BYLAWS
of the
INDUSTRIAL & COMMERCIAL POWER SYSTEMS DEPARTMENT

Article 1 - Name
The Industrial and Commercial Power System Department (hereinafter referred to as I&CPSD) is duly constituted department of the Industry Application Society (hereinafter referred to as IAS) of the Institute of Electrical and Electronic Engineers, Inc.- (hereinafter referred to as IEEE).

Article II Scope
The scope of the Industrial and Commercial Power Systems Department is the treatment of the electrical power system from the point of service termination of the electric utility supply to point where the electrical energy is converted to light, heat, mechanical or chemical energy. The scope also includes industrial or commercial power generation, and distribution relating primarily to rural electrical power systems. The switchgear, transformers, generators and all other electrical systems components up to the motors, heaters, luminaires and other electrical load, at the utilization point shall be included the scope of I&CPSD along with those protective devices applied to utilization equipment that must be coordinated with system protection, and those mechanical components that make up comfort conditioning systems. Specific design considerations relative to each major element of these utilization systems shall fall within the jurisdiction of other subdivisions of IEEE, but the interrelationship and coordination of these elements within such industrial or commercial systems shall fall within the jurisdiction of I&CPSD. Codes and Standards related to the above and system energy conservation are also within the province of I&CPSD.

The scopes listed below will define the basic operating structure of the Department. Unless otherwise noted, the functions of each technical committee listed below and the responsibilities and duties of each office will be as set forth in the current IAS Constitution and Bylaws in the Operations Manual.

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

The scope of the Power Systems Protection Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to power system protection.
The scope of the Energy Systems Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to control, monitoring and management of electrical energy systems, including power generation systems, for use in industrial commercial and institutional facilities.

The scope of the Codes and Standards Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor relates to the National Electrical Code and to assist on matters relative to other Codes and Standards.

The scope of the Rural Electric Power Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to power distribution in rural settings, especially situations associated with agriculture.

**Article III Objectives**

The objective of I&CPSD shall be the advancement of the theory and practice of engineering as it relates to design and management of electrical power systems and comfort conditioning systems within industrial plants, commercial buildings and institutional facilities, and electrical power systems that serve primarily agricultural areas. The term “electrical” as herein used shall encompass the art and science governing electrical power flow without regard to voltage or frequency. The fields of electronics and computer science as applied to industrial and commercial power systems or to electrical comfort conditioning shall be considered to be subdivisions of electrical engineering profession and hence, shall fall within the objectives of I&CPSD.

As a means of attaining its objective and satisfactorily treating those areas falling within its scope, I&CPSD shall encourage

- presentation of formal engineering papers at I&CPSD conferences and at sessions sponsored by Technical Committees falling under the administrative jurisdiction of I&CPSD at IAS meetings;
- panel discussions having wide interest at conferences and sessions;
- through the workings of Technical Committees falling under its administrative jurisdiction, preparation and/or periodic revision of IEEE Standards intended to have widespread distribution throughout the profession, especially among those responsible for carrying out industrial and commercial power systems design or electric comfort conditioning design.

**Article IV - Related Documents**

I&CPSD is a Department of IAS and the provisions of the IAS Constitution and Bylaws shall govern. In case of conflict with these Bylaws and the IAS documents, the IAS documents take precedence.

**Article V - Organization**

1. Membership - Since I&CPSD constitutes an administrative substructure within the IAS, there shall be no separate I&CPSD membership. Reference to “I&CPSD Membership” in these Bylaws shall be interpreted to mean membership in any of the Technical or Standing Committees of I&CPS. Membership in the various Technical Committees and
Subcommittees if I&CPSD is used to establish the Department mailing list. Membership on committees is subject to IAS Bylaws section 1.10 (a member of IEEE & IAS).

2. Operating Committee - The department Operating Committee will consist of the following:
   – Six (6) Department Officers
   – Five (5) Technical Committee Chairs
   – Nine (9) Standing Committee Chairs.

   Meetings of the Department Operating Committee will be called as least twice a year by the Department Chair.

   The Department officers shall consist of-
   - Department Chair
   - Department Vice Chair - Technical
   - Department Vice Chair - Papers
   - Department Vice Chair - Administrative
   - Department Secretary
   - Department Past Chair

   Technical committee Chairs shall be the chairs of the following Technical Committees:
   - Codes and Standards Committee
   - Power Systems Engineering Committee
   - Power Systems Protection Committee
   - Energy Systems Committee
   - Rural Electrical Power Committee

   Standing Committee Chairs shall be the Chairs of each of the following Committees:
   - Awards and Recognitions Committee
   - Bylaws Committee
   - Fellows and Senior Members Committee
   - Meetings Committee
   - Nominating Committee
   - Paper Review and Prize Papers Committee
   - Publicity Committee
   - Technical Books Coordination Committee
   - Technical Conference Committee

   The Department Chair shall insure that each of the six Department Officers, the Chair of each of the five Technical Committees, and the chair of each of the nine Department Standing Committee has a copy of the Department's Bylaws.

   **Article VI - Administrative Operation**

   Administrative operations shall be the responsibility of the Operating Committee. The Chair of I&CPSD shall be Chair of the Operating Committee. Its membership shall consist of the officers of I&CPSD, the Chairs of all I&CPSD Technical Committees and the Chairs of all I&CPSD Standing Committees.
The principal function of the Operating Committee shall be to formulate policy within framework of these bylaws; to advise the I&CPSD Chair on matters relating to the interfaces of the I&CPSD Department with other sectors of IAS; and to coordinate the activities of the various administrative subcommittees of I&CPSD.

**Article VII - Eligibility**

1. Department Chair - Eligibility for the office of Chair of Industrial and Commercial Power Systems Department shall be restricted to Senior Members or Fellows of IEEE who are members of IAS. (The Department Chair should, under most circumstances, have previously served a term as Chair of one of the I&CPSD Committees.)

2. Department Vice Chair - Technical - Eligibility for the office of Department Chair - Technical of the Industrial and Commercial Power Systems Department shall be restricted to IEEE members who are members of IAS. (The Department Vice Technical should, under most circumstances, have previously served a term as an officer of one of I&CPSD Committees.)

3. Department Vice Chair - Papers - Eligibility for the office of Department Chair -Papers of the Industrial and Commercial Power Systems Department shall be restricted IEEE members who are members of IAS. (The Department Vice Chair - Papers should, under most circumstances, have previously served a term as an officer of one of the I&CPSD Committees.)

4. Department Vice Chair - Administration - Eligibility for the office of Department Vice Chair-Administration of the Industrial and Commercial Power Systems Department shall be restricted to IEEE members who are members of IAS. (The Department Vice Chair-Administration should, under most circumstances, have previously served a term as an officer of one of the I&CPSD Committees.)

5. Department Secretary - Eligibility for the office of Department Secretary of the Industrial and Commercial Power Systems Department shall be restricted to IEEE members who are members of IAS. (The Department Secretary should, under most circumstances, have previously served a term as an officer of one of the I&CPSD Committees.)

**Article VIII - Term of Office**

The term of office for all members of the Operating Committee of I&CPSD shall be one year, starting January 1 and ending December 31. The Department Chair shall normally serve no more than two consecutive years and that the Chair of each Technical Committee serve no more than three consecutive years.

**Article IX - Nomination and Election**

1. The Nominations Committee shall present a proposed slate of officers for the following calendar year at Department Operating Committee meeting in May of each year. Election of officers shall take place at the October meeting of the Department Operating Committee. Individual members of I&CPSD may also submit nominations for any Department officer. Such nominations must be submitted in writing to the Chair of the Nominating Committee prior to March 15. Nominations from the floor during the Department Operating Committee meeting shall not be permitted.
2.

3. Technical Committee Chairs shall be appointed by the Department Chair upon recommendation from the respective Technical Committee.

4. Standing Committee Chairs shall be appointed by the Department Chair.

5. The offices of I&CPSD shall be filled in conformity with IAS Bylaws.

**Article X - Principal Responsibility and Duties**

1. Department Chair - The principal duties of the Chair of the Industrial and Commercial Power Systems Department shall be:
   
a. Provide general policy and guidance to enhance the professional effectiveness and quality of overall departmental operations.

b. Establish and maintain the liaison functions with other Society Departments (Administration, Chapters, Meetings, Publications and Standards) and with the operations of other entities, such as the Power Engineering Society as they interface with the Operating Department. Encourage adequate cross-communications between Technical Committees of I&CPSD and other IEEE entities on matters of shared concerns.

c. Conceive new ideas and contribute experience in departmental operations to the benefit of the Society Executive Board and Society Officers in improving the administration of the Society.

d. Represent the Department on the IAS Executive Board; report on Technical Committee operations, accomplishments, needs, recommendations, expansion, revisions and problems.

f. Utilize the Society Operations Manual and other applicable sources to assist the Technical Committees and Standing Committees in obtaining guidance and answers to practical operating questions on conferences and on administration of Committees.

g. Handle and disseminate incoming information from the Society President concerning Department related activities.

h. Encourage and guide the establishment of appropriate new Technical Committees and Standing Committees. Assist in evaluating existing committees to determine whether they should be continued or discontinued.

i. Guide and assist in developing the participation of weak Technical Committees.

j. Provide guidance and encouragement to Technical Committee Chairs to foster active and efficient operation of their respective functions and to mentor those individuals in preparation for potential future assignments as Department Officers.

k. Organize and utilize the Department Operating Committee as defined in Bylaws 15.14 to maximize the effectiveness of the Operating Department's operation.

l. Appoint officers of the various Technical and Standing Committees of the Department based on recommendations from the Department Nominating Committee and endorsements of the membership of the Technical Committees.

m. Appoint members of the various Technical and Standing Committees and the chairs of their subcommittees and working groups based on the recommendations of chairs of those committees.
2. Department Vice Chair - Technical
   a. The principal responsibility of this position is to coordinate the technical activities of the Technical Committees of I&CPSD and the three Standing Committees (the Meetings Committee, Technical Coordinating Committee and Technical Conference Committee) responsible for planning and conducting the annual I&CPSD Technical Conference. These responsibilities include:
      (1) Issuing the call for papers.
      (2) Receiving papers submitted in response to the call and other "over the transom" papers, making a first pass suitability evaluation and sending them to the Technical Committees for evaluation.
      (3) Receiving session schedule sheets from Technical Committees.
      (4) Scheduling technical sessions at the meeting.
      (5) Sending the Author's kits to all authors.
   b. Preside at all official functions of the Department in the absence of the Chair.
   c. Succeed to the office of Chair in the event that the office becomes vacant, while continuing to exercise the duties of Department Vice Chair-Technical until such the as the vacancy in the office of Vice Chair-Technical is filled.
   d. Assist the Department Chair as requested.
   e. Provide guidance to the Technical Committees of the Department on pertinent technical matters affecting them and the Department.
   f. Counsel and encourage Technical Committees and Department Officers on technical operations of the department.
   g. Conceive new ideas and contribute experience in technical operations of the Department.
   h. Suggest to the Society Secretary ideas for improving the Society Operations Manual sections involving technical committees operations.

3. Department Vice Chair - Papers
   a. The principal responsibility of this position is to organize, administer and stimulate the processing of technical papers falling within the scope of the department for publication in the IAS Transactions and IAS Magazine. Another primary responsibility is to coordinate the activities of the Paper Review and Prize Paper Standing Committee and the Publicity Standing Committee.
   b. Preside at all official functions of the department in the absence of the Department Chair and the Department Vice Chair-Technical.
   c. Request appointment of qualified persons to serve as department Paper Reviewers. The Chair of each Technical Committee shall appoint two Papers Reviewers and advise the Vice Chair, Papers, the name, address and phone number of each.
   d. Provide guidance to the Department, its Technical Committees and the Publications Department to foster efficiency in processing papers.
   e. Counsel and encourage authors in a manner to promote a continuing flow of quality papers into the IAS Transactions and IAS Magazine.
   f. Serve as a member of the Society Prize Papers Awards Committee of the Publications Department.
   g. Help the Technical Committees in the Department establish and maintain a Papers Review Chair, preferably with a term of office selected to survive and overlap the continued change of committee officers.
h. Stimulate the output of quality papers by Technical Committees. Preferably, papers should offer good practical value to the respective industry and/or technology.

i. Use the IAS “Author's Guide and Guide to Procedures for Processing Technical Papers” as the basic operating document on "know-how" for all parties involved in handling technical papers for any IAS or Technical Committee meeting/conference.

4. Department Vice Chair - Administration
   a. The principal responsibility of this position is to coordinate the activities of four of the administrative standing committees. These committees are the Awards and Recognition Committee, Bylaws Committee, Fellow and Senior Members Committee and Nominating Committee.
   b. Preside at all official functions of the department in the absence of the Department Chair, Department Vice Chair-Technical and the Department Vice Chair-Papers.
   c. Assist the Department Chair as requested.
   d. Provide guidance of the above named standing Committees of the Department on pertinent matters affecting them and the Department.
   e. Counsel and encourage Technical and Standing Committees and Department Officers on administrative operations of the Department.
   f. Conceive new ideas and contribute experience in administrative operations of the Department.
   g. Suggest to the Society Secretary ideas for improving the Society Operations Manual sections involving administrative committee operations.

5. Department Secretary
   a. The principal responsibility of this position is to organize, administer and maintain the minutes and records of the Department.
   b. Assist the Department Chair as requested.
   c. Oversee and maintain the Department Membership Directory covering officers, technical committees and other functions within the Department.
   d. Provide counsel and encouragement to the secretaries of the technical committees.
   e. Conceive new ideas and contribute experience to all the operating committees within the Department.
   f. Seek the advice of counsel of the Society Secretary relative to procedure and records utilized within the Society.
   g. Suggest to the Society Secretary ideas for improving the Society operations manual sections involving the records and procedures of the Society.

6. Technical Committees
   a. The duties and responsibilities of the Officers of each Technical Committee is as established by the Bylaws of their respective committees.

7. Awards and Recognition Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair. Normally, the Chair of the Awards and Recognition Committee shall be a former Department Officer or Technical Chair.
   b. The Chair of the Awards and Recognition Committee shall recommend three or four members to the Department Chair for approval.
   c. The functions of the Awards and Recognition Committee shall include:
      (1) Selection of the recipient of the Department Achievement Award.
(2) Stimulate selection of recipients of the Department Prize Paper Award(s) by the Department Vice-Chair - Papers.
(3) When appropriate, assist in the selection and/or processing of a nomination(s) to the IEEE Standard Board for (1) an Arthur I- Kennelly Award, (2) a Charles P. Steinmetz Award and (3) and IEEE Standards Medallion.
(4) Have the appropriate recognition certificates prepared and framed.

(6) Have Recognition certificates prepared for other retiring Department Officers, the General Chair of the I&CP Technical Conference, and retiring Committee Chairs.
(7) Have the 'Awards and Recognition’s folio prepared. (This is made available at the principal luncheon of the I&CP Technical Conference.)
(8) Make recommendations to the Society Awards and Recognition’s Committee for nominations for the Society Outstanding Achievement Award.
(9) This Chair of the Awards and Recognition Committee will normally preside at the giving of Department awards.

8. Bylaws Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair. Normally, the Chair of the Bylaws Committee shall be a former Department Officer or Technical Chair.
   b. The Chair of the Bylaws Committee will recommend from two to four members to the Department Chair for approval.
   c. Functions -The functions are to:
      (1) Process proposed amendments to these Bylaws by stating them in language consistent with that contained elsewhere in these Bylaws.
      (2) Insure that where provisions of such amendments would conflict with provisions of other articles or sections of these Bylaws, the proposed amendments are so stated as to resolve those conflicts.
      (3) Insure that the I&CPSD Bylaws are compatible with the IAS Bylaws.
      (4) Insure that Bylaws adopted by the various components of I&CPSD are compatible with these Bylaws and those of IAS.

9. Fellows and Senior Members Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair. Normally, the Chair of the Fellows Committee shall be a former Department Officer or Technical Chair. If possible, the Chair of the Fellows Committee should hold the Fellow Grade in the Institute.
   b. The Chair of the Fellows Committee will recommend from three to five members to the department Chair for approval.
   c. The functions of the Fellows Committee include:
      (1) Stimulate interest in Fellow Grade membership in the Institute.
      (2) Provide counsel and support to individuals initiating a Fellow nomination and make suggestions about the preparation of Fellow nomination forms.
      (3) Suggest to Committee members their sponsorship of individuals who might be nominated to the Fellow grade.
      (4) Provide assistance to the Society Fellows Committee as they may request.
      (5) Identify, encourage and assist qualified individuals for transfer application to Senior Member grade.
10. Meetings Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair.
   b. Members - The members shall consist of all Vice Chairs of the Technical Committees in the Department, the Chairs of the Future Conference Planning Subcommittee and the Program Coordinating and Expediting Subcommittee. The Committee may also consist of two to four members-at-large who will be recommended by the Committee Chair and approved by the Department Chair. It will also include the Chairs of the I&CPS Technical Conference for the current year and the succeeding year.
   c. The functions of the Meetings Committee are to:
      (1) Plan and coordinate technical conferences and meetings of the Industrial and Commercial Power Systems Department
      (2) Establish locations and schedules for future I&CPSD Technical Conferences, assist the local Conference Committee for each year by providing any assistance requested and review progress to assure timely actions. The Meetings Committee shall create and maintain the I&CPSD Conference Guide and make it available to the Technical Conference Committee.
      (3) Maintain a list of each future technical conference planned by the Technical committees of the Department and be aware of the highlights of the program.
   d. Subcommittees
      (1) Future Conference Planning Subcommittee.
      (2) Program Coordinating and Expediting Committee.

11. Nominating Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair. Normally, the Chair of the Nomination Committee shall be the immediately Past Chair of the Industrial & Commercial Power Systems Department.
   b. Members - Each year, with the approval of the Department Chair, the Chair of the Nominations Committee will appoint two members for a two-year term. Since two members are appointed each year, the total membership of this Committee will consist of four members and Chair. Normally, member of the Nominations Committee should be former Department Officers or Technical Committee Past Chairs. The of the members of committee may be appointed for subsequent two-year terms.
   c. The functions of the Nominations Committee include:
      (1) Propose Department Officers to the Department Operating Committee at the May meeting for a sustaining vote at the October meeting of the Operating Committee.
      (2) Receive nominations from I&CPS Members by March 15 of each year for presentation at the May meeting of the Operating Committee.
      (3) Review and provide counsel to the Nominating Committee of each of the Technical Committees in the Department.

12 Paper Review and Prize Paper Committee
   a. The Chair of this Standing Committee the Department Vice-Chair - Papers.
   b. Members - The members shall consist of the I&CPSD Vice Chair-Papers and one representative from each Technical Committee of I&CPSD appointed by the Chair of I&CPSD on the recommendation of the Chair of the Committee which they represent.
   c. Functions -The functions are to assist the Vice Chair-Papers in carrying out his duties.
13. Publicity Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair.
   b. Members - The members shall consist of reporters from the Technical Committees in the Department and from the standing committee as may be desired.
   c. Functions - The functions are to:
      (1) Generate and collect newsworthy and informative material.
      (2) Promote, receive and disseminate data to be printed in the IAS Magazine and other appropriate publications.

14. Technical Books Coordination Committee
   a. The Chair of this Standing Committee shall be appointed by the Department Chair.
   b. Members - The members will consist of all current Chairs of “Color Book” Subcommittees or Working Groups. The Committee may also consist of from three to five additional members who will be recommended by the Chair and approved by the Department Chair.
   c. Functions - The functions are:
      (1) Provide an overall review of the content of the present and proposed 'Color Books' and other appropriate Committee reports.
      (2) Make recommendations as to the scope, content, balance and timeliness between the various texts.
      (4) Assist the Technical Committee Chairs in selecting or finding Chairs of Color Book Subcommittees and Working Groups.
      (5) Keep a current record of the status of new and revised "Color Book" projects and advise the Chair of the IAS Standards Department of that status.

15. Technical Conference Committee
   a. The I&CPS Technical Conference General Chair shall be appointed by the co-sponsoring local section and endorsed by the Chair of I&CPSD. The Chair of the first upcoming I&CPSD technical conference shall represent the Technical Conference Committee as a voting member of the I&CPS Operating Committee.
   b. The Technical Conference Committee (the “Local Conference Committee”) shall be responsible for all matters relating to the annual I&CPSD Technical Conference. The Department Vice Chair-Technical and the department Meetings Committee Chair should be ex-officio members of this committee. The duties and responsibilities of the Technical Conference Committee are detailed in the I&CPSD Conference Guide, Section 4, which can be obtained from the Department Meetings Committee Chair.

Article XI - Filling Vacancies
1. I&CPSD Officers
   In the event a vacancy occurs in the office of Chair, a Vice Chair or Secretary of I&CPSD, such vacancy will be filled in accordance with the IAS Bylaws.
2. I&CPSD Technical Committee Chairs
   In the event a vacancy occurs in the office of Chair of any I&CPSD Committee, the I&CPSD Department Chair shall fill such vacancy by appointment based on the recommendations of the Nominating Committee and/or the provisions of any Technical Committee bylaws covering such an vacancy.
3. Standing Committee
In the event a vacancy occurs in the office of Chair of any I&CPSD Standing Committee, the I&CPSD Department Chair shall appoint a replacement Chair.

Article XII - Amendments to Bylaws
1. The bylaws of I&CPSD may be amended in the following manner:
   a. By a majority of those present and voting at an I&CPSD Operating Committee meeting following that meeting in which the proposed amendment(s) were presented. When Bylaws amendments are considered at an Operating Committee meeting, no proxy or absentee votes shall be counted.
   b. By a two-thirds vote of the Operating Committee of I&CPSD when polled by a secret ballot mail vote.
2. Amendments to the I&CPSD Bylaws may be proposed in the following ways:
   a. On the initiative of the Operating Committee.
   b. On the initiative of any Technical Committee as endorsed by the membership of that committee.
   c. By a majority vote of those present and voting on a motion made from the floor at any regular I&CPSD Operating Committee meeting.

Article XIII - Parliamentary Rules
1. Voting Eligibility
   All members of the Operating Committee shall be eligible to vote on all matters involving the operation of I&CPSD. All votes must be cast in person and no proxies or absentee ballots will be counted.
2. Quorum
   The quorum required to transact the general business of I&CPSD shall be fifty percent of the members of the Operating Committee. A quorum shall be established at the time the meeting is called to order, and once established, shall be presumed to remain in effect until such time as the meeting is adjourned.
3. Motion Passage
   In transacting the general business of I&CPSD, a motion shall be passed by an affirmative vote of a majority of those voting.
4. Exclusions
   Requirements for election of officers and for satisfaction of amendments shall be as prescribed elsewhere in these bylaws.
5. General Rules
   In all matters not covered by these bylaws, the conduct of I&CPSD business shall be governed by the same code of Parliamentary Procedures as employed by IAS.

Article XIV - Effective Date of Bylaws
These Bylaws were adopted on October, 1986 and replace the 1988 Bylaws. These Bylaws include amendments adopted at the Department meeting on October 10, 1990 and at the Department meeting on October 2, 2001.