



SECTION I - PURPOSE

A. Foreword

The Transportation Systems Committee is a committee of the Industrial Applications Society (IAS) of the Institute of Electrical and Electronic Engineers (IEEE).

This Operating Guide is designed to assist the members in effectively administering the activities of this committee. All of the statements of policy contained herein have been approved by the Executive Subcommittee and can be changed only with the approval of the Executive Subcommittee.

B. Scope

The Transportation Systems Committee (TSC) is responsible for all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the electrification of the transportation industry, including components, systems, and infrastructure, and encompassing all modes of transportation for people and goods.

SECTION II - MEMBERSHIP

A. Eligibility

1. Membership shall be restricted to IEEE members who are also members of IAS. If a person is appointed to this Committee who is not so affiliated, they shall be requested to become so in order to remain a member of this committee.
2. Any member of this Committee must be willing and able to contribute a reasonable amount of personal effort to committee functions and should have their management's approval for the time and expense of attending meetings and completing subcommittee assignments.

B. Appointments

1. All Subcommittee appointments shall be restricted to members of the TSC and shall be made by the Committee Chairman on the recommendation of the Executive Subcommittee.
2. All appointments shall be for a one-year period starting January 1st and ending December 31st. Each appointment may be repeated for a maximum of two consecutive years.
3. An exception to Items 1 & 2 of appointment is a case where a person may temporarily serve on a subcommittee but not be a committee member. Under this condition they need not have IEEE & IAS membership.

C. Selection

There shall not be a limit to the total number of members on this committee. However, consideration in the selection of members will be given to ensure a balance of geographical, academic and industry representation.

D. Maintaining Membership

1. Members are expected to take an active part in the functions of the Committee. Evidence of active participation shall include such activities as attendance at meetings of the main Committee, active participation in Subcommittees, and timely completion of assigned paper reviews.
2. The Chairman shall periodically review the Committee membership in order to identify members who do not meet minimum standards for active participation using criteria identified in II.D.1. The Chairman shall contact those members to determine whether they wish to be listed as "temporarily inactive" on the Committee membership roster, dropped from the membership roster, or whether they intend to participate actively in the future. Those members identified by the Chairman who do not meet minimum standards of participation and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Subcommittee.



SECTION III - COMMITTEE ORGANIZATION

The Transportation Systems Committee shall maintain the following officers and subcommittees:

A. Officers

- Chairman
- Vice-Chairman - Papers
- Vice-Chairman - Conferences
- Secretary

B. Subcommittees

1. Executive Subcommittee Composed of the Officers listed in III.A, plus the Committee Immediate Past Chairman.
2. Advisory Committee: Comprised of Past Chairman of TSC and other IPCSD committees.
3. Nominating Subcommittee
4. Standards Subcommittee

C. IEEE-IAS Standards Liaison Member

D. Election, Appointment and Term of Office

1. All Committee officers shall serve a two-year term of office commencing on January 1.
2. The Chairman will be succeeded by the Vice-Chairman-Papers.
3. The Vice-Chairman - Papers will be succeeded by the Vice-Chairman - Conferences.
4. The Vice-Chairman - Conferences will be succeeded by the Secretary.
5. Every two years at the annual TSC meeting at ECCE where the election will be held, the Nominating Subcommittee will propose a slate of one or more candidates for the office of Secretary. Further nominations for the office of Secretary must be made in writing to the Chairman at least two weeks in advance of the annual TSC meeting. No nominations will be accepted from the floor at the election meeting.
6. If, for any reason, an Officer (either a Committee Officer or a Subcommittee Chairman) is unable to serve the full term of their office, a temporary appointment shall be made by the Chairman to complete the unexpired term.

E. Appointment of Subcommittee Chairmen

Subcommittee Chairmen shall be recommended for appointment by the Committee Chairman on recommendation of the Executive Subcommittee to the Operating Department Chairman.

SECTION IV - DUTIES OF COMMITTEE OFFICERS

A. Chairman

The principal duties of the Chairman shall include:

1. Presiding at all functions including but not limited to all main Committee Meetings and all Executive Subcommittee meetings.
2. Appointing all subcommittee members, acting on the recommendations of the various Subcommittee Chairmen.
3. Coordinating the activities of all standing Subcommittees as ex officio member.
4. Attend meetings of the Industrial Power Conversion Department (IPCSD) to represent the TSC.
6. Carrying out all other actions, which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
7. Work with the Chairman of the other IPCSD committees to arrange discussion sessions of interest to members of two or more committees.

B. Vice-Chairman - Papers

The principal functions of the Vice Chairman shall include:

1. Carry out *Transactions* reviews for all eligible submitted technical papers within the scope of the TSC in a competent, timely, and orderly fashion.
2. Appoint Associate Editors for *IEEE Transactions on Industry Applications* after consultation with Chairman and Vice-Chairman – Conferences.
3. Coordinate technical program organization for papers falling within the scope of the TSC at the ECCE conferences each year along with Vice-Chairman - Conferences.
 - a. Attend ECCE program committee meeting as an ECCE Vice-Chair representing TSC.
 - b. Appoint ECCE Topic-Chairs and work with them to review and select technical papers so as to present a well-balanced program.
 - c. Work with other ECCE Vice-Chairs on Transportation tracks to define and prepare Transportation sessions in the ECCE conferences.
 - d. Ensure that authors receive clear instructions regarding submittal of conference papers for Transactions review.
4. Succeed to the office of Chairman in the event that office becomes vacant. Under such conditions the new Chairman may choose to continue to exercise the duties of the Vice Chairman – Paper Reviews until the term expires, or may make a temporary appointment in accordance with Section III.D.5.

B. Vice-Chairman - Conferences

The principal functions of the Vice-Chairman - Conferences shall include:

1. Lead efforts on behalf of TSC to organize a flagship conference, and to support and organize joint conferences such as *International Electric Vehicle Conference (IEVC)* and *International Transportation Electrification Conference (ITEC)* with sister IEEE societies.
2. Coordinate technical program organization for papers falling within the scope of the TSC at the ECCE Conferences each year along with Vice-Chairman - Papers.
 - a. Attend ECCE program committee meeting as an ECCE Vice-Chair representing TSC.
 - b. Appoint ECCE Topic-Chairs and work with them to review and select technical papers so as to present a well-balanced program.
 - c. Work with other ECCE Vice-Chairs on Transportation tracks to define and prepare Transportation sessions in the ECCE conferences.
 - d. Make arrangements for the selection and presentation of prize paper awards at the conference, working in cooperation with the Vice-Chairman - Papers.
3. Serve as Committee Awards Chairman:
 - a. Sponsor and promote candidates for IEEE Fellows Grade Membership through nomination to the IEEE Fellows Committee.
 - b. Recommend candidates to the Chairman for recipients of the IAS Achievement Award and other Institute Awards to be selected in accordance with established IEEE guidelines.
 - c. Actively encourage eligible Committee members to apply for IEEE Senior Grade Membership.

C. Secretary

The principal functions of the Secretary shall include:

1. Expeditiously process correspondence addressed to his attention. Direct copies of all correspondence to the Executive Subcommittee.
2. Maintain an up-to-date membership database.
3. Prepare an agenda of the Committee annual meeting and distribute the agenda to all Committee members with the announcement for a Committee meeting at least four weeks prior to the meeting.
4. Attend all Committee meetings and record the minutes of all such meetings.
5. Circulate at all Committee meetings a record of attendance sheet for signature by members present.
6. Obtain from all Subcommittee Chairmen a copy of the minutes of all Subcommittee meetings.
7. Prepare and distribute by email to each Committee member a copy of the minutes of each meeting including: the attendance record, up-to-date membership roster, the minutes of all Subcommittee

- meetings and a copy of all reports presented to the meeting.
8. Forward a copy of the minutes to the IPCSD Chairman.
 9. Maintain a file of all correspondence, minutes, etc.
 10. Is responsible for the proper maintenance of the TSC web page.

D. Immediate Past Chairman

The principal functions of the Immediate Past Chairman shall include:

1. Completion of the Transactions review of papers initiated during his term of office.
2. Transactions review process for papers authored or co-authored by the current chairman.
3. Such other ad hoc activities as may be mutually agreed up on by the Chairman and Immediate Past Chairman.

SECTION V - SCOPE OF WORKING AREA FOR SUBCOMMITTEES

A. Standing Subcommittees and Liaison Members

1. Executive Subcommittee

The principal function of the Executive Subcommittee shall be policy making within the framework of this operating guide. Its membership shall consist of all elected officers and the immediate Past Chairman. In addition to the above members, the Chairman shall invite the Chairman of any subcommittee to the Executive Subcommittee meeting when a discussion of the respective subcommittee's function is on the agenda.

2. Nominating Subcommittee

The Nominating Subcommittee shall propose one or more candidates for each Committee Office who are able and willing to serve.

3. IEEE-IAS Standards Liaison Member

The standards liaison member will attend meetings of the Standards Projects Committee and communicate positions and actions of interest to that committee and of that committee back to the TSC.

B. Other Subcommittees

Standards Subcommittee

The scope of the Standards Subcommittee shall be to do liaison work with standard making and code-making bodies in the electrical field as related to the Transportation Systems Industry, and to participate in the work of the TSC pertaining to Codes and Standards.

SECTION VI - MEETINGS

A. Full Committee

The full committee shall conduct one or two meetings per year: one meeting during the annual ECCE Conference and a second meeting, optionally or additionally, at the call of the Executive Subcommittee. Meetings shall be chaired by the Chairman or in his absence, the Vice-Chairman - Papers. In general, at the discretion of the Chairman, "Robert's Rules of Order" shall prevail.

B. Executive Subcommittee

The Executive Subcommittee shall conduct one regular meeting each year. The meeting should generally be held prior to the main committee meeting. The Chairman shall notify those concerned of the time and place of the meeting. The meetings shall be chaired by the Chairman or in the absence of the Chairman, the Vice-Chairmen - Papers.