



2024



# Standing Committee Policies and Procedures

## *Technical Operations Committee*

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## 1.0 Introduction & Function

The Power Electronics Society (PELS) has a number of Standing Committees which are listed in the Bylaws with a scope approved by the PEELS Advisory Committee (AdCom). This document defines the function and procedures that govern the operations for the *Technical Operations Committee*. Note that both the IEEE and the IEEE PEELS Constitutions and Bylaws each take precedence over these procedures.

The functions of the *Technical Operations Committee* will be to:

- a. Create and promote interest in the *Technical Committees* of the Society;
- b. Assist Technical Committees, particularly on special projects, activities, budgets and elections;
- c. Work with the Society's *Technical Committee Chairs* to provide plans and methods for promoting successful events, activities and meetings;
- d. Provide liaison with IEEE and the Society's staff;
- e. Develop policies and guidelines for Society's Technical Activities.

## 2.0 Chair and Membership

The Chair of the *Technical Operations Committee* shall be the *Vice President for Technical Operations*. Committee members consist of all the Chairs of the Technical Committees. Chairs of Technical Committees are selected based on the Procedures and Policy of each Technical Committee. Committee Members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chair. The *Vice President for Technical Operations* reports directly to the *Society's President*.

In addition to the *Vice President for Technical Operations*, half of the *Technical Committee Chairs* are also voting members of AdCom at any one time. These voting members will be chosen from the Chairs on a rotating basis, with the odd numbered *Technical Committee* (TC1, TC3, ...) *Chairs* being voting members in odd numbered years and the even numbered *Technical Committee* (TC2, TC4, ...) *Chairs* being voting members in the even years. All Technical Committee Chairs will be considered as members of AdCom and will be encouraged to attend all AdCom meetings.

## 3.0 Conduction of Meetings

The *Technical Operations Committee* shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Power Electronics Society conferences, currently APEC, INTELEC, SPEC, ECCE, ECCE-Asia, and ECCE-Europe. Meetings will be announced at least two weeks in advance on the committee mailing list. All meetings are open to all members of AdCom and are generally open to all other PEELS or IEEE members. Committee chair can limit the attendance of the meeting to its members and PEELS AdCom members if needed.