

Working Group on Voltages at Publicly and Privately Accessible Locations

Policies and Procedures

Introduction

These Operating Procedures outline the orderly transaction of business of this committee. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest 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 to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

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
Policies/Procedures of the IEEE Power Engineering Society (IEEE-PES)
Policies/Procedures of the Working Group (this document)
Robert's Rules of Order (Revised)

Working Group Scope

This working group will create a Trial Use Guide that addresses the normal and abnormal voltages that exist at publicly and privately accessible locations as a result of the delivery and use of electrical energy (often referred to as stray voltage). The Guide will focus primarily on the presence of power frequency related voltages, and will discuss definitions, causes, impacts, testing techniques, mitigation strategies, and hazard levels.

1.0 Organization of the Working Group

The Working Group shall consist of a Chair, Vice-Chair, Secretary and its members.

2.0 Responsibilities of the Working Group

The Working Group shall be responsible for the following:

1. Developing the proposed IEEE standard identified within its scope
2. Maintaining the standards developed by the Working Group in accordance with the *IEEE-SA Standards Board Operations Manual*
3. Responding to requests for interpretations of the standards developed by the Working Group
4. Acting on other matters requiring Working Group effort as provided in these procedures
5. Cooperating with other appropriate standards development organizations, committees and working groups.

3.0 Officers

There shall be a Chair, a Vice-Chair and a Secretary. These officers shall be elected for a term of two years by the working group. They may serve consecutive terms without limit.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Working Group, oversee the committee's compliance with these procedures, and submit proposed standards approved by the working group with supporting documentation to the Sponsor for submission to the IEEE-SA Standards Board for review and approval as IEEE standards. Upon resignation of the Vice-Chair or Secretary, the Chair shall appoint members to act in these positions until an election can be held.

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. Upon resignation of the Chair, the Vice-Chair shall assume all the responsibilities and powers of the Chair until an election can be held.

The Secretary shall record and have published minutes of each meeting and shall maintain the meeting attendance and voting membership lists.

4.0 Working Group Membership

4.1 Voting Membership

Voting membership is open to any materially interested individual who:

1. Attends two (2) of the last four (4) consecutive meetings, inclusive of the present meeting. Meetings can be either face-to-face or web based.
2. Notifies the Working Group Chair and Secretary of his/her interest and provides and maintains contact information, and
3. Conforms to the Working Group rules for attendance and balloting.

Membership status is maintained through consistent participation at meetings and through working group votes. If a working group member misses three (3) consecutive meetings, his or her membership status shall be revoked. A member who has lost his or her voting privileges shall have his or her voting privileges reinstated by attendance at two consecutive meetings of the working group. All voting privileges and rights shall be restored after the meeting the above rules.

Non-members may also participate in working group activities, following the principle of openness. Non-members shall not vote on working group actions.

4.2 Membership Roster

The Secretary shall maintain a current and accurate Working Group member roster. The roster will be distributed to members upon request. The roster shall include the following:

1. Title of the Working Group Sponsor and its designation
2. Title of the Working Group and its designation
3. Officers (Chair, Vice-Chair, and Secretary)
4. Members. (For all members, including officers; list name, and business affiliations (if any), and appropriate contact information including e-mail address, phone and fax numbers).

All working group members are required to sign off against the roster at each face-to-face meeting they attend, ensuring they are maintaining current membership, expressing their awareness of IEEE Standards policies, and verifying the accuracy of their membership listing. A copy of the working group roster shall be supplied to the IEEE Standards Department at least annually.

5.0 Meetings

Working Group meetings shall be held, as decided by the Chair, or by petition of 25% or more voting members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences, and considering views and objections from any source. For face-to-face, telephonic or other electronic meetings, a 30-day notice shall be distributed to all members and observers.

5.1 Quorum

A quorum shall be defined as 25% of the working group membership or ten (10) members, whichever is greater. A working group vote requires the presence of a quorum. If a quorum is not present action requiring a vote cannot occur, however attendance does count toward the membership requirement.

6.0 Voting

6.1 Balloting Positions

When conducting a Working Group ballot on any aspect of a draft document, each voting Working Group member shall vote one of the following positions:

1. Affirmative (with or without comments)
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and shall include specific wording or actions that, if implemented, would resolve the objection)
3. Abstain

Note: All other votes, e.g. Negative without comments, shall be considered an “abstain.”

Note: The specific wording or actions provided with a *Negative with Comments* ballot will be used to better understand what specific issues the balloter has with the document. Negotiations or other conversations may be necessary to actually make changes that satisfy the negative balloter. Overly broad comments such as “I don’t think we should be standardizing this” or “I don’t like this document” are not specific and will be considered an “abstain” absent other specific comments on that ballot.

6.2 Voting By Ballot

The Working Group shall be allowed to conduct Working Group business between face-to-face meetings at the discretion of the Chair by use of a letter or electronic ballot.

6.3 Actions Requiring Approval by a Majority of the Voting Working Group Membership

Approval of an action requires an approval vote from a majority of those votes cast from those entitled to vote at the time of a vote (either at a meeting or by letter or electronic ballot), provided a quorum is present. Those able to vote shall be official members of the working group. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include:

- 1) Adoption of working group procedures or revisions thereof
- 2) Formation of a subgroup, including its procedures, scope and duties
- 3) Disbandment of subgroups
- 4) Approval of minutes
- 5) Approval of working group officers
- 6) Other actions deemed appropriate by the chair and necessary to resolve working group conflict.

6.4 Actions Requiring Approval by Two-Thirds of the Voting Working Group Membership

Approval of the following actions require an approval vote from 2/3 of those votes cast from those entitled to vote at the time of a vote (either at a meeting or by letter or electronic ballot), provided a quorum is present. Those able to vote shall be official members of the working group. Notification of the potential for action shall be included on any distributed agendas for meetings.

- 1) Approval of change of the working group scope
- 2) Approval of termination of the working group
- 3) Establishment of fees
- 4) Removal of a working group officer
- 5) Approval to move the draft standards project to IEEE Standards Sponsor ballot

These actions are also subject to confirmation by the Sponsor.

6.5 Abstentions

Except for the purpose of establishing a quorum, an abstention on any vote or ballot of the working group shall not be considered in the tallying of the votes and hence in the determination of the results.

7.0 Appeals

The working group recognizes the right of appeal. If technical or procedural appeals are referred back to the working group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the committee is performed in an identifiable manner.

If the working group must conduct an appeal, it shall model its appeals process based on the appeals processes of the IEEE-SA Standards Board (see clause 5.4 of the IEEE-SA Standards Board Bylaws and clause 5.8 of the IEEE-SA Standards Board Operations Manual).

8.0 Communications

Inquiries relating to the working group should be directed to one of the Working Group officers. All replies to such inquiries shall be made through the Chair. Informal communications shall not imply that they are a formal position of the working group.

9.0 Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed.

10.0 Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

Approved by the Working Group on June 25, 2007.