated for an office(s), the presiding officer shall appoint three election commissioners and endorsement for the contested office(s) shall be by secret ballot. The results of such vote shall be certified by the commissioners and recorded by the PSEC Secretary.
6. Subsequent to the endorsement of candidates, the incumbent PSEC Chairman shall submit to the I&CPSD Chairman the names of the endorsed candidates as the recommendation of PSEC. The I&CPSD Chairman shall, if he deems it appropriate, approve the appointment of those individuals to the offices for which they were endorsed.
7. If for any reason no nominations of officers are submitted or a slate of officers is not endorsed by PSEC by October 31, the previous years officers shall remain in office until such time as such nominations and endorsement can be made and the endorsed slate of officers is approved by the I&CPSD Chairman. This process shall be completed as soon as reasonably possible.

F. Principal Duties.

1. Chairman - The principal duties of the PSEC Chairman shall be:
  - a. To preside at all official PSEC functions, including but not limited to all PSEC meetings and executive Subcommittee meetings.
  - b. To coordinate all administrative operations as defined under Article 5.
  - c. To coordinate the activities of other elected officers in carrying out their assigned duties.
  - d. To carry out the duties of the Vice Chairman in the event that office becomes vacant until such time as that vacancy is filled.
  - e. To consult with the designated successor prior to making appointments of officers to the various PSEC subcommittees and prior to reappointing individuals to those offices for terms of office extending beyond his tenure in office, or both.
  - f. To submit to the I&CPSD Chairman the names of those individuals appointed to PSEC or the chairmanships of the various PSEC subcommittees, or both.
  - g. To appoint individuals to membership or office in PSEC.
  - h. To re appoint those individuals who are to be retained as members of PSEC or as chairman of the various subcommittees, or both.
  - i. To approve all appointments to subcommittees made by subcommittee chairman.
  - j. To carry out all other actions which may become necessary to satisfy the requirements of IAS or IEEE, or both.
  - k. To make such interim appointments to PSEC and to the chairmanship of its subcommittees as, in his judgment, may be required to properly sustain the activity of PSEC.
  - l. To serve as an active member of the IAS Council.
  - m. To serve as an active member of the I&CPSD operating committee.
2. Vice chairman:
  - a. To preside at all official functions of PSEC in the absence of the Chairman.
  - b. To succeed to the office of PSEC Chairman subject to the approval of the I&CPSD Chairman, in the event that office becomes vacant, while continuing to exercise the duties of Vice Chairman until such time as the vacancy in that office is filled.
  - c. To act as Chairman of the Papers Review Committee as covered under Article V.

- d. To coordinate the activities of all technical operations subcommittees of PSEC as covered under Article VI.
  - e. Serve as PSEC delegate to the I&CPSD Meetings Committee
3. Secretary:
- a. To preside at all official functions of PSEC in the absence of the PSEC Chairman and Vice Chairman.
  - b. To prepare and publish, at least annually, up-to-date membership rosters for PSEC and all its subcommittees, working groups, delegates, and liaison representatives.
  - c. To prepare and publish timely minutes (within 30 days) of all PSEC and PSEC Executive Subcommittee meetings. To obtain and retain in his possession for at least three years all official copies of the meeting minutes and other important PSEC documents.
  - d. To issue formal notices of appointments, re appointments, or interim appointments to the members of PSEC and to the chairmen of subcommittees and to receive and record formal acceptances for all such initial regular appointments.
  - e. To manage all financial relationships between PSEC and IAS and/or IEEE including preparation of requests for funding of extraordinary committee expenses, and expenses incurred in editing or mailing review material associated with IEEE Standard documents.
  - f. To issue an agenda listing the topics for discussion at a reasonable time prior to each meeting of the PSEC. Subcommittee and working group meeting agendas are not the responsibility of the PSEC Secretary, but should be prepared by an officer of the particular body and issued prior to the meeting whenever practical.
  - g. PSEC subcommittee and working group meeting minutes shall be prepared and maintained by the Secretary of the particular body or by a designated member of the particular body. Minutes shall record concisely attendance at the meeting,, the substance of all discussions and any actions taken, but need not be a verbatim transcript. Maintenance of record copies of the minutes and distribution and review of these minutes shall be carried out in accordance with the rules and procedures established by each entity.

## Article V - Administrative Operations

### A. Executive Subcommittee

The PSEC Chairman shall be Chairman of the Executive Subcommittee. Its membership shall consist of the officers of PSEC, the immediate Past Chairman of PSEC and the chairmen of all subcommittees of PSEC.

The principal function of the Executive Subcommittee shall be to advise the PSEC Chairman on all matters falling within the administrative framework of PSEC and to establish policy and procedures for carrying out the scope of the PSEC within these bylaws.

### B. Papers Review Subcommittee

The PSEC Vice Chairman shall be the Chairman of the Papers Review Subcommittee. The membership of this Subcommittee shall consist of the PSEC Subcommittee Chairman.

The scope of this subcommittee shall be:

"To ensure that all papers are given a qualified review by the responsible Technical Subcommittee prior to their presentation at I&CPSD Technical Conferences or IAS Annual Meetings; to make recommendations regarding publication of PSEC sponsored papers in IAS Transactions and IEEE IAS Magazine to the Vice Chairman, Papers of I&CPSD; to award the PSEC Prize Paper Award(s) to the best such paper(s) presented under PSEC sponsorship in any given year; to recommend the best such paper(s) to the Vice Chairman, Papers of I&CPSD for the I&CPSD or IAS Annual Prize Paper award or both."

### C. Nominating Subcommittee

The Chairman of the Nominating Subcommittee shall be a PSEC Member appointed by the PSEC Chairman, normally (but not necessarily) the immediate past PSEC Chairman. Additional members may be appointed by the PSEC Chairman if required..

The scope of the Nominating Subcommittee shall be:

"To select a slate of candidates for the various PSEC elective offices for presentation to the PSEC membership for endorsement."

- D. I&CPSD Award and Recognition Committee, Nominations Subcommittee Delegate  
The PSEC delegate to the I&CPSD Nominations Subcommittee of the Award and Recognition Committee shall be a PSEC member appointed by the PSEC Chairman.
- E. I&CPSD Meetings Committee Delegate  
The PSEC delegate to the I&CPSD Meetings Committee shall be the PSEC Vice Chairman.

## **Article VI - Technical Operations**

- A. Technical Subcommittees  
Each Technical Subcommittee shall review prior to presentation, or obtain qualified review of, all papers to be presented under the auspices of the Subcommittee and/or PSEC at I&CPSD Technical Conference or IAS Annual Meetings. There shall be at least three reviewers of each paper. The reviewers shall determine and the Subcommittee shall verify, that such papers meet appropriate criteria for quality, subject matter, timeliness, non-commercialism, etc. for such presentation. The Subcommittee Chairman shall notify the authors in a timely fashion whether such presentations shall be permitted and any revisions requested or required by the reviewers prior to presentation.

- B. Power Systems Design Subcommittee  
The Chairman of the Power Systems Design Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Power Systems Design Subcommittee specifically shall include but not be limited to the following:

"All matters relating to the planning and design of industrial, commercial and institutional power systems including the preparation of application and installation recommended practices for transmission and distribution apparatus providing electrical services to industrial, commercial and institutional facilities. Responsibility for preparation and periodic revision of IEEE Standard No. 141, Recommended Practice for Electric Power Distribution for Industrial Plants ("IEEE Red Book"), IEEE Standard No. 241, Recommended Practice for Electric Power Systems in Commercial Buildings ("IEEE Gray Book"), IEEE Standard No. 602, Recommended Practice for Electric Design in Hospitals and Health Care Facilities ("IEEE White Book"), IEEE Standard No. 1100, Recommended Practice for Powering and Grounding Sensitive Electronic Equipment ("IEEE Emerald Book") and IEEE Standards Project No. P1429, Recommended Practice for Electrical Systems in Clean Rooms."

- C. Power Systems Reliability Subcommittee  
The Chairman of the Power Systems Reliability Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Power Systems Reliability Subcommittee specifically shall include but not be limited to the following:

"Treatment of all matters pertaining to the determination and evaluation of the reliability of industrial, commercial and institutional power systems and equipment. Responsibility for preparation and periodic revision of IEEE Standard No. 493, Recommended Practice for the Design of Reliable Industrial and Commercial Power Systems ("IEEE Gold Book")."

- D. Power Systems Analysis Subcommittee  
The Chairman of the Power Systems Analysis Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Power Systems Analysis Subcommittee specifically shall include but not be limited to the following:

"The accumulation, evaluation, and dissemination of information on the characteristics of loads; effects of loads on the power system; effects of system irregularities upon individual loads; and the theory and techniques of power systems analysis and its application to industrial, commercial and institutional power systems. Responsibility for preparation and periodic revision of IEEE Standard No. 399, Recommended Practice for Power System Analysis ("IEEE Brown Book"), and IEEE Standard No. 551, Recommended Practice for Industrial and Commercial Power Systems Short Circuit Calculations ("IEEE Violet Book")."

E. Power Systems Grounding Subcommittee

The Chairman of the Power Systems Grounding Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Power Systems Grounding Subcommittee specifically shall include but not be limited to the following:

"All matters relating to the study of grounding for any purpose of power systems, electrical circuits and equipment in industrial, commercial and institutional facilities. Responsibility for preparation and periodic revision of IEEE Standard No. 142, Recommended Practice for Grounding of Industrial and Commercial Power Systems ("IEEE Green Book")."

F. Emergency and Standby Power Systems Subcommittee

The Chairman of the Emergency and Standby Power Systems Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Emergency and Standby Power Systems Subcommittee specifically shall include but not be limited to the following:

"The development of recommended engineering practices for the selection of emergency and standby power systems for industrial, commercial and institutional applications. Responsibility for preparation and periodic revision of IEEE Standard No. 446, Recommended Practice for Emergency and Standby Power for Industrial and Commercial Power Systems ("IEEE Orange Book")."

G. Maintenance-Operations-Safety Subcommittee

The Chairman of the Maintenance-Operations-Safety Subcommittee shall be a member of PSEC appointed by the PSEC Chairman. The membership shall be appointed by the Subcommittee Chairman with the approval of the Chairman of PSEC.

The scope of the Maintenance-Operations-Safety Subcommittee specifically shall include but not be limited to the following:

"Investigation, study and development of recommended practices with respect to maintenance, operation and safety for industrial, commercial and institutional power systems and related equipment, particularly with respect to necessary actions and procedures, any special operational requirements or limits, frequency of maintenance and minimum maintenance requirements, types and classes of test or other related equipment, service manual and repair parts requirements, service record preparation procedures, as well as general and specific safety practices. Responsibility for preparation and periodic revision of IEEE Standards Project No. P902, Recommended Practice for Maintenance, Operation and Safety of Industrial and Commercial Power Systems ("IEEE Yellow Book") and IEEE Standards Project No. P1202, Standard for Flame Testing of Tray Cables for Use in Industrial and Commercial Occupancies."

## **Article VII - Working Group and Specific Project Endeavors**

At the request of any technical subcommittee chairman, PSEC may elect to establish one or more working groups under the auspices of a sponsoring subcommittee. Such working groups shall be charged with the responsibility for specific projects falling within the scope of the sponsoring subcommittees without adversely affecting other areas within their scope. These working groups may, in some instances, because of the nature of the projects, become permanent bodies or evolve into autonomous subcommittees in their own rights.

The Chairmen of such working groups shall be PSEC members appointed by the PSEC Chairman, acting on the recommendation of the sponsoring subcommittee chairman. The membership of working groups shall be appointed by the sponsoring subcommittee chairman, acting on the recommendations of the working group chairmen. Working group members should preferably be IEEE members, but non-IEEE membership shall not preclude participation by any qualified persons (see Article III, A), IAS membership shall not be required of working group members.

## **Article VIII - Tenure of Appointed Officers**

### **A. Subcommittee Chairmen**

The Chairmen of Subcommittees shall be appointed by the PSEC Chairman for initial terms of one year, starting January 1 and ending December 31. The PSEC Chairman may re appoint such Chairmen for succeeding one-year terms, provided that consecutive tenure shall not exceed five years, or extend beyond the year of publication of an IEEE Standard or PSEC Report being prepared or revised by such subcommittees, whichever comes last.

### **B. Working Group Chairmen**

The Chairmen of working groups shall be appointed by the sponsoring subcommittee chairman to initial terms of one year starting January 1 and ending December 31. The sponsoring subcommittee chairman may re appoint such Chairmen to succeeding one-year terms, provided that consecutive tenure shall not exceed five years, or extend beyond the year of publication of an IEEE Standard or PSEC Report being prepared or revised by such working groups, whichever comes last. Re appointment of Working Group Chairman beyond these periods shall be permitted with the concurrence of the Committee Chairman and a majority vote of the Executive Subcommittee. In no case shall the consecutive tenure of a Working Group Chairman exceed ten years.

### **C. PSE Committee Liaison Representatives**

PSEC liaison representatives shall be appointed by the PSEC Chairman for initial terms of one year, starting January 1 and ending December 31. The PSEC Chairman may re appoint such liaison representatives to an unrestricted number of successive terms. The need for maintaining continuity of liaison functions is such that liaison tenure shall not be limited to any specified duration.

### **D. I&CPSD Committee Delegates**

Delegates to I&CPSD Committees shall be appointed by the PSEC Chairman for initial terms of one year starting January 1, and ending December 31. The PSEC Chairman may re appoint such delegates to succeeding one-year terms, provided that consecutive tenure shall not exceed three years in any one assignment.

## **Article IX - Filling Vacancies**

### **A. Committee Officers**

In the event that a vacancy occurs in any committee office subsequent to the appointment by the I&CPSD Chairman of officers for the following year, such vacancy shall be filled by the designated successor to that office. If no such successor has been designated, the office of Chairman, if vacated, shall be filled by the Vice Chairman and vacancies in the other offices shall be filled by appointees designated by the PSEC Chairman with the approval of the I&CPSD Chairman.

### **B. Subcommittee Chairmen**

In the event that the chairmanship of any subcommittee of PSEC shall become vacant, the PSEC Chairman shall fill such vacancy by appointing a PSEC member to that chairmanship for the balance of the calendar year. Initial re appointment of such interim appointees shall be treated as initial appointments.

### **C. Working Group Chairmen**

In the event that the chairmanship of any working group of PSEC shall become vacant, the sponsoring subcommittee chairmen shall fill such vacancy by appointing a PSEC member to that chairmanship for the balance of the calendar year. Initial re appointment of such interim appointees shall be treated as initial appointments.

## **Article X - Committee Report Approval Procedure**

The approval procedures for PSEC Reports shall be as follows:

1. The sponsoring subcommittee chairman shall forward copies of the preliminary report to all subcommittee members along with a ballot designating approval, disapproval, or approval with exceptions.
2. The results of this poll, to be valid, shall include responses from at least 75 percent of the total subcommittee membership.
3. Subcommittee acceptance of the report shall require not less 75 percent approval based on those ballots returned.

4. The preliminary report shall be revised to reflect those exceptions and negative votes returned with the ballots. All negative votes and exceptions shall be considered.
5. The sponsoring subcommittee chairman shall forward copies of the revised report to all PSEC members along with a ballot designating approval or disapproval. All unresolved negative votes and exceptions resulting from the poll of subcommittee membership along with the reasons for rejection shall be forwarded with the revised report.
6. The results of this poll, to be valid, shall include responses not less than 75 percent of the total PSEC membership
7. Committee acceptance of the report shall require not less than 75 percent approval based on those ballots returned.
8. All negative votes shall be considered and additional revisions shall be made where required. If any substantive changes shall be required, the subcommittee chairman shall repeat the poll of PSEC members relative to the affected portions of the report, following steps 5 through 7. All unresolved negative votes resulting from the initial poll of PSEC members along with the reasons for rejection shall be forwarded to the PSEC membership along with this second ballot.
9. The PSE Committee may delegate its balloting responsibilities listed above to a specifically appointed balloting subcommittee upon the approval of the PSEC membership. Delegation approval, to be valid, shall include responses from not less than 75 percent of the total PSEC membership with 75 percent of those responding approving. This delegation shall be valid for only the requested report, it is not permanent.

#### **Article XI - Amendments to Bylaws**

The Bylaws of PSEC may be amended in the following ways:

1. By a majority of those present and voting at a meeting following that PSEC meeting where the proposed amendment(s) was presented. No proxy votes shall be counted.  
or:
2. By a majority of PSEC members when polled by a secret ballot vote.

Amendments to Bylaws to PSEC may be proposed in the following ways:

1. On the initiative of the Executive Subcommittee.  
or:
2. On the initiative of any five PSEC members who submit their proposed amendment(s) in writing to the PSEC Secretary prior to a regular PSEC meeting.  
or:
3. By a majority vote of those present and voting on a motion made from the floor at any regular PSEC meeting. If done in this manner, the motion shall be carried over to the next full Committee meeting and acted upon "as is", or submitted to a letter ballot procedure.

#### **Article XII - Parliamentary Rules**

##### **A. Meetings**

PSEC meetings shall be held at least semi-annually, at the I&CPSD Technical Conference and the IAS Annual Meeting. Additional meetings may be called as deemed necessary by the PSEC Chairman.

All meetings of the PSEC shall have a written agenda prepared and mailed or distributed to the members in advance of each meeting. Subcommittee and working group meetings should have written agendas prepared.

Minutes shall be prepared for every meeting. The minutes shall include attendance, a listing of substantial matters discussed and a record of the action taken. Copies of the minutes shall be mailed to all members of the committee, subcommittee, or working groups so meeting.

##### **B. Voting Eligibility**

All PSEC members shall be eligible to vote on all matters coming before the membership of PSEC. At general meetings of PSEC, such vote may be cast either in person or by instructed proxy on all matters on which proxy voting is not expressly prohibited by these Bylaws.

##### **C. Quorum**

The quorum required to transact the general business of PSEC shall be twenty-five (25) percent of the PSEC membership attending in person provided that at least one PSEC officer is in attendance in person. A

quorum shall be established at the time the meeting is called to order and once established shall be considered as remaining in effect until such time as the meeting is adjourned.

D. Motion Passage

In transacting the general business of PSEC, a motion shall be passed by an affirmative vote of a majority of those voting who are eligible.

E. Exclusions

Requirements for the endorsement of nominated officers, ratification of amendments, and approval of committee reports shall be as presented elsewhere in these Bylaws.

F. General Rules

In all matters not covered by these Bylaws, the conduct of PSEC business shall be governed by the same code of Parliamentary Procedure employed by IAS.

**Article XIII - Effective Date of Bylaws**

These Bylaws shall become effective January 1, 1985.

Amended October 3, 1988.

Amended October 9, 1995.