

# ACCREDITED STANDARDS COMMITTEE

## C37

### POWER SWITCHGEAR

#### Operating Procedures

##### Revision history:

D1:	7-Feb-2001	Draft of proposed revisions for discussion – T. Olsen)
D2	3-Apr-2001	Draft prepared for ballot to ASC C37- with changes highlighted
D2A	3-Apr-2001	Same as D2, except changes not highlighted – D2A was the document actually balloted within ASC C37
<u>D3</u>	<u>6-Oct-2001</u>	<u>Draft prepared to match decisions reached in ASC C37 meeting on 2-Oct-2001 in Quebec City – with changes highlighted.</u>  <u>Additional changes not specifically defined in Quebec meeting, but made by T. Olsen to implement Quebec decisions:</u> <ul style="list-style-type: none"><li><u>• Changed “administrative secretariat” to “secretariat” (global).</u></li><li><u>• Revamped clause A3.2.1 to more clearly distinguish the responsibilities of the Committee Secretary. This change made to address Mr. Ahmad’s comment on this subject. Also added statement to the effect that “Secretary” and “Committee Secretary” are synonymous.</u></li><li><u>• Clause A.8.6: deleted reference to Appendix B, Clause 7, as the decision to go to two-thirds majority effectively eliminated clause 7 of appendix B (see discussion of item 45 of ballot comments).</u></li><li><u>• Appendix B, Clause 7 is deleted. (see discussion of item 45 of ballot comments).</u></li></ul>

The title of this Committee is the Accredited Standards Committee C37, Power Switchgear.

## SCOPE

The scope of ASC C37 includes but is not limited to the following:

1. Develop, review or coordinate standards relating to specifications, definitions, service conditions, ratings, tests, test codes, construction requirements and application/maintenance guides for power switchgear and integral/articulated unit/substations for switching, interrupting, metering, protection, transformation and regulating purposes as used primarily in connection with generation, transmission, distribution and conversion of electric power. Included are designs with air, vacuum, liquid, solid dielectric, or gas used as insulating and/or interrupting media with metal or insulated type enclosures. Coordination of components in unit/substations shall be maintained with the Committees, Subcommittees, or other groups or organizations which have responsibility for the standards of such components.

NOTE: The IEEE Substation and IEEE Relay standards are excluded from the scope of this Committee, and these standards may bear the C37 designation.

2. Act in an advisory capacity to the relevant Technical Advisor to assist in coordinating United States opinions and practices and recommended United States viewpoints with respect to the work of the following IEC Technical Committees.

TC 17 on Switchgear and Controlgear

SC 17A on High Voltage Switchgear

SC 17B on Low Voltage Switchgear

SC 17C on High Voltage Enclosed Switchgear

SC 17D on Low Voltage Enclosed Switchgear

TC 32 on Fuses

SC 32A on High Voltage Fuses

- ~~3. IEEE, as a professional engineering society of individual members, represents the broad spectrum of technical electrical engineering practices and principles – from the design and fabrication of products to their application and evaluation.~~

~~NEMA, as the trade association of electrical equipment manufacturers, represents that area of the technical spectrum that focuses principally, but not exclusively, on the design and manufacture of product components and/or systems as determined by function and performance.~~

## COMMITTEE PROCEDURES

In conformance with the American National Standards Institute "Procedures For the Development and Coordination of American National Standards" Adopted April 1998, and the Memorandum of Understanding between The Institute of Electrical and Electronics Engineers, Inc.(IEEE) and The National Electrical Manufacturers Association (NEMA) (signed by IEEE Dec. 19, 1994, and by NEMA Nov. 13, 1994), the Accredited Standards Committee C37 will function under the following Operating Procedures including Appendices B, C, and D:

### A1 General

These procedures for this Accredited Standards Committee meet the requirements for due process and development of consensus for approval of American National Standards as given in Clause 1 of the ANSI Procedures for the Development and Coordination of American National Standards.

## A2 Organization of the Committee

The Committee shall consist of its members and Secretariat. It shall have a title, scope, and an interest classification system for its members. The interest classification system is defined as user, producer, general interest (see Appendix B, Clause 4). The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category.

## A3 Responsibilities

A3.1 Committee Membership. The Committee, as the consensus body, shall be responsible for:

- (1) Developing proposed American National Standards within its scope.
- (2) Voting on approval of proposed (new, revision, or reaffirmation) American National Standards within its scope.
- (3) Maintaining the standards developed by the Committee ~~up-to-date~~.
- (4) Adopting or developing Committee policy and procedures for interpretations of the standard(s) developed by the Committee.
- (5) Responding to requests for interpretations of the standard(s) developed by the Committee.
- (6) Adopting or developing Committee procedures and revisions thereof.
- (7) Considering and acting on proposals for termination of the Committee.
- (8) Other matters requiring Committee action as provided in these procedures.
- (9) Additional responsibilities pertinent to the Committee are included in Appendix B.

## A3.2 Secretariat

The Secretariat is a Co-Secretariat shared by IEEE and NEMA who have equal responsibilities that are executed in a manner as defined in the Memorandum of Understanding agreed to by both organizations. (See Appendix BC). Within the context of this document and any activities of the Committee, the terms "Secretariat" and "Co-Secretariat" shall be taken as synonymous.

IEEE, as a professional engineering society of individual members, represents the broad spectrum of technical electrical engineering practices and principles - from the design and fabrication of products to their application and evaluation.

NEMA, as the trade association of electrical equipment manufacturers, represents that area of the technical spectrum that focuses principally, but not exclusively, on the design and manufacture of product components and/or systems as determined by function and performance.

### A 3.2.1 Administrative Secretariat

The ~~administrative~~ Secretariat shall:

- ~~(1)~~ ~~(4)~~ Organize the Committee
- ~~(2)~~ ~~(2)~~ Apply for Committee accreditation by ANSI and maintain accreditation in accordance with ANSI requirements, including submission of the Committee roster.
- ~~(3)~~ ~~(3)~~ Oversee the Committee's compliance with these procedures.
- ~~(4)~~ ~~Maintain a roster of the Committee and a list of standards for which the Committee is responsible.~~
- ~~(4)~~ ~~(5)~~ Provide a Committee secretary to perform administrative work, including:
  - ~~(a)~~ ~~secretarial services;~~
  - ~~(b)~~ ~~meeting notices and arrangements;~~
  - ~~(c)~~ ~~preparation and distribution of meeting agendas, minutes, ballots and draft standards;~~
  - ~~(d)~~ preparation of reports of ballots including comments;
  - ~~(e)~~ maintenance of the roster of Committee members;
  - ~~(f)~~ maintenance of the list of standards (and their status) for which the Committee is responsible;
  - ~~(g)~~ other duties as required by these procedures;

- (h) ~~and~~ maintenance of adequate records.
- ~~(6) Perform other administrative functions as required by these procedures.~~
- (5) ~~(7)~~ If composed of more than one organization (i.e., Co-Secretariat), provide a written agreement defining explicit division of these responsibilities. See Appendix C on the specific delineation of Secretariat responsibilities as outlined in the Co-Secretariat agreement between NEMA and IEEE.
- ~~(6)~~ ~~(8)~~ Process standards submitted to the Committee for American National Standard status from any organizational members of the Committee and within the scope of the Committee.

In these procedures, the terms "Secretary" and "Committee Secretary" shall be taken as synonymous.

#### A3.2.2 Co-Secretariat

The Co-Secretariat shall provide such services as mutually agreed in the Memorandum of Understanding (Appendix C).

Each Co-Secretariat organization will submit its own standards, and standards reaffirmation, revisions and withdrawals approved by the Committee to ANSI, with due notification of the other Co-Secretariat. Each is responsible for the prompt publication of these standards after ANSI recognition. NEMA will be responsible to arrange for publication of standards developed by the Committee; however, IEEE is permitted to reprint these standards as part of a collection of standards and related information.

#### A4 Officers

There shall be a Chair and two Vice-Chairs appointed by the Secretariat from the individual members or representatives of the Committee, subject to approval by majority vote of the Committee. The term for the Chair and Vice-Chairs will be three years. Also refer to Appendix B, Clause 2. Each officer will serve until a successor is selected and ready to serve. The Vice-Chair (Technical) (see Appendix B, Clause 2.E) shall be designated to carry out the duties of the Chair if the Chair is temporarily unable to do so. The Committee Secretary shall be appointed by the Secretariat, but shall have no vote. It is suggested that the terms of office for the Chair and Vice Chairs be concurrent. Should the a replacement be needed for the Chair position before the end of a term and with less than half the term remaining, the Vice-Chair Technical who serves as successor shall be eligible for renomination for the following full term.

#### A5 Membership

Members of the Committee shall consist of organizations (preferably national in scope), government agencies, etc., having a direct and material interest in the activities of the Committee. The addition or termination of members (unless requested by the member in question) shall be subject to approval by vote of the Committee after the application has been processed in accordance with A5.1 or the membership reviewed in accordance with A5.2.

##### A5.1 Application

A request for membership shall be addressed to the Secretariat, shall indicate the applicant's direct and material interest in the Committee's work, and qualifications and willingness to participate actively, and, if the applicant is an organization, company, or government agency, shall identify representative(s) (and an alternate or alternates, if desired). If multiple alternate delegates are designated, they shall be prioritized as 'alternate 1', 'alternate 2', etc., as required ~~to~~ for determination of votes (see Appendix B, Clause 6).

##### A5.1.1 Recommendation

In recommending appropriate action to the Committee on applications for membership, the Secretariat shall consider the:

- (1) Need for active participation by each interest.
- (2) Potential for dominance by a single interest category.

- (3) Extent of interest expressed by the applicant and the applicant's willingness to participate actively.
- (4) The representative identified by the applicant organization, company or government agency.

The Secretariat may consider reasonable limits on Committee size.

#### A5.1.2 Diverse Interests

If distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the Committee, each may apply for membership. For example, one division or operating company of a private corporation may show a producing or selling interest while another may show a buyer/user interest; or a government agency may show a buyer/user interest in one department and a separate regulatory interest in another department.

#### A5.1.3 Combined Interests

When appropriate, the Secretariat may recommend that the applicant seek representation through an organization which is already a member and represents the same or similar interest.

#### A5.2 Review of Membership

The ~~Committee Secretary~~Secretariat shall review the membership list annually, with respect to the criteria of Section A5. Members are expected to fulfill obligations of active participation, which means attendance at meetings and participation in letter balloting. Where a member is found to be in habitual default of these obligations, the ~~Committee Secretary~~Secretariat shall direct the matter to the Committee for appropriate action, which may include termination of membership. Individual representatives of organizations who provide official voting instructions are categorized as delegates. Delegations are comprised of several individuals appointed as representatives of an organization that provides voting instruction on non-administrative ballots.

#### A5.3 Observers and Individual Experts (Technical Liaison)

Individuals and organizations having an interest in the Committee's work may request listing as observers. The Committee may also select individual experts (Technical Liaison) to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the Committee upon recommendation by the Chair and the secretariat. Observers and individual experts shall be advised of the Committee activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

#### A5.4 Categories of Interest

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 any single interest. Each member shall propose their own interest category as appropriate and in accordance with the Committee's established categories. (See Appendix B, Clause 4).

The categories of interest shall be established or revised by a vote of the Committee upon recommendation by the Secretariat. The rationale for the selection of categories shall be included in the Committee ballot and submitted to ANSI as part of the accreditation requirements.

#### A5.5 Membership Roster

The ~~Committee Secretary~~Secretariat shall maintain a current and accurate Committee roster and shall distribute it to the Co-Secretariat, and to the Committee members at least annually, and otherwise on request. The roster shall include the following:

- (1) Title of the Committee and its designation.
- (2) Scope of the Committee.

- (3) Secretariat - name of organization, name of Committee Secretary, and address(es).
- (4) Officers - Chair and Vice-Chairs.
- (5) Members - name of organization or agency, its representative(s) and alternate(or alternates, identified as 'alternate 1', 'alternate 2', etc.) (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s).
- (6) Classification of each member (i.e., category of interest).
- (7) Tally of classifications - total of voting members and subtotals for each interest category.
- (8) For each subgroup - title, Chair, and names and addresses of all members.

#### A6 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 approval by a majority vote of the Committee and appropriate public notice. 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 charge to the subgroup shall clearly state whether:

- (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 in accordance with A5.5(1) through A5.5(7) and shall comply with the provisions in A5.4, A7.1, and Section A8 as applied to voting on the standard(s); or
- (2) The subgroup is responsible for assisting the Committee (e.g., drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

##### A6.1 Chair and Members of Subgroups

The Chair and members of a subgroup shall be appointed by the Chair of the Committee and confirmed by the Committee. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. The officers and members of a subgroup need not be members of the Committee.

##### A6.2 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.

#### A7 Meetings

Committee meetings shall be held semi-annually or as otherwise decided by the Committee, the Chair, the Secretariat, 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. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

##### A7.1 Open Meetings

Meetings of the Committee shall be open to all members and others having direct and material interest. At least four week's notice of regularly scheduled meetings shall be given by the Committee Secretary in ANSI's Standards Action; or in other media designed to reach directly and materially affected interests; or in both.

The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The Committee Secretary may optionally maintain a permanent mailing list of other interests.

##### A7.2 Quorum

A majority of the members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken by letter ballot.

#### A8. Voting

Additional voting provisions are elaborated in Appendix B, Clause 6.

##### A8.1 Vote

Each member shall vote one of the following positions:

- (1) Affirmative.
- (2) Affirmative, with comment.
- (3) Negative, with reasons (the reason for a negative vote shall be given and should include specific wording or actions which would resolve the objection).
- (4) Abstain, with reasons (for example, "no interest").

##### A8.1.1 Vote of Alternate

An alternate's vote is counted only if the principal representative fails to vote. Also refer to Appendix B, Clause 6 for additional provisions regarding the votes of alternate representatives.

##### A8.1.2 Single Vote

Generally no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The individual must notify each of the affected organizations and the organizations shall confirm in writing to the Secretariat that they are aware of dual representation of one of its delegates and will accept the results of all balloting. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the Committee, excluding the vote of that individual.

The instructed delegations of IEEE, EEI/EL&P and NEMA shall have five votes each regardless of the size of that delegation, and ~~all other~~ individuals not in these instructed delegations will have one vote each.

Each of the organizations represented by an instructed delegation will establish a process to develop consensus within their own organization on the standard under consideration in ASC C37 for acceptance as an American National Standard. The organization shall notify the Secretariat of its intent to have its chief of delegation present organizational votes and/or positions as necessary.

##### A8.1.3 Voting Period

The voting period for letter ballots shall end 45 calendar days (30 calendar days for recirculation ballots) from the date of issue, or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the Chair's option, when warranted.

A follow-up message requesting immediate return of the ballot shall be sent, as appropriate, to voting representatives and alternate representatives whose votes have not been received within two at least working days before the ballot closes.

##### A8.1.4 Proxy Votes

Any proxy, by which a member authorizes another member to act or vote on Committee matters in his absence, shall be submitted to the Committee Secretary or Chair.

##### A8.2 Actions Requiring Approval by a Majority (51%)

The following actions require approval by a majority of the ~~membership of the Committee either~~ total number of members, whether at a meeting or by letter ballot:

- (1) Confirmation of officers appointed by the Secretariat.
- (2) Formation of a subgroup, including its procedures, scope, and duties.
- (3) Disbandment of a subgroup.
- (4) Addition of new Committee members, and designation of their interest categories.
- (5) Approval of withdrawal of an existing standard.
- (6) Approval of a Trial-Use Standard.

Other actions requiring a Committee vote may be approved by a majority of the members present at a meeting, including:

- (1) Approval of minutes.
- (2) Authorization of a letter ballot.
- (3) Project Approval requests

#### A8.3 Actions Requiring Approval by Two-Thirds (66%) of Those Voting

The following actions require a letter ballot or an equivalent 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, categories of interests, or revisions thereof.
- (2) Approval of a new standard or reaffirmation of an existing standard (must be by letter ballot).
- (3) Approval of revision or addendum to part or all of a standard (must be by letter ballot).
- (4) Approval of change of Committee scope.
- (5) Approval of termination of the Committee.

#### A8.4 Authorization of Letter Ballots

A letter ballot may be authorized by any of the following:

- (1) Majority vote of those present at a Committee meeting.
- (2) The Chair.
- (3) The Executive Committee.
- (4) The Secretariat.
- (5) Petition of five or more members of the Committee.

#### A8.5 Other Review

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in Standards Action for comment.

The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final Committee letter ballot and whether announcement in other suitable media is appropriate. The Secretariat shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate USA Technical Advisory Group(s) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with A8.6. Any substantive change made in the proposed American National Standard shall be re-listed in accordance with A8.5.

#### A8.6 Disposition of Views and Objections



When the balloting has been closed, the Committee Secretary shall forward the ballot tally to the Chair of the Committee and Vice-Chair (Technical) or, if appropriate, of the subgroup; the Chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in Standards Action. An effort to resolve all written objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefor. ~~(See Appendix B, Clause 7).~~ In addition, each objector shall be informed that an appeals process exists within procedures used by the standards developer.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the Committee members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within 15 calendar days.

When the above process is completed, in accordance with procedures of the standards developers, the standards developers may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

#### A8.7 Report of Final Result

The final result of the voting shall be reported, by interest categories, and to the Committee.

#### A9 Submittal of Standard

Upon completion of the procedures for voting disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the Secretariat. If the responsible Co-Secretariat does not submit the proposal to ANSI within a reasonable period of time, ~~any member(s) of the Committee~~ the other Co-Secretariat may make the submittal.

#### A9.1 Information Submitted

The information supplied to ANSI shall include:

- (1) Title and designation of the proposed American National Standard.
- (2) Indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard).
- (3) Two copies of the final proposed American National Standard.
- (4) A declaration that the accredited procedures were followed.
- (5) A declaration that the proposed standard is within the accredited scope of the Committee.
- (6) A declaration that there are no identified significant conflicts with another known American National Standard.
- (7) A declaration that other known national standards have been examined with regard to harmonization and duplication of content.
- (8) A statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate USA Technical Advisory Group(s).
- (9) A declaration that all appeal actions related to approval of the proposed standard have been completed.
- (10) A summary of the voting and unreturned ballots in each interest category.
- (11) Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.
- (12) A roster of the Committee and applicable subgroups at the time of Committee ballot.

#### A10. Termination of Committee

A proposal to terminate an Accredited Standards Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the secretariat and to ANSI and shall include at least the following:

- (1) Reasons why the Committee should be terminated.
- (2) The name of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that are the responsibility of the Committee.

If it appears, after review by ANSI and by discussion among the proponent of the action, the Secretariat, and the ANSI Executive Standards Council (ExSC) or its designee, that the desired objectives can best be reached by termination, **then** the proposal and supporting documentation shall be submitted to the Committee with a letter ballot to terminate the Committee and transfer responsibility, as appropriate, for the affected standards. Concurrently, the proposal shall be announced for comment in Standards Action.

## A11 Communications

External correspondence of Committee officers should preferably be on "Committee Correspondence" letterhead. Internal correspondence will generally be conducted using E-Mail.

### A11.1 Formal Internal Communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (i.e., non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chair(s) and to the Committee officers.

### A11.2 External Communication

Inquiries relating to the Committee should be directed to the Committee Secretary, and members should so inform individuals who raise such questions. All replies to inquiries shall be made by the Chair. The Committee Secretary shall distribute copies of such inquiries and related correspondence to each Co-Secretariat.

### A11.3 Requests for Interpretation of Standards

All inquiries requesting interpretation of the language of the Committee's approved American National Standards shall be directed to the Committee Secretary in writing and acknowledged promptly. The acknowledgement shall provide the appellant with written information on the actions that will be taken.

For standards developed by organizations outside ASC C37, the request for interpretation will be forwarded to the standards developing body responsible for maintenance of the document. The standards developing body shall provide copies of interpretations resulting from such inquiries to the Committee Secretary.

For standards developed within ASC C37, the Chair will form an Ad Hoc panel to review the request and prepare a recommended response for review by the full Committee before an answer is transmitted to the respondent.

The Committee Secretary shall distribute copies of such inquiries and related correspondence to each Co-Secretariat.

Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

## A12 Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or inaction of the Committee or the Secretariat shall have the right to appeal.

### A12.1 Complaint

The appellant shall file a written complaint with the Committee Secretary within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures, or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted in the complaint.

#### A12.2 Response

Within fifteen days after receipt of the complaint, the respondent (Chair or Secretariat representative) shall acknowledge in writing to the appellant providing the plan that will be used to address the complaint and a schedule of the events that will occur. The Chair shall form an Ad Hoc Working Group to review the complaint. The report of the Ad Hoc Group shall be referred to the Committee for a decision. The total time for detailed response to the appellant's complaint shall not exceed two months.

#### A12.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Committee Secretary shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

#### A12.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the matter may be referred to the ANSI Executive Standards Council (ExSC) or its designee which shall appoint members of the appeals panel.

#### A12.5 Conduct of the Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the Committee and the Secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

#### A12.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision.

- (1) Finding for the appellant remanding the action to the Committee or the Co-Secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
- (2) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.
- (3) Finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or the Secretariat for appropriate reconsideration.

#### A12.7 Further Appeal

If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the Secretariat to ANSI.

#### A13 Parliamentary Procedures

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) may be used to expedite due process.

#### A14 Indemnification

It is the responsibility of ~~organizations to provide indemnification to its members, the members of the Committee to be provided indemnification by the organization they represent~~. In the case of an individual membership, the indemnification is the responsibility of that individual.

#### A15 Records

The complete records relating to the standards activities of the Committee shall be retained until the document is again reaffirmed or revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal. The responsibility for the retention of documents should reflect the agreements contained in the Memorandum of Understanding between the Co-Secretariats.

Retention of administrative documents relating to Committee activities shall be as prescribed by each Co-Secretariat's own organizational policies.

#### A16 Metriation

Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards.

Appendix A is not used, to avoid confusion with clauses numbered Axx.x in the main "Operating Procedures"

## APPENDIX B

This appendix is intended to provide specific clarification policies unique to the ASC C37 Committee.

### 1. C37 Responsibilities

Assign and maintain Committee document numbers for documents developed and approved by the Committee and coordinate numbering of C37 documents.

### 2. Officers of the Committee and their Duties

#### A. Term of Office for Chair and Vice-Chairs

The term of office for the Chair and Vice-Chairs is ~~five~~three years. An individual cannot serve consecutive terms as Chair. An individual may serve consecutive terms as Vice-Chair.

#### B. Rotation of Chair Among the Standing Organizations

It is intended that the position of Chair will rotate among the three standing organizations (IEEE, NEMA, and EEI/EL&P), so that consecutive terms of the Chair will not be from individuals representing the same organization. This is stated as an intent, as it may be necessary to violate this intent if a suitable candidate for the position of Chair is not offered by each of the standing organizations.

#### C. Duties of the Chair

The Chair shall be responsible for scheduling and chairing the Executive and general Committee meetings; and other assigned duties as described in the Operating Procedures.

#### D. Executive Committee and Its Duties

The Executive Committee shall consist of the Chair, Vice-Chairs, and delegation leader from NEMA, IEEE and EEI/EL&P, plus a member selected from the "non-delegation" segment of the Committee. The "non-delegation" member shall be selected by a majority vote of the "non-delegation" members of the Committee.

The Executive Committee shall be responsible for:

- (1) Revising and maintaining the Operating Procedures.
- (2) Coordinating joint sponsoring organizations activities and actions.
  - a. Coordination between the Relay Committee, Substation Committee and Transformer Committee in the use of C37 numbers.
  - b. A member or delegate of this group is assigned to be the liaison for coordination with C37.100.
  - c. A member or delegate of this group is assigned to be the liaison for coordination with IEEE Switchgear Subcommittee on "Common Clauses" (C37.100.1).

(3) Nominations sub-committees.

E. Vice-Chairs

There shall be two Vice-Chairs of the ASC C37 Committee. They shall be responsible for all standards activity work in their defined areas. They will be responsible for coordinating any negative ballots received in the area and for aiding in the resolution of conflict in their particular standards area. The responsibility also includes preparing a report to be given at the appropriate sponsoring organizations meetings and reports to and for the main Committee.

The Vice-Chair (Technical) is responsible for coordinating the work of the Committee on standards within the scope of the Committee. The Vice-Chair (Technical) is also intended to become the Chair of the Committee after the term of the present Chair, although this is not a mandatory requirement. Therefore, the Vice-Chair (Technical) should be sponsored by a different standing organization (NEMA, IEEE, or EEI/EL&P) than the present Chair. The Vice-Chair (Technical) shall be designated to carry out the duties of the Chair if the Chair is temporarily unable to do so.

The Vice-Chair (IEC Activities) is responsible for coordinating with the activities of the US TAGs within the scope of ASC C37. This responsibility includes approving and reviewing any funding that may be required for this support.

3. Standards Coordination

Coordination has historically been accomplished by IEEE, NEMA, and AEIC in developing C37 Switchgear standards to minimize duplication and avoid the promulgation of conflicting American National Standards. The initial development of these standards originated as follows:

IEEE

- Definitions
- Service Conditions
- Temperature Limits
- Performance Requirements
- Test Procedures (Design and Production Tests)
- Acceptance Criteria for Test
- Application Guides

NEMA

- Dimensions
- Preferred Rating Values
- Test Procedures (Conformance Tests)
- Standard Settings
- Construction/Manufacturing Standards
- Installation/Maintenance Guides

AEIC

- Guide to Specifications (now maintained by IEEE)
- Power Circuit Breaker Control Schemes (now maintained by IEEE)

Continued joint efforts between IEEE and NEMA to coordinate standards needs and projects and to develop standards as required within the scope of C37 will achieve a consistent set of American National Standards.

#### 4. Membership

Membership is based not only on interest but also active participation in Committee activities.

~~A. Diverse Interests. In accordance with Clause A5.1.2, one division or operating company of a private corporation may show a producing or selling interest while another may show a buyer/user interest; or a government agency may show a buyer/user interest in one department and a separate regulatory interest in another department.~~

~~B.~~

Default. Default is defined as not voting on standards or other issues for a period of two years.  
~~C~~Attendance at committee meetings will be considered.

Committee membership will include representation from the three standing organizations (IEEE, NEMA, and EEI/EL&P), who shall each have five members. In addition, Committee membership will be drawn from appropriate organizations, such as RUS, UL, STLNA, and government agencies, and other individuals to assure a balance among the interest groups, users, producers and general interest.

The Committee membership shall include a "Safety Group", ordinarily composed of two members, who represent organizations recognized by OSHA as National Recognized Testing Laboratories, or other such organizations whose mission is clearly focused on safety issues.

#### 5 Meetings

The main Committee will meet semi-annually or as otherwise decided, and scheduled in conjunction with IEEE Switchgear meetings and functions or NEMA functions and meetings.

#### 6. Voting and Balloting

Each Co-Secretariat is responsible for distributing the letter ballots for standards and other documents developed and maintained by its organization. Letter ballots should be sent by E-Mail, including copies to each Co-Secretariat. In addition, NEMA is responsible for distributing the letter ballots for standards and other documents developed and maintained by the Committee.

The Committee Secretary shall receive all votes and comments, regardless of which Co-Secretariat distributed the letter ballot. [Editor's note: This requires coordinating revision to the MOU (Appendix C), page C-2, under "Administration"]

The ballots are the property of the Co-Secretariats and shall be available at all times to the Co-Secretariat organizations and to the Chair and Vice-Chairs of the Committee. The voting will end on expiration of the 45 calendar day (30 calendar days for recirculation ballots) ~~balloting~~voting period and become valid upon receipt of ballots from two-thirds of the committee members.

The Committee Secretary shall prepare a ballot summary for each ballot. A copy of the completed ballot summary along with all negative ballots and all comments should be submitted to the Chair of the C37 Committee and the Chair of appropriate IEEE or NEMA working group, with an additional copy to each Co-Secretariat. [Editor's note: This requires coordinating revision to the MOU (Appendix C), page C-2, under "Administration"]

All letter ballots shall be distributed by E-Mail to the voting representatives (and alternates), with exception allowed when electronic versions of the document being balloted are not available, or are too large to send by E-Mail. In such cases, alternative means of transmittal may be used (e.g., posting on website, or use of



Express Mail, FedEx, or similar services. In such cases, letter ballots shall be distributed by mail. In any case, letter ballots and comments shall be returned by electronic means (E-Mail or FAX).

The standing organizations IEEE, NEMA, and EEI/EL&P (Edison Electrical Institute) shall have five votes each to be cast as the organization's by-laws dictate (a block or as individual representative experts). The Chair of each delegation shall advise the Committee Secretary of the delegation vote on all matters where appropriate.

An alternate's vote is counted only if the principal representative fails to vote. In the event that a member organization designates multiple alternates, and one or more designated representatives does not submit a vote, the alternate representative votes shall be accepted, starting with lowest numbered alternate representative who submits a vote. The number of alternate representative votes accepted shall not be greater than the number of designated representatives who do not submit a vote.

Each Co-Secretariat will submit its own standards, reaffirmations, revisions, and withdrawals approved by the Committee to ANSI. The Co-Secretariat making the submittal shall notify the other Co-Secretariat of the action.

#### ~~7. Disposition of Views and Objections on C37 Documents~~

~~If a standard or other document receives a block negative vote from any of the three standing organizations (delegations) or if two members of the safety group return negative ballots, the standard shall be re-balloted with the negative ballots rationale included. If the negative ballots are not withdrawn, the document will require a seven-eighths vote for approval. If it fails to obtain a seven-eighths vote for approval, it can be issued as a Trial-Use Standard with approval by two-thirds of the re-ballot vote and with the approval of the majority of the executive committee.~~

#### 78. Communications

For C37 generated documents, a draft response shall be prepared by the impartial Committee members designated by the Chair and shall be reviewed and approved by a majority vote of the entire Committee.

At the determination of the Committee Chair, expressed views and objections shall be considered by correspondence or at a meeting. A concerted effort to resolve all written objections shall be made, and each objector shall be advised in writing of the disposition of the objections and the reasons thereof.

Substantive changes to the interpretation required to resolve objections shall be reported to the Committee members in order to afford all members an opportunity to reaffirm or change their votes.

Upon completion of the procedures, the Secretariat shall transmit the formal reply, which, at the request of objectors, shall include unresolved minority views. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with Committee operating procedures.

## APPENDIX C

Memorandum of Understanding between  
The Institute of Electrical and Electronics Engineers, Inc.  
And  
The National Electrical Manufacturers Association  
as Co-Secretariat of the C37, C57 and C62.

### Introduction

The purpose of this Memorandum is to outline organizational responsibilities of the Co-Secretariat to satisfy paragraph A3.2(9) of the ANSI Model Procedures for Accredited Standards Committees. Both IEEE and NEMA have standards activity, which are complementary, the results of these programs would be enhanced by a joint effort within the procedures for accredited standards committees. For this purpose, NEMA and IEEE choose to be Co-Secretariat of Accredited Standards Committees C37, C57 and C62.

The Co-Secretariat of the Accredited Standards Committees is legally responsible for the actions of the Committees. The responsibility and authority is shared equally by the Co-Secretariat organizations.

The Co-Secretariat acknowledges that each Co-Secretariat organization is solely responsible for the accuracy and integrity of the standards, approved through the accredited Committees, that have been developed and published within the separate Co-Secretariat organizations.

The Committees will act as consensus approval bodies for standards developed by the organizational members of the Committees, which the organizational members choose to coordinate in this manner. The Committees may also develop standards.

### Responsibilities of the Co-Secretariat

The Co-Secretariat organizations have equal Co-Secretariat responsibilities. The Co-Secretariat will provide administrative services to the Committees as required in paragraph A3.2 of the Model Procedures with the exceptions of items (5), (6) and (7). The records of the Committees including the ballots, are the property of the Co-Secretariat and shall be available at all times to the Co-Secretariat organizations.

Each Co-Secretariat organization will submit its own standards, reaffirmations, revisions, and withdrawals approved by the Committees, to ANSI. The Co-Secretariat organization making the submittal to ANSI, shall notify the other Co-Secretariat organization of the submittal. Each Co-Secretariat organization will be responsible for the prompt publication of these standards after ANSI recognition. NEMA will be responsible to arrange for the publication of standards developed by Committees; however, IEEE has the right to reprint these standards as a part of a collection of standards and related information.

### Limitation of Agreement, Non Exclusive;

Nothing in this Memorandum precludes either Co-Secretariat organization from submitting its standards directly to ANSI for recognition as American National Standards under terms of other accreditation programs held by either of the parties.

### The Numbering System

Standards approved by the Committees shall be numbered as agreed upon in the procedures of the Committees.

### Procedures

Procedures shall be prepared for use by the Co-Secretariat to obtain and maintain accreditation of the Committees. The procedures shall require coordination of the work of the respective Committees at the earliest possible time in the development and revision of the standards of the Co-Secretariat organizations.

The procedures shall restrict the authority of the Committees to technical matters of standards development. The Committees will not obligate the Co-Secretariat organizations on any issue.

#### Administration

The Co-Secretariat organizations shall share the administrative responsibilities as follows: NEMA shall provide administrative services to the Committees and for standards developed by NEMA and the Committees. IEEE shall provide balloting services for standards developed by IEEE Committees using the latest membership list provided by NEMA.

[Editor's note: Changes in new operating procedures (Appendix B, clause 6, paragraphs 2 and 4) will require preparation of appropriate addendum to MOU to actually implement and avoid conflict with the paragraph "Administration"]

#### Legal Requirements

Legal constraints and requirements imposed by the policies of either IEEE or NEMA, such as protective antitrust policies, on the operations of the Committees shall be strictly observed.

All of the activities of the Committees shall be subject to review by each organization and its legal counsel to ensure compliance. In the event of a difference between the policies of the Co-Secretariat organizations, they shall consult one another, but in general, the more stringent protective policy shall prevail.

#### Meetings

All meetings of the Committees shall be scheduled by mutual consent of the Chairman and the Co-Secretariat. A staff member of a Co-Secretariat organization must be present at all meetings of the Main Committees.

#### Terms of this Memorandum

This Memorandum of Understanding may be terminated by either party on ninety days written notice.

(original signed)  
Institute of Electrical and Electronics  
Engineers, Inc.

Date: 12/19/94

(original signed by Malcolm E. O'Hagean)  
National Electrical Manufacturers  
Association

Date: 11/13/1994

ADDENDUM

The purpose of this Addendum is to clarify and amend the publication and distribution arrangements relating to C37, C57, and C62 standards developed under the terms and conditions of the "Memorandum of Understanding between the Institute of Electrical and Electronics Engineers, Inc. ("IEEE") and National Electrical Manufacturers Association ("NEMA") as Co-Secretariat of the C37, C57 and C62," hereinafter referred to as the "Agreement."

The terms of the Agreement state that, "NEMA will be responsible to arrange for the publication of standards developed by Committees, however IEEE has the right to reprint these standards as a part of a collection of standards and related information." Accordingly, the IEEE has included in its Standards Collections certain standards developed by Accredited Standards Committees ASC C37 and C57, and retains the right to include ASC C37, C57 and C62 standards in future editions of its collections.

In the interest of providing greater public awareness of, benefit from, and access to the C37, C57, and C62 Standards, the IEEE endeavors to publish its Standards Collections in electronic forms of media in addition to paper-based publications. The IEEE shall continue to have the right to include ASC C37, C57, and C62 Standards in its collections for distribution or delivery in paper as well as in electronic forms. Electronic delivery may be by means of pdf files, CD-ROM, or in other forms which may currently exist or be developed in future.

In addition, the IEEE shall have the right to make available for purchase in electronic form for its collection subscriptions only, copies of all of the ASC C37, C57, and C62 Standards and IEEE shall direct all requests for individual paper-based ASC C37, C57, and C62 standards, directly to NEMA or NEMA's designated distributor(s).

Finally, the IEEE shall identify the NEMA-published ASC C37, C57, and C62 Standards in a distinctive manner, including the use of NEMA's logo if so requested, in IEEE's catalog listings and other descriptions of the IEEE Standards Collections.

AGREED TO THIS 1 DAY OF OCT., 1998:

AGREED TO THIS 30 DAY OF SEPT., 1998:

Institute of Electrical and Electronics Engineers, Inc.

National Electrical Manufacturers Association

By: (original signed by Judith Gorman)

By: (original signed by Malcolm E. O'Hagen)

Title: Managing Director - IEEE Standards Activities

Title: President