

**IEEE STANDARDS COORDINATING COMMITTEE 22
POWER QUALITY**

OPERATING GUIDELINES

INTRODUCTION

These Operating Guidelines outline the orderly transaction of business of this committee. Although these procedures are approved by the IEEE-SA Standards Board several documents take precedence in the following order:

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws (includes IEEE Standards Association Bylaws)
- IEEE Policy & Procedures Manual
- 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 SCC Model Operating Procedures
- Robert's Rules of Order (Revised)

COMMITTEE SCOPE

The Committee is responsible for coordinating IEEE activities related to the quality of electric power as it affects equipment, users, utilities, power and communications systems. This scope also includes the development of guides, recommended practices, standards, common definition of terms and phenomena. The SCC will identify needed standards within the area of power quality and locate sponsors within IEEE to undertake the development of such standards including designation of appropriate Working Groups (Subcommittees) to serve as the sponsor for a project.

The SCC will serve as liaison, as directed by the Standards Board, to any standards developing bodies of record who are preparing power quality standards, and is responsible for making certain that all interested standards developing bodies are aware of SCC22 activities and given the opportunity to participate.

(Approved February 15, 1990)

If the Scope of this SCC changes, the rules in the *IEEE-SA Standards Board Operations Manual* concerning change of scope shall be followed.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause 4.3.1)

1.0 ORGANIZATION OF THE COMMITTEE

The Committee shall consist of a Chair, Vice-Chair(s), Secretary and its members. When staff resources permit, the Committee shall be supported by a Standards Staff Liaison.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.4.1)

2.0 RESPONSIBILITIES OF THE COMMITTEE

The Committee shall be responsible for the following:

- (1) Developing proposed IEEE standards within the scope of the Committee
- (2) Voting on approval of proposed IEEE standards within its scope
- (3) Maintaining the standards developed by the Committee in accordance with the *IEEE-SA Standards Board Operations Manual*
- (4) Responding to requests for interpretations of the standards developed by the Committee
- (5) Acting on other matters requiring Committee effort as provided in these procedures
- (6) Cooperating with other appropriate standards development organizations
- (7) Protecting against actions taken in the name of the committee without committee authorization
- (8) Reporting annually to the IEEE-SA Standards Board
- (9) Communicating with the IEEE-SA Standards Board on specific SCC activities as needed

(Reference: *IEEE-SA Standards Board Bylaws*, Subclauses 4.3.1 and 5.2.1 and *IEEE-SA Standards Board Operations Manual*, Subclauses 4.3.2, 4.5, and 5.1)

3.0 OFFICERS

There shall be a Chair appointed by the IEEE-SA Standards Board Chair. With the concurrence of the IEEE-SA Standards Board, the Chair shall appoint Liaison Vice-Chairs serving as liaison officers with cognizant IEEE Societies, and a Secretary. The term of appointment of officers shall be one year, and this term can be renewed annually. The IEEE-SA Standards Board Chair has the authority to remove an officer.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the committee, oversee the committee's compliance with these procedures and submit proposed standards approved by the Committee, with supporting documentation, for appropriate review and approval by the IEEE-SA Standards Board.

A Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. A Vice-chair shall also chair the Committee meeting held during annual meetings of the cognizant Societies, for instance the PES Vice-Chair at the PES Annual Meeting or other PES venues or other PES venues, and the IAS Vice-chair at the IAS Annual Meeting. Should interest arise among other IEEE Societies, similar arrangements may be made. (See Appendix A for detailed guidelines). The Vice-Chairs are encouraged to be members of the IEEE-SA.

The Secretary shall record and have published minutes of each meeting and assist the cognizant Vice-Chair in preparing the agenda in advance of each forthcoming meeting. (See Appendix A for detailed guidelines) The Secretary is encouraged to be a member of the IEEE-SA.

The Standards Staff Liaison may perform administrative work including:

- (1) Secretarial services
- (2) Making meeting arrangements
- (3) Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards
- (4) Maintenance of adequate records, including the Committee roster

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 4.4.2)

4.0 MEMBERSHIP

- (1) The members and its subcommittees are appointed by one or more of the following:
 - a) The SCC-22 Chair
 - b) An IEEE Society
 - c) The IEEE-SA Standards Board.
- (2) Members may be terminated at the request of the Chair.
- (3) An interested Society of the IEEE may designate voting Members to the Committee, who will serve as the official representative of the Society upon approval of the Chair.
- (4) The IEEE-SA Standards Board may designate official representatives of outside organizations and experts who are non-IEEE Members.
- (5) Membership in the IEEE-SA is encouraged for all SCC members.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause 5.2.1 and 5.2.2.3 and *IEEE-SA Operations Manual*, Subclause 4.5)

4.1 Application for Membership

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.

4.2 Review of Membership

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

Active participation in the work of the Committee is a prerequisite to continuing membership. Failure to attend meetings or respond to communications without specific written notification to the Secretary of the Committee shall be deemed grounds for termination from the Committee.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subcaluse 4.5)

4.3 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall

be established or revised by a vote of the Committee. If the SCC is serving as the balloting body, the Chair shall address any issues of balance.

If the Committee constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause 7).

(Reference: *IEEE-SA Standards Board Operating Manual*, Subclause 5.4.1)

4.4 Contributing Interested Parties

The Committee shall recognize as Contributing Interested Party those individuals expressing their interest in Power Quality issues or standards development, where their interest is demonstrated by actions such as frequent attendance to the meetings, submittal of significant inputs, or participation in a Task Force. Maintenance of this recognition shall be contingent upon sustained contributions.

Contributing Interested Parties shall receive the Committee Minutes, may be polled by the presiding chair during a meeting, but will not vote on the decisions of the Committee. When a Balloting Group is being formed to review the draft of a new standard, Contributing Interested Parties may be invited to join a Balloting Group when their specialty and competence on the particular subject would be beneficial to the process. Contributing Interested Parties must be IEEE-SA members if participating on a Balloting Group.

4.5 Rosters

4.5.1 Membership Roster

The Secretary shall maintain a current and accurate Committee roster and shall distribute it to the Members at least annually and upon request. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- (1) Title of the Committee and its designation
- (2) Scope of the Committee
- (3) Officers - Chair, Vice-Chairs, Secretary (and Standards Staff Liaison)
- (4) Members: for all, list name, address (Voice, Fax and E-mail), IEEE society(ies) and business affiliations. For society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE society or organization (as applicable) together with organization address
- (5) Interest Category of each Member
- (6) Tally of interest categories - total of voting Members and subtotals for each interest category
- (7) For each subgroup - title, chair, and names and addresses of all Members
- (8) For each co-sponsored group - Title of group, name(s) and address(es) of individual(s) responsible for the organization of the group outside of SCC22.

4.5.2 Contributing Interested Parties Roster

The Secretary shall also maintain a current and accurate roster of Contributing Interested Parties and shall distribute it to the Members and to the Contributing Interested Parties at least annually and upon request. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- (1) Name, address, business affiliation
- (2) Voice and Fax numbers
- (3) E-mail address
- (4) Interest category

5.0 SUBGROUPS CREATED BY THE COMMITTEE

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed to expedite the work of the Committee, their formation (and later disbandment) requires recommendation and approval by a majority vote of the Committee and the approval of the IEEE-SA Standards Board. The Chair of a subgroup shall be appointed by the Chair of the Committee.

The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. 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 standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
- (2) The subgroup is responsible for assisting the Committee (for example, drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

See Appendix B for further details.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause 4.3.1 and *IEEE-SA Standards Board Operations Manual*, Subclause 4.5) In addition to subgroups established by and reporting to the Committee, the Committee may also co-sponsor Power Quality-oriented groups organized by other entities for purposes consistent with those of the Committee. Such co-sponsorship shall be reviewed and approved in the same manner as the SCC22 subgroups.

5.1 Approval of Standards

Draft Standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the Committee for approval. The Committee may form and delegate approval authority to a Balloting Group.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause 4.3.1)

6.0 MEETINGS

Committee meetings shall be held, as decided by the Committee, the Chair, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A thirty-day notice including an agenda, shall be mailed to all members and Contributing Interested Parties. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

The Committee may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

6.1 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section 7.2. The designated quorum should protect against totally unrepresentative action in the name of the committee. See Robert's Rules of Order (Revised).

The Committee acknowledges the travel limitations of the Members and their affiliation to different Societies. Consequently, 33% of the total membership shall be considered acceptable as a quorum to conduct official Committee business. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax or letter vote as appropriate. The presiding officer shall exercise good judgement in deferring major policy decisions to a mail ballot process in situations of not having a majority of the members present at the meeting and having to invoke the quorum limit cited above. Members unable to attend a meeting may provide the Secretary with a position paper on specific issues identified in the Agenda (and are encouraged to do so), to be taken into consideration during the Committee deliberations.

7.0 VOTE

In order to vote on a document at the Sponsor level, each voting committee member shall have paid the appropriate fees associated with balloting privileges.

Each voting Committee Member shall vote one of the following positions:

- (2) (1) Approve (Affirmative), Do Not Approve (Negative, with Comments -the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
- (3) Do Not Approve (Negative Without Comments)
- (4) Abstain, with reasons

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.4 and Subclause 5.4.3.1)

7.1 Vote of Alternate

An alternate's vote is counted only if the designated representative fails to vote.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 4.5)

7.2 Voting By Mail Ballot

The Committee shall be allowed to conduct Committee business between meetings at the discretion of the Chair by a letter or electronic ballot.

7.3 Actions Requiring Approval by a Majority of the Committee Membership

The following actions require approval by a majority of the membership of the Committee either at a meeting or by letter ballot or by electronic ballot:

- (1) Formation of a subgroup, including its procedures, scope, and duties
- (2) Disbandment of subgroups
- (3) Approval of minutes
- (4) Authorization of a letter ballot

7.4 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent¹ formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- (1) Adoption of Committee procedures, interest categories, or revisions thereof
- (4) Position Statements for Standards
- (5) Approval of change of Committee scope
- (6) Approval of termination of the Committee

7.5 Actions Requiring Approval by Seventy-five Percent of Those Voting

Approval of a new or revised standard project or reaffirmation of an existing standard shall require a seventy-five percent return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

See Appendix C for a summary tabulation of these requirements.

8.0 COMMUNICATIONS

All Committee officers should use the Committee letterhead when corresponding on behalf of Committee activities.

8.1 Formal Internal Communication

8.1.1 Internal correspondence

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, the Secretary, and the Committee officers.

8.1.2 Minutes

The meeting venues at two different Societies result in different individuals participating at the corresponding meetings. This situation makes it imperative that the proceedings of the Committee meetings be fully documented. To that effect, the Minutes shall be structured to identify each topic, summarize the discussions, and state the resulting Committee action.

The Minutes shall be distributed to the following:

- . All Committee Members, including Designated Representatives
- . (The Standards Staff Liaison will forward the Minutes to the Standards Board)
- . All Steering Committee Members
- . All Contributing Interested Parties

The minutes shall also be distributed by the Secretary to individuals not included in the above list, who did sign the Committee meeting attendance sheet, for that particular meeting.

¹ "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.

8.2 External Communication

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

9.0 INTERPRETATIONS

Written inquiries requesting interpretation of the Committee's IEEE approved standards shall be responded to by the Interpretations Subgroup. The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with the procedures of the IEEE-SA Standards Board and this Committee. Copies of all requests for interpretations and subsequent responses should be forwarded to the Secretary of the IEEE-SA Standards Board.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.9)

10.0 APPEALS

The Committee recognizes the right of appeal. Technical appeals are referred back to the Sponsor.

Every effort should be made to ensure that impartial handling of substantive and procedural complaints regarding any action or inaction on behalf of the Committee are handled in an identifiable and realistic manner.

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause 5.4 and *IEEE-SA Standards Board Operations Manual*, Subclause 5.8)

11.0 Position Statements for Standards

All communications shall comply with subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

11.1 Committee Position Statements

Committee position statements shall not be released without prior approval by the Committee which requires two-thirds vote per Section 7.4 of these procedures.

11.2 Subgroup Position Statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

11.3 Informal Communications

Informal communications shall not imply that they are a formal position of the Committee, subcommittee,

nor the working group.

11.4 Position Statements to be Issued by Other Entities

If the 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 position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Upon Committee approval, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

12. Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

APPENDIX A - DETAILED DUTIES OF THE OFFICERS

CHAIR

Appointed by the IEEE-SA Standards Board

Term: One year, renewable annually

As set forth in 3.0, the Chair is responsible for the organization and oversight of the Committee affairs. Should an officer of the Committee be temporarily unable to serve, the Chair shall either designate an interim officer upon recommendation from the affected officer or serve in the interim.

As set forth in 8.2, the Chair is responsible for directing and receiving communications to and from outside organizations. However, in the interest of expediting communications on specific matters, this responsibility may be delegated to an appropriate committee member.

VICE-CHAIRS

Appointed by the SCC22 Chair and confirmed by the IEEE-SA Standards Board

Term: One year, renewable annually.

PES and IAS Vice-Chairs Responsibilities

1. Provide liaison to the respective IEEE Society, provide agenda items to the Secretary and prepare report to be submitted at the other Society meeting.
2. Participate in proceedings of SCC22 Steering Subcommittee.
3. Chair SCC22 meeting hosted by respective IEEE Society, according to the following guidelines:

Prior to Meeting

- Contact IEEE Staff Liaison in time to have date and venue allocated by host Society and listed in advance program
- Announce such date and venue at the preceding SCC22 meeting
- Routinely include in next meeting announcement an invitation to submit agenda items
- Develop a draft agenda in cooperation with the Secretary
- Ensure that a Recording Secretary will be available at the meeting

During Meeting

- Ascertain that the Recording Secretary is indeed on duty
- Chair proceedings according to personal style, consistent with usual IEEE voluntary consensus practices, striving to address all agenda items

After Meeting

- Promptly inform the Chair of major issues that surfaced during the meeting
- Promptly review the Minutes prepared by the Secretary

International Vice-Chair Responsibilities

1. Provide standing liaison with related IEC activities
2. Provide ad hoc liaison with other international organizations
3. File report for presentation at each Committee meeting
4. Participate in proceedings of SCC22 Steering Subcommittee

SECRETARY

Appointed by the SCC22 Chair and confirmed by the IEEE-SA Standards Board

Term: One year, renewable annually.

Secretary's Responsibilities

The Secretary is responsible for maintaining a permanent record of the Committee internal actions and interactions with outside groups.

Meeting Notice, Agenda, and Minutes

When attending a Committee meeting, the Secretary or the designated ad hoc secretary shall record the proceedings and prepare the Minutes within 20 days following the meeting. These Minutes shall be reviewed by the officer presiding at the meeting and transmitted by the Chair to the Standards Staff Liaison for mailing to the roster defined in 8.1.2 within 30 days following the meeting.

The Secretary shall mail a one-time copy of the Minutes directly to individuals who attended the meeting and are not on the rosters of committee members and Contributing Interested Parties used for distribution by the Standards Staff Liaison.

If unable to attend a Committee meeting, the Secretary shall promptly notify in advance the presiding Vice-Chair, who will arrange for an ad hoc recording secretary to serve in lieu of the Secretary, including detailed recording of the proceedings and preparation of the Minutes.

In conjunction with the presiding Vice-Chair of a forthcoming meeting, the Secretary shall prepare the meeting notice and agenda in such timely manner that the Chair may transmit these to the Standards Staff Liaison for mailing at least 30 days prior to the meeting. (See Clause 6.0.)

Rosters

The Secretary shall maintain a roster of Committee Members and Steering Subcommittee Members, as set forth in 4.4. This roster shall also include individuals responsible for sub-groups and cosponsored groups. The Secretary shall also maintain a separate roster of Contributing Interested Parties. These two rosters shall be used by the Standards Staff Liaison as mailing list for the Minutes, Agendas, and Meeting Notices.

The Secretary shall maintain a list of one-time attendees at Committee meetings. This list shall serve as a statistical source of suggestions for designations of Contributing Interested Party or appointment as Committee Member.

Co-Sponsored Groups

The Secretary shall cooperate with designated individuals involved in the proceedings of Cosponsored Groups (See Appendix B-3) to ensure coordination of the respective meetings and avoid duplicate mailings.

APPENDIX B - SCC22 SUB-GROUPS

B1 ADVISORY SUB-GROUPS

B1.1 Steering Subcommittee

The Steering Subcommittee shall be a standing sub-group advising the Chair on major matters of policy and emerging technical issues. Its composition shall be as follows:

- . All officers of the Committee
- . Past Chair of the Committee
- . Most recently-appointed Member of the Committee
- . Chairs of Working Groups sponsored by the Committee

The Chair may from time to time seek formal or informal advice from the Steering Subcommittee or its individual members, via telephone or mail consultation, or by ad hoc meetings convened in conjunction with Committee meetings. Conversely, the Steering Subcommittee may also take the initiative of advising the Chair on Committee affairs. The Committee Secretary shall serve as focal point for communications and concerns from the Steering Subcommittee Members. If necessary, a formal meeting of the Steering Subcommittee shall be chaired by the Committee Secretary.

B1.2 Other Advisory Subcommittees

The Committee Chair may establish appropriate subcommittees, upon recommendation of the Steering Subcommittee, as set forth under Clause 5.0 of these Guidelines.

B2 STANDARDS DEVELOPMENT SUB-GROUPS

The prime mission of the Committee is to ensure coordination among various groups involved in Power Quality issues. A secondary mission is to sponsor (and provide the function of a Balloting Group) for the development of a voluntary standard when it appears that the scope of such a standard does not lead to an obvious sponsorship by an existing Technical Committee of the IEEE.

B3 CO-SPONSORED GROUPS

The Committee may establish co-sponsorship of groups contributing to awareness of Power Quality issues and the development of voluntary standards. Such co-sponsorship shall be approved in accordance with the guidelines governing sub-groups of the Committee.

B4 RECORDS

As set forth in 4.5, information on individuals responsible for all sub-groups and co-sponsored groups shall be included in the Committee Roster and promptly updated by the Committee Secretary.

APPENDIX C - SUMMARY REFERENCE OF VOTING PROCEDURES

In accordance with Clause 7, the following table summarizes the voting requirements for typical decision-making during Committee meetings. For cases not covered in the table, the officer chairing the meeting shall refer to Clause 7 and provide an interpretation of its provisions.

ACTION	VOTING BODY	AFFIRMATIVES REQUIRED
Formation of a subgroup (Procedures, scope, duties)	All Committee Members (Letter ballot)	Majority*
Disbandment of a subgroup	All Committee Members (Letter ballot)	Majority*
Approval of Minutes	Committee Members	Majority of those present
Authorization of letter ballot	Committee Members	Majority of those present
Adoption and revisions of Committee scope, interest categories, and procedures	All Committee Members (Letter ballot)	66% of those voting
Termination of Committee	All Committee Members (Letter ballot)	66% of those voting
Approval of new standard or reaffirmation of existing standard	All Committee Members (Letter ballot)	75% of ballots must be returned. A minimum of 75% of those voting must be affirmative.
Formation of a Task Force	Committee Members	Majority of those present

*To promote timely decisions by the Committee, the presiding officer at a meeting may conduct a poll among the Members in attendance. If a quorum is present and the resulting affirmatives total the required number as defined in the table, the poll shall be considered as a Committee decision, duly recorded in the Minutes. If a quorum is not present, a letter ballot shall be conducted.