

CHAPTER COUNCIL OPERATIONS MANUAL

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CHAPTERS COUNCIL

OBJECTIVES:

Promote the organization and effective performance of Society Chapters. Represent the interests of the individual chapters in the policies and decisions of the Society. Promote Society membership. Encourage membership advancement to higher grades. Enhance communications among local PES Chapters and the PES Administrative Organization. Develop program activities for local Chapter use.

OFFICERS:

Chairman:

Represents the Chapters Council on PES Governing Board. Manages and directs the Council in discharging its responsibilities and objectives. (Nominated by PES Nom. & Appt. Comm., elected by PES Exec. Bd.)

Vice Chairman:

Assists the Council Chairman in meeting his (her) responsibilities. Serves as Chairman of the Chapters Council Operations Committee. Monitors the execution of all tasks assigned by the "Calendar for Officers of the Council." Updates the "Calendar" as needed. (Appointed by Council Chairman after approval by Society President).

Secretary:

Maintains the printed record of Council and Operations Committee meetings. Handles appropriate documentation of Council activities. Chairs a subcommittee to maintain effective two-way communications between the Council and the Chapter Chairman through the Chapters Representatives (the four Chapters Representatives on PES Exec. Bd. shall be utilized by the Secretary to assist in this process). Maintains up-to-date roster of Council members. Distributes past Chapter Chairman Lapel Pins to outgoing Chapter Chairmen one month prior to the expiration of their term in office (January or June).

OPERATIONS COMMITTEE

OBJECTIVES: To perform the operational functions of the Chapters Council.

OFFICERS:

Chairman: Committee chair presides over the Operations Committee (OPCOM) Meetings biannually at the PES Summer and Winter Meetings, make certain agenda and minutes, as well as actions items from those meetings. are prepared. Coordinates the efforts of the following Subcommittees:

- Chapters Communication Subcommittee
- Chapters Council Newsletter
- Congressional Fellows Endorsement Subcommittee
- Outstanding Chapter Award Selection Subcommittee
- Awards & Recognition Subcommittee
- Chapters Representatives on PES Exec. Bd.
- Liaison to Meetings Department

Maintains liaison with the Chapters Council and is responsible for the over-all administration and leadership of the Committee.

Vice Chairman: The Vice Chairman shall be responsible for the duties of the Chairman in his/her absence. He/she shall help and assist the Chairman throughout the year in the functioning of the Operations Committee.

Members: All Subcommittee Chairmen which make up the committee, Chapters Representatives on the Governing Board, Newsletter Editor, and the Liaison to the Meetings Department.

CHAPTERS COMMUNICATION SUBCOMMITTEE

RESPONSIBILITIES: To strengthen communications between the Chapters Council and the Chapter Chairman, thus improving communications between the PES and its membership. 'Get the Word Out'.

DUTIES: The Chapters Communications Subcommittee is chaired by the Secretary of the Chapters Council and consists of the four (4) Chapter Representatives on ADCOM. In actuality, all Chapter Representatives are members of the communications link, but the first and most direct contact is the four CR's on ADCOM.

NOMINATIONS AND APPOINTMENTS

SUBCOMMITTEE

RESPONSIBILITIES: The Subcommittee recommends names of replacements for the Chapter Representatives as well as Committee and Subcommittee positions listed under the Chapters Council Table of Organization.

DUTIES: The Subcommittee Chairman shall discharge his duties in compliance with the Chapters Council Calendar established by the Chapters Council Chairman. The duties include, but are not restricted to, the following:

Recommend, annually, six replacements for Regional Chapter Representatives. More than six replacements are necessary if a Chapter Representative no longer serves or when a Chapter Representative will only complete one of his two 2-year terms. These names, after careful screening are then reported to the Chapters Program and Resources Committee for recommendation to the Chapters Council.

Recommend, as required, replacements or, new personnel for positions on the Chapters Council.

Coordinate the nomination and selection process for the annual Chapters Council Award (formerly the Chapters Dept. Award). This award or plaque is given to one or two individuals who are deemed to be the most outstanding in performance over the year or years. (see Appendix A)

CONGRESSIONAL FELLOWS ENDORSEMENT SUBCOMMITTEE

OBJECTIVES:

To encourage participation by PES members and support from their employers in the IEEE-USAB Congressional Fellows Program. To select eligible applicants for PES endorsement and to provide guidance to PES members in the application process. To develop programs in conjunction with Chapter Council Committees and officers for local Chapter activities relating to the Congressional Fellow Program. To submit an endorsement to IEEE-USAB for the selected applicants.

OFFICERS:

Chairman:

The Subcommittee Chairman manages the activities of the Congressional Fellows Endorsement Committee. Represents the Subcommittee on the Operations Committee. Maintains effective liaison with Chapters Council Officers.

Vice Chairman:

The Subcommittee Vice Chairman shall be responsible for the duties of the Chairman in his/her absence. He/she shall assist the Chairman in the operation of the committee as requested by the Chairman. Discharges tasks specifically assigned to the Vice Chairman in the Chapter Council "Calendar for Officers of the Council".

The Selection Board shall determine which applicants shall receive PES endorsement. The applications will be prescreened by the Subcommittee Officers and submitted to the Selection Board members for their recommended action.

The Selection Board shall consists of the following:

President of the PES

Secretary of the PES

Chairman of the PES Awards and Recognition Subcommittee.

Chairman of the PES Nominations and Appointments Subcommittee.

Chairman of the PES Congressional Fellows Endorsement Subcommittee

SCHEDULE

- 1/1 • Prepare plan for years activity to promote Congressional Fellow programs for presentation to Council and Operations Committee meetings
- 1/15 • Prepare status report on Congressional Fellow Program for PES Winter Meeting and send to Chapter Council Chairman.
- 2/15 • Deadline for receiving applicants. Check applicants references and establish desirability Of PES endorsement.
- 3/1 • Assemble data on applocants and submit to Review Board for recommendations on Endorsement.
- 3/15 • Submit endorsed candidates application to IEEE USAB Congressional Fellow Section Committee (Washington, DC) together with PES endorsement letter.
- Send a copy of endorsement letter to PES member on USAB-Congressional Fellow Section Committee.
- 4/18
or
5/18 • Mail article to Review Editor announcing IEEE selection of Congressional Fellow (if PES member).
- 7/1 • Prepare status report on Congressional Fellow Program for PES Summer Meeting and send to Chapter Council Chairman.
- 9/18 • Prepare and Mail Review article on Congressional Fellow Program.
- 10/15 • Obtain report from PES Congressional Fellow.
- 10/18 • Mailcopy of, or excerpts from, PES Congressional Fellow's report to Review Editor.
- 11/18 • Mail Review article (announcement) on Congressional Fellow Program.

As required throughout the year

Provide information packets and applicants to potential candidates for Congressional Fellow.

Develop potential applicants.

Contact corporate management to encourage support of program and applicant.

Keep in contact with IEEE Washington office for latest information on programs, candidates, and application forms.

Keep in contact with PES Congressional Fellow during his assignment - obtain reports of his activities.

OUTSTANDING CHAPTER
AWARD SELECTION
SUBCOMMITTEE

RESPONSIBILITIES: To determine the Chapter that provided the greatest contribution and service to its members. The Subcommittee is composed of:

Chairman, Chapters Council
Vice Chairman, Chapters Council
Chairman, Chapters Program & Resources Committee
Chairman, Membership Committee
Chairman, Outstanding Chapter Award Selection
Subcommittee

DUTIES: Establishes, & maintains, & publicizes OCA guidelines
(See Appendix F).

Judges OCA nominations using latest approved OCA guidelines.

AWARD & RECOGNITION

SUBCOMMITTEE

RESPONSIBILITIES:

To develop and administer the awards and to recognize outstanding contributions to the society and the profession by society members.

DUTIES:

- Maintains a continuing survey of the society's membership.
- Encourages the nomination of suitable candidates for awards.
- Recognizes the society members who have contributed outstanding service to the society.
- Administers the Chapters Council Award (See Appendix A).
- Administers the Corporate Recognition Program (See Appendix H).

LIAISON TO MEETINGS DEPARTMENT

Performs liaison duties between Chapters Council and the PES Meetings Department.

CHAPTERS COUNCIL NEWSLETTER

Keeps Chapter Chairman and Chapter Representatives informed of Chapter's Council Activities.

CHAPTER CHAIRMAN OF
OUTSTANDING CHAPTER

CHAPTER REPRESENTATIVES
ON PES EXECUTIVE BOARD

Attends four Annual Board meetings. Contributes professionally and undertakes assignments as appropriate.

CHAPTERS PROGRAM AND RESOURCES

COMMITTEE

OBJECTIVES:

To improve the effectiveness of the local PES Chapters through the development and utilization of programs and program material for Chapter activities. Maintain an up-to-date Chapters Resource Manual and a Program Activities Manual for use by Chapter Officers. Maintain an up-to-date Chapters Council Operation Manual. Conducts the Distinguished Lecture Program.

Provide manpower resources for all Chapters Council units by providing nominations for appointment to fill all positions.

Provide liaison to the Public Affairs Council, Technical Operations Council, Social Implications of Power Technology, and the Education Committee.

OFFICERS:

Chairman:

The Committee Chairman manages the activities of the Chapters Program and Resources Committee. Represents the committee on the Chapters Council and Council Operations Committee. Maintains effective liaison with Chapters Council Officers. (Appointed by Council Chairman after approval by PES Exec. Bd.). Maintains the Chapters Council Operations Manual.

Vice Chairman:

The Committee Vice Chairman shall be responsible for the duties of the Chairman in his/her absence. He/she shall assist the Chairman in the operation of the Chapters Program and Resources Committee as requested by the Chairman. Discharges tasks specifically assigned to the Vice Chairman in the Chapter Council "Calendar for Officers of the Council." Maintains the Committee Roster. Monitors the execution of tasks on the "Calendar" assigned to the Committee and its units. (Appointed by the Committee Chairman after Approval by the Council Chairman.)

CHAPTERS PROGRAM & DEVELOPMENT

SUBCOMMITTEE

RESPONSIBILITIES: The Subcommittee shall develop programs to promote effective activities within the individual Chapters, and shall produce and maintain program material which shall be distributed to the individual Chapters by the Chapters Council.

DUTIES: The Subcommittee Chairman shall discharge his/her responsibilities by timely and effective execution of his/her duties. These duties include the following:

Develop programs for use by PES Chapters for meetings and other activities.

Encourage Chapters to improve their program activities.

Establish a library of programs for use by the individual Chapters. A catalog of available materials shall be distributed to the Chapter Chairmen via the Chapters Representatives.

Establish a reproducing, booking, and control system for program material, such as videos.

Maintain close liaison with the Power Engineering Education Committee (PEEC), PES Technical Committees and IEEE Headquarters to obtain and coordinate programs and materials.

Because of the workload of this Subcommittee, it is recommended that two Subcommittee Vice-Chairmen be selected (one from the eastern area & one from the western area.)

DISTINGUISHED LECTURER PROGRAM

SUBCOMMITTEE

RESPONSIBILITIES:

The Subcommittee shall develop a list of lecturers and presentation topics from recommendations by members of the PES Exec. Bd., the Technical Council, the Public Affairs Council and the Engineering Education Committee.

DUTIES

The Subcommittee Chairman shall discharge his/her responsibilities by timely and effective execution of his/her duties. These duties include the following:

Develop and maintain the distinguished lecturer list and topics.

Establish guidelines regarding sharing of lecturer travel expenses between the Chapters Council and the local Chapter requesting the lecturer.

Solicit comments from the local Chapters regarding the program.

NEW CHAPTERS DEVELOPMENT

SUBCOMMITTEE

RESPONSIBILITIES:

The Subcommittee shall develop programs to promote the initiation of Power Engineering Society Chapters in Sections presently without them, and shall pursue existing PES Chapters not meeting active chapter status requirements to revitalize their programs. The Subcommittee shall also coordinate the review and update of the Chapters Resource Manual which contains all the necessary operational guidelines for local Chapters.

DUTIES:

The Subcommittee Chairman shall discharge his/her duties in compliance with the Chapters Council Calendar established by the Chapters Council Chairman. The duties include, but are not restricted to, the following:

Regularly review the data of the Resources Manual and update to meet mandated changes.

Recommend to the Chairman of the Program and Resources Committee additions and/or revisions to the Resources Manual.

Distribute changed material to holders of the Manual and keep track of Manuals assigned to Chapters and Chapters' Representatives.

Identify Sections where new chapters can be initiated.

Provide assistance in identifying Chapter members in the Section, membership development services, and other HQs services.

Provide guidance in Chapter development in servicing the local Society members through programs, tours, seminars, etc.

Assist the new Chapters in meeting the active chapter status.

LIAISON TO TECHNICAL COUNCIL

Perform liaison duties, bridging the communications gap between the Chapters' Council and the Technical Council. Attends the Technical Council meetings at both the PES Winter and Summer Meetings.

LIAISON TO PUBLIC AFFAIRS COUNCIL

Performs liaison duties, bridging the communications gap between the Chapters' Council and the Technical Council. Attends the Public Affairs Council Meetings at both the PES Winter and Summer Meetings.

LIAISON TO PES EDUCATION COMMITTEE

Performs liaison duties between Chapters Council and the PES Education Committee.

MEMBERSHIP COMMITTEE

OBJECTIVES:

Promote Membership in the Society. Design and recommend activities and services to attract and benefit new members. Promote and implement activities to encourage PES members to advance to a higher grade membership.

Strive for adequate geographical representation in committee membership.

Strive for an equitable balance in committee membership between members of large versus small Chapters.

Strive for an effective liaison between this committee and the IEEE Membership and Transfers Committee.

Continually upgrade the Chapters Membership contest as to accuracy, timeliness, and impact.

Implement a publicity program with regular, frequent items in the PES Review on Membership Committee activities for student as well as higher grade members.

Propose a policy on "Life Membership", "Member-for-Life" and "Affiliate" categories for PES members meeting specified qualifications.

Clarify the membership qualifications for IEEE (and hence PES) with respect to the clause, "or related arts and science," which refers to graduation from a course in a school of recognized standing.

Complete and publish the PES Membership Brochure.

Stimulate members to upgrade their IEEE membership.

Implement the PES "Management Letter" and schedule for periodic review and reissues.

Stimulate interest in PES Membership among Student Branch members. Programs aimed at interested faculty members should be continued; programs aimed at Chapter involvement should be implemented.

OFFICERS:

Chairman:

The Committee Chairman shall promote membership in the PES. He/she shall be responsible for designing and recommending activities and services to attract and benefit new members.

The membership committee Chairman shall:

Be responsible for the overall administration and leadership of the Committee, preside at the meetings of his/her Committee, and maintain liaison with the Chapters Council.

Have general supervision of the affairs of the Committee under the direction of his/her Executive Committee which consists of the Chairman, Vice Chairman, Secretary, and all Subcommittee Chairmen.

Be an ex-officio member of all subcommittees of the Membership Committee.

With the approval of the Council Chairman, establish the necessary subcommittees and appoint the subcommittee chairman. With the approval of the Council Chairman, he/she will confirm the appointment of Committee and Subcommittee members.

Distribute Rules of Procedure to members of his/her committee. Distribute a complete roster of the committee to all members of the committee.

Submit to the Chapters Council Chairman by November 15th, the following:

1. A complete and current roster with names, addresses, and phone numbers of all Membership Committee officers and names and towns of all committee members.
2. An annual calendar of Membership Committee duties prior to the PES Winter Meeting.
3. A copy of all minutes of the Membership Committee meetings.

4. Recommendations to the Chapters Council Chairman for appointments of new committee officers and members prior to November 1 of year.

Participate in the semi-annual meetings of the PES Chapters Council and Chapters Council Operations Committee.

Vice Chairman:

The Vice Chairman shall be responsible for the duties of the Chairman in his/her absence. He/she shall help and assist the Chairman in the operation of the Membership Committee.

The Vice Chairman shall discharge his/her duties in compliance with the Chapters Council Calendar established by the Chapters Council Chairman. The duties include, but are not restricted to, the following:

Perform special tasks or assignments defined by the Chairman.

Coordinate and compile reports from the Subcommittee Chairmen for the Chairman.

Develop new programs and aid Subcommittees in reaching their objectives.

Create annual Committee Calendar.

Maintain Committee Roster.

Monitor execution of tasks on Committee Calendar.

Secretary:

The Secretary shall maintain the printed record of committee meetings and handle the appropriate documentation of the activity for the Membership Committee.

The Secretary shall discharge his/her responsibilities in a timely and effective manner. These duties include but are not limited to the following:

Handle correspondence assigned by the Chairman.

Preserve a permanent record of the Membership Committee, including:

1. Minutes of the Committee Meeting.
2. List of the personnel of all subcommittees.
3. Financial Reports and Budgets.

Record the minutes of the Committee meetings and distribute copies to officers and members of the Membership Committee and to the Chapters Council Officers according to the Chapters Council Calendar.

Arrange for location of meetings of the Membership Committee. Invite members of the Membership Committee and the Chapters Council Operations Committee to these meetings.

Upon leaving the Office of Secretary, transfer the permanent record as listed above to the new incoming secretary.

Make Appropriate revisions to the Membership Committee Operations Manual at least annually by May of each year.

MEMBERSHIP, DEVELOPMENT AND ADVANCEMENT SUBCOMMITTEE

RESPONSIBILITIES: Subcommittee Chairman shall promote the membership of new members and affiliate members in PES. He/she shall be responsible for designing and recommending activities and services to attract and benefit new members and affiliate members.

DUTIES:

- Participates in all Membership Committee meetings
- Maintains an active Membership Committee representative of PES chapters.
- Develops membership programs for attracting new members and affiliate members.
- Maintains current listing of all Chapter Membership Chairmen
- Maintains and creates all membership related brochure and applications.
- Responsible for advertising membership in PES in appropriate magazines and journals.
- Submits reports on the past six months and the future six months activities of the Committee before each PES Summer and Winter Meeting.

MEMBERSHIP STATISTICS
SUBCOMMITTEE

RESPONSIBILITIES:

The Membership Statistics Subcommittee Chairman shall be responsible for several programs relating to the promotion of membership and upgrading in PES under the general direction of the Membership committee Chairman. The Subcommittee Chairman shall discharge his/her duties in compliance with the Chapters Council Calendar established by the Chapters Council Chairman.

DUTIES:

Develop graphs showing end-of-the-year data of PES membership statistics including students, higher grades and totals. Submit same to Membership Committee and the editor of the Power Engineering Review.

Conduct a membership contest each year among the Chapters to promote membership. All correspondence is done through the Chapters' Representative. News items are sent periodically to the Editor - Power Engineering Review. Prepare certificates and paperweights for awards.

Distribute new member labels to the Chapter Representative each month so that appropriate Chapters welcome new members to their chapter activities. This is a new member retainment program.

Distribute member in arrear labels to the Chapter Reps. in April of each year so that appropriate chapters can take actions on a personal basis (one on one). This is a new member retainment program.

Conduct a Senior Member recognition program. List advancements to Senior Member grade in the Power Engineering Review. Mail names of the new Senior Members to the appropriate Chapter Representatives in order to congratulate each member on his attainment.

Submit reports on the past six months and the future six months activities of the committee before each PES Summer & Winter Meeting.

UNIVERSITY RELATIONS
SUBCOMMITTEE

RESPONSIBILITIES:

The Membership University Relations Subcommittee Chairman shall be responsible for promoting PES membership among University faculty and students, under the general direction of the Membership Committee Chairman.

DUTIES:

Serve as the Liaison between PES and the Power Engineering Education Committee.

Works with the editorial staff of "Potential" magazine in order to promote membership in the Power Engineering Society and general interest in power engineering.

Works closely with the chairman of Student Affairs Subcommittee.

Submits reports on the past six months and the future six months activities of the Committee, before each PES Summer & Winter Meeting.

STUDENT AFFAIRS
SUBCOMMITTEE

RESPONSIBILITIES: The Membership Student Affairs Subcommittee Chairman shall be responsible for promoting PES Membership among students under the general direction of the Membership Committee Chairman.

DUTIES: Promote membership among students by programs such as talks, seminars, papers, prizes, membership contests and incentive programs.

Show students the benefits of joining PES by the means of slide shows, talking, etc.

Work closely with the Chairman of University Relations Subcommittee Chairman.

Write quarterly articles for students to be published in the "Review" and "Potentials" magazines.

Submit reports on the past six months and the future six months activities of the committee before each PES Summer & Winter Meeting.

DIVISION VII REPRESENTATIVE

ON IEEE RAB MEMBERSHIP

DEVELOPMENT COMMITTEE

Performs liaison duties between Chapters Council and the IEEE RAB Membership Development Committee.

APPENDIX A

IEEE-PES

CHAPTERS COUNCIL AWARD

This award is established in order to give deserved recognition to volunteer personnel who make exceptional contributions to the successful operation of the Chapters Council. The award will be made on an annual basis at the PES Summer Meeting, and will consist of a plaque honoring these outstanding individuals.

The award will be presented to individuals typified by the following statement: "He or she did an outstanding job but went about it quietly, not seeking personal publicity or recognition." This type of individual is invaluable in a volunteer organization. Since, in any given year, there is no guarantee that an organization will be fortunate enough to include such an individual, it is not proposed that the award be made automatically each year. On the other hand, there may be occasions when more than one individual is worthy of the award the same year. In such cases, a maximum of two awards would be given during the activity year. More than two awards in the same year would tend to dilute its significance.

NOMINATIONS

All active members of the Chapters Council and all immediate past members shall be eligible for nomination for this award. Nominations are to be made by Chapters Council officers, committee and subcommittee chairpersons or committee officers and given to the Awards Committee by December 31 of each year. The Awards Committee shall judge these nominations and make recommendations of winners to the Chapters Council Chairman for approval.

APPENDIX B

CHAPTERS REPRESENTATIVE ITEMS

a) Objectives

The Chapters' Representative shall promote ties between the local Chapter and the PES, provide assistance to the local Chapter as needed, encourage Chapter membership development and advancement and technical program activity, initiate formation of new Chapters, maintain "close communications" with the local Chapters and the PES Chapters Council, and represent the Chapters at all Chapters Council activities.

b) Duties

The Chapters' Representative shall discharge his/her responsibilities by timely and effective execution of his/her objectives which include the following duties:

Welcome new Chapter Chairmen, acquaint them with the PES organization, its objectives and procedures, offer your assistance and that of the then PES council units, ensure new chairmen have copies of the Chapter's Resource Manual.

Maintain frequent personal contact with each chapter, keeping informed of its activities and operations.

Function as a member of the Chapter Council Secretary's staff in securing prompt and effective reporting of chapter activities, status of Chapters and changes in Chapter officers, addresses and telephone numbers.

Obtain data on section organization and officers in area of responsibility for use as needed in encouraging new chapter formation, revitalizing of inactive Chapters or Chapters in difficulty.

Participate with other Chapter Council units as the local coordination of all activities sponsored by these units.

Nominate a Chapter(s) for the Outstanding Chapter Award contest.

Attend the Chapters Council meetings at the PES Winter and Summer Meetings, obtain the proxy from all Chapters whose chairman or official representatives cannot attend.

Follow and implement the actions on the calendar for Chapter Representatives Action.

APPENDIX C

CALENDAR FOR CHAPTER REPRESENTATIVE

Establish deadline date for mailing article to PES Review Editor nominating your Outstanding Chapter and mark the calendar.

- January 2 Mail summary of Chapter Activity Reports, changes to the CRA and CCA lists and Chapter PES Winter Meeting attendance plans to the Secretary of the Chapters Council.
- January Attend PES Winter Meeting.
- Feb. 15 Advise the Secretary and the Chairman of the Chapters Council of any Chapter Chairmen who would be suitable candidates for Chapter Representative for the following activity year.
- March 20 Review PES Winter Meeting items and send any interpretive comments deemed appropriate to Chapter Chairman.
- * Early in the chapter year, nominate your Outstanding Chapter for the Outstanding Chapter Award. Refer to OCA Instructions and Criteria. Note: Nominating Article must be mailed before March 20, Chapter Chairman's data mailed by April 1.
- May 15 Initiate Chapter Activity reports (Jan.-June) and PES Summer Meeting attendance plans to the Secretary of the Chapters Council.
- Obtain names, addresses, phone numbers of all new and continuing Chapter Chairmen for PES Roster for the following year, and mail to the Secretary of the Chapters Council.
- June 10 Request Past Chapter Chairman's pins from the Secretary of the Chapters Council for mid-year outgoing Chapter Chairmen. (Need full name, membership grade, and term of office of past Chairman.)
- Mail summary of Chapter Activity reports, changes to CRA and CCA lists, and Chapter Chairmai's PES Summer Meeting attendance plans to the Secretary of the Chapters Council.
- July Attend PES Summer Meeting.

- August 15 Advise the Secretary and the Chairman of the Chapters Council of any outstanding Chapter Chairmen who would be suitable candidates for Chapter Representatives for the following activity year.
- Sept. 10 Review PES Summer Meeting items, send any interpretive comments deemed appropriate to Chapter Chairmen.
- Oct. 1 Advise the Secretary of the Chapters Council of any appropriate candidates for Chapters Council Committee memberships or Technical Council Committee memberships.
- Nov. 30 Initiate Chapter Activity reports (July-Dec.) and PES Winter Meeting attendance plans for receipt by you by January 2.
- Obtain names, addresses, phone numbers of all new and continuing Chapter Chairman for PES Roster for tile following year and mail to tile Secretary of the Chapters Council.
- Jan. 2 Request past Chapter Chairman pins from the Secretary of the Chapters Council for end of year outgoing Chapter Chairmen. (Need full name, membership grade, and term of office of past Chairman.)

APPENDIX D

CALENDAR FOR CHAPTER CHAIRMEN (IN COORDINATION WITH CHAPTERS REPRESENTATIVES)

- Nov. 15 Report to Chapter Representatives and the Secretary of the Chapters Council, the names of the incoming Chapter officers (for January to December Chapters).
- Dec. 22 Request past Chairman pin from Chapters' Representative, giving name, grade, and dates of chairman's term.
- Send past six month's Chapter Activity Report to Secretary, Chapters Council, with copy to Chapters Representative. Identify Chapters plans for attending Chapter Council meetings at PES Winter Meeting.
- Late Jan. Attend Chapter Council Meeting and Luncheon and PES General
or early membership Meeting at PES Winter Meeting.
February
- February 1 Report on previous year's membership contest results (number and percent increase) to Chapter and prepare program for new year's contest.
- March 1 Data for the Nominated Chapter for the Outstanding Chapter Award contest must be submitted to the Outstanding Chapter Award Selection Subcommittee Chairman by April 1.
- Encourage Chapter members to apply for the IEEE Congressional Fellow Program. Obtain applications from Chairman, Congressional Fellows Endorsement Subcommittee.
- April 15 Report to Chapter Representatives and the Secretary of the Chapter Council, the names of incoming Chapter officers (for July to June Chapters).
- * Write article for PES Review on successful chapter activities.
- * Identify potential candidates for Chapter Representative and PES Committees - including Technical Committees.

June 1 Request past Chairman lapel pin from Chapters Representation, giving name, grade and dates of Chairman's term.

Send past six months chapter Activity Report to Secretary, Chapters Council, with copy to Chapter Representative (Forms PES CCI or CC2). Identify Chapter's plans for attending Chapter's Council meetings at PES Summer Meeting.

Mid-July Attend Chapters Council Meeting and Luncheon and PES General membership meeting at PES Summer Meeting.

APPENDIX E

CALENDAR FOR OFFICERS OF CHAPTERS COUNCIL

Abbreviations Used:

CC	Chapters Council	C	Chairman
CP	Chapters Prog.& Res. Committee	VC	Vice Chairman
MC	Membership	S	Secretary
OC	Operations Committee		
CO	Chapters Council Operations		
CF	Congressional Fellows Endorsement SC		

(ACTIVITY YEAR: JAN 1 TO DEC 31)

<u>Deadline Date</u>	<u>Responsible Party</u>	<u>Action</u>
Jan1	CC VC	Invitations to Operations Committee meeting and PES Winter Meeting with agenda.
	CC S	Invitations to Chapters Council meetings at PES Winter Meeting with agenda
	MC C	Invitations to Membership Committee meeting at PES Winter Meeting with agenda.
	MC	Prepares interpretive report on PES membership levels, mails to Chairman of Chapters Council.
	MC C	Mails membership contest information to Chairman of the Chapters Council for award presentation at PES Winter Meeting.
Jan. 10	CC S	Receives Chapter Representative reports, prepares summary for PES Winter Meeting, mails to Vice Chairman of the Chapters Council. Mails welcome letter prepared by Chairman to new Chapter Chairman and Chapter Representatives.
Jan. 15	CC VC	Prepares Chapters Council report for PES Winter Meeting, mails to Chairman and Secretary.
	MC C	Prepares Chapters Council report for PES Winter Meeting, mails to Chairman Secretary and Vice Chairman
	CC S	Provides updated list of Chapters' Representatives and Chapter Chairman to IEEE headquarters for revision of PES Exec. Bd. & Chapters Council Roster.
Jan. X		PES WINTER MEETING

<u>Deadline Date</u>	<u>Responsible Party</u>	<u>Action</u>
Feb. 15	CC VC	Chapters Council status report and action plans to the Officers.
Feb. 20	CF C	Coiigressions Fellows Application to Selection Bd. for Review.
Feb. 27	CC S M	Prepares and mails draft copy of minutes of PES Winter Meeting to tile Officers with March I response deadline. Prepares and mails draft copy of minutes of PES Winter Meeting to the Officers.
Mar. 1	OC C CC S	Prepares and submits to the Chairman of the Chapters Council a list of candidates for Chapters' Representative to replace those whose term expires at end of current year. Provides updated list of Chapters' Representatives and Chapter CHairman to IEEE Headquarters for revision of PES Exec. Bd./Council Roster. Mails to Chapter Representative a brief summary of PES Winter Meeting administrative activities with specific recommendations for follow-up action.
Mar. 15	CC S MC S	Causes mailing of minutes of Chapters Council meetings at PES Winter Meeting to mailing list. Causes mailing of minutes of Membership Council meeting at PES Winter Meeting to mailing list.
Mar. 31	OC C CC C CC VC CC S	Endorsement of Congressional Fellow to IEEE-U.S. ActivitiesBoard Office. Sends list of candidates for Chapter Representative election to Nominations & Appointments subcommittee. Arranges Chapters Council Operations meeting at PES SummerMeeting. Arranges date, time, meeting room for all Chapters Council meetings and Chapter Chairman Luncheon at PES Summer Meeting. These meetings are to be scheduled as follows:
		CP meeting Tuesday AM
		CC luncheon Wednesday Noon
		CC meeting Wednesday AM
		CO meeting Wednesday PM

	MC	Arranges date, time, meeting room for Membership Council meeting at PES Summer Meeting.
Apr. X	CC C	Attends Exec. Bd. Meeting, reports pertinent highlights to the Officers.
Apr. 15	MS SC	Contacts PES faculty members to encourage students to transfer to regular IEEE and PES Membership.
	OC C	Secure supporting information from Chapters for Outstanding Chapter Award, compiled and mailed (with copies of nominating articles from May through April Newsletters) to judging panel.
May 1	CP C	Secure appropriate approval for major revisions and initiates mailing of Chapters Resource Manual revisions prior to transfer to incoming Chapter Chairmen.
	OC C	As chairman of judging panel for Outstanding Chapter Award, polls panel, selects winning Chapter and announces to the Officers and Awards & Recognition Subcommittee.
	CC S	Remind Chapter Representatives of need to secure from Chapters: activity reports Jan-June, PES Summer Meeting attendance plans and data on Chapter Chairmen taking office in June.
May 15	CC S	Issues invitations to Chapters Council meetings at PES Summer Meeting with June 10 response deadline.
	OC C	Prepares and mails Review article on Outstanding Chapter Award winner to Editor for August issue. Prepares and mails succinct paragraph on same for Awards Luncheon program to Awards & Recognition Subcommittee Initiates preparation of Award banner and certificate.
June 15	CC VC	Invitations to Chapters Council Operations meeting at PES Summer Meeting with agenda.
	CC S	Invitations to Chapters Council meetings at PES Summer Meeting with agenda.
	MC C	Invitations to Membership Committee meeting at PES Summer Meeting with agenda.
	CC S	Receives Chapter Representative reports, prepares summary for PES Summer Meeting, mails to the Vice Chairman of the Chapters Council.
	CC VC	Provides updated list of Chapter Representatives and Chapter Chairmen to IEEE headquarters for revision of

	MC C	ES Exec. Bd. & Chapters' Council Roster. Prepares interpretive report on PES membership levels, mails to Chairman of Chapters' Council.
July 1	CC VC	Prepares Chapters Council report for PES Summer Meeting, mails to Chairman & Secretary of Chapters Council.
	MC C	Prepares Membership Committee report of PES Summer Meeting, mails to Chairman of Chapters Council.
	CC C	Prepares preliminary budget for next year.
	MC C	Prepares preliminary budget for next year.
July 5	CC C	Prepares welcome letter to new Chapter Chairmen and Chapter Representatives.
July X		PES SUMMER MEETING
	MC C	Recommends next year's committee officers and members to Chairman of the Chapters Council.
Nov. X	CC C	Attends Exec. Bd. Meeting, reports pertinent highlights to the Officers.
Nov. 15	CC S	Requests from Chapter Representatives: name, addresses, and phone number of all new and continuing Chapter Chairmen for listing in PES Organization Manual and Membership Directory. Chapter Representatives should be encouraged to make strenuous efforts to furnish this data prior to December.
	CC S	Reminds Chapter Representative of need to secure from AC: activity reports July-December, PES Winter Meeting attendance plans.
	CP C	Mails to Chairman of the Chapters Council: names, address, phone numbers of all committee officers and names and towns of all committee members. Copy to PES Secretary.
	MC C	Mails to Chairman of the Chapters Council: names, address, phone numbers of all committee officers and names and towns of all committee members. Copy to PES Secretary.
	CC S	Issues invitations to Chapters Council meeting at PES Winter Meeting with December 10 response deadline.
	CC VC	Secures names of retiring committee officers for Appreciation Certificates; forwards to Chairman of

Chapters Council.

Nov. 20	CC VC	Mails Roster to Chapters Council officers.
Dec. 1	CC C	Confirms to PES Secretary data on committee officers and members by this date.
	CC C	Mails information on Certificates of Appreciation to Chairman, Recognition Committee.
Dec. 15	CC C	Prepares welcome letter to new Chapter Chairman and Chapter Representatives.
	MC C	Reports winning Chapter of Membership Contest. Initiates preparations of awards for presentation at PES Winter Meeting.
	CC S	Provides updated list of Chapter Representatives and Chapter Chairmen to IEEE Headquarters for revision of PES Exec. Bd. & Chapters Council Roster. Copy to PES Secretary and Editor, PES Organization Manual and Membership Directory.
Dec. 30	CC S	Has finished efforts to secure any missing information on Chapter Chairmen who will be in office on January 1 (both continuing and newly elected Chairmen), including name, address, and phone number, and confirmed these data to PES Secretary and the Editor of the PES Organization and Membership Directory.

CHAPTER CHAIRS AND CHAPTER REPRESENTATIVES:

YOUR CHAPTER COULD RECEIVE THE 1995 POWER ENGINEERING SOCIETY OUTSTANDING CHAPTER AWARD

The PES Outstanding Chapter Award (OCA) is awarded each year to the PES chapter that is judged as having provided its membership with the best overall set programs and activities. The chapter receiving the award will be recognized for achieving excellence in its chapter's operation at the 1995 PES Summer Meeting in Portland, Oregon, in July 1995. Sound interesting? **Read on.**

For a chapter to be considered, it must be nominated by its chapter representative. The nomination must be formatted for inclusion as an article in the PE Review prior to **March 20 1995**. For your information, you'll find attached an example of an OCA nomination and a detailed description of the Outstanding Chapter Award, including rules, guidelines, and suggestions on reporting formats. Please note, as documented in the attached information, that the OCA selection process has been designed to allow large and small chapters to compete on an equal basis. Also, please note that additional points can now be earned for establishing or supporting an active student chapter of the PES.

If you think your chapter or a chapter in your area has had a successful year, then by all means read the attached information and start working on the OCA nomination article **TODAY**. Remember, come July 1995, it could be your chapter that is recognized.

If you have any questions, please contact the Chairman of the OCA Selection Subcommittee, Keene Matsuda, at Parsons Brinckerhoff ES, 303 Second Street, Suite 850N, San Francisco, CA 94107, (415) 281-8707.

POWER ENGINEERING SOCIETY OUTSTANDING CHAPTER AWARD

DESCRIPTION

Each year the Power Engineering Society Outstanding Chapter Award is given to the chapter that is judged to provide the greatest overall contribution and service to its members in the following categories:

1. Technical Activities
2. Societal Activities
3. Membership Advancement, Fellow Nominations and Awards
4. Enlistment of New PES Members

The award consists of an appropriately prepared Outstanding Chapter Award banner complete with the name of the winning chapter. This banner is useful and suitable for display at any chapter meeting, as well as at any local membership drives. In addition, the winning chapter officers are presented with handsomely framed certificates in recognition of their outstanding leadership.

MODE OF PRESENTATION

Presentation of the award is made at each PES Summer Meeting. The Outstanding Chapter Award framed certificate is presented by the President of the Power engineering Society to the winning Chapter Chair at the Awards Luncheon. The OCA banner is presented to the winning chapter officers by the Chairman of the PES Chapters Council at the Chapters Council luncheon. In addition, officers of nominated chapters are presented certificates, with the Chapter Chair receiving a framed certificate.

An article provided by the Chapters Council will be published in the PE Review shortly after the PES Summer Power Meeting to pay additional recognition to the winning chapter.

SELECTION

Make-Up of the OCA Selection Subcommittee

The OCA Selection Subcommittee shall consist of the following PES Chapters Council officers:

1. Chairman, Chapters Council
2. Vice-Chairman, Chapters Council
3. Chairman, Chapters Program and Resource Committee
4. Vice-Chairman, Chapters Program and Resource Committee
5. Chairman, Membership Committee
6. Chairman, OCA Selection Subcommittee

List of Criteria

A. The criteria for selecting the chapter best qualified to receive the Outstanding Chapter Award will be based on the following requirements. The chapter must:

1. Be nominated through submittal of a suitable Outstanding Chapter Award article in the *PE Review* by its Chapter Representative prior to the established March 20, 1995 deadline. Copies of the article should be sent to the Chairman of the OCA Selection Subcommittee and the Vice Chairman of the Chapters Council.

Editor, *PE Review*

C. J. Essel
5969 West 76th Street
Los Angeles, CA 90045
(310) 645-3380
(310) 410-9637 (fax)

Chairman, OCA Selection Subcommittee

Keene M. Matsuda
Parsons Brinckerhoff ES
303 Second Street, Suite 850N
San Francisco, CA 94107
(415) 281-8700
(415) 281-8707 (fax)

Vice Chairman, Chapters Council

Bernard M. Speckman
Pacific Gas and Electric Company
77 Beale Street, Room 2395
P.O.Box 770060
San Francisco, CA 94117
(415) 973-2875
(415) 973-9176 (fax)

2. Provide service to its members in the technical area. This service will be measured by activities in both of the following areas:
 - a) A technical program offering at least four meetings with technical subjects of interest to its members.
 - b) An educational program offering at least one tutorial, short course, lecture series, or other activity directly related to the tutorial education of its members.

3. Provide service to its members in the societal area. This service will be measured by activities in both of the following areas:
 - a) Organized activity relative to the public, engineering community, and/or chapter membership. This activity should include the promotion of improved communication, the dissemination of technical information to a broad non-technical audience, or involvement of engineers in non-technical society activities. This would include demonstrated activity in PES Volunteers, PES Public Affairs, or leadership in IEEE Section activities concerning matters oriented to the public. It would also include activity to improve communications with chapter membership, to promote the development of the engineering profession, and to recognize the service of the chapter and its members.
 - b) Organized activity relative to students. This includes demonstrated activity with respect to IEEE Students Branches at the college level and/or with students in grades K-12.
4. Promote membership advancement, Fellow nominations, and IEEE awards. This will be measured by evidence that the chapter has promoted recognition of their members for both of the following:
 - a) Advancements in IEEE grade.
 - b) Nominations for a technically oriented IEEE award.
5. Enlist new members in the chapter.
6. Submit six copies of a report to the OCA Selection Subcommittee Chairman reviewing the Chapters performance in each criteria listed above prior to April 1, 1995.
7. Not have won the OCA for the immediate three successive preceding years.

Note: The OCA selection criteria has been designed with the intent to allow chapters regardless of size to compete on an equal basis. This intent is reflected in the overall design of the criteria, including specific adjustment of scores based upon chapter size for criteria items a, 2b, 4a, 5.

- B. The criteria to be used by the Chapter Representative for nominating a chapter for the Outstanding Chapter Award shall be based upon the following requirements. The chapter must:

1. Have demonstrated a high level of performance in previous years, in each of the areas covered by the criteria for selection, which demonstrates a potential of achieving the Outstanding Chapter Award.
2. Have initiated a plan for the current year which establishes goals and objectives in each area of the selection criteria toward achieving the Outstanding Chapter Award. These goals and objectives should subsequently be documented in the report submitted by the Chapter Chair as described in item A.6 above.
3. Assign a staff with the responsibility to implement these plans and achieve results.

Procedure

The Chapter Representative **must** submit an article, nominating a chapter, to the Editor of the *PE Review* in time for publication in an issue dated between September of the competition year (1994) and May of the award year (1995). Therefore, the last permissible date for receipt of an article by the Editor is March 20, 1995 (to be accepted for publication in the May 1995 issue). A copy of the nominating article must also be sent to the OCA Selection Subcommittee Chairman and the PES Chapters Council Vice Chairman.

Submittal of the article should be made as early as practicable. The Chapter Representative article in the *PE Review* should open with the following statement:

The _____ Chapter is nominated for their performance during the calendar year 1994 under the leadership of Chapter Chair _____ .
(The official OCA Chapter Chair is the chair of record as of December 31, 1994. Recognition can be given, however, to all Chapter Chairs serving during the calendar year.)

To assist the OCA Selection Subcommittee in selecting the winning chapter, the Chapter Chair shall provide a brief report (plus five additional copies as specified under item 6, above) to the Chairman of the OCA Selection Subcommittee shortly after the chapter has been nominated for the Outstanding Chapter Award. This report should review the chapter's performance in each area listed in the selection criteria above for the period covered by the award and must be postmarked no later than April 1, 1995.

The nominated chapter with the highest total evaluation will be judged the winning chapter. In the event of a tie, the actual point total awarded by each judge will be used to determine a clear winner. The current (and still first) method for determining the winner of the OCA competition is to use the ranking of chapters by each judge, i.e. 1st, 2nd, 3rd, etc. The ranking method is used to eliminate any biases between judges in terms of how liberally, or how stingily, each judge awards actual points.

CHALLENGE TO ACTION

Having committed chapter officers and committees Chapter Representatives is the first step toward winning the Outstanding Chapter Award. The next steps to be taken are generally as follows:

1. Know the requirements for the Outstanding Chapter Award.
2. Assign specific people for each criteria with responsibility for goals and objectives.
3. Organize and dedicate the chapter to "win."
4. Establish deadlines and periodic reviews.
5. Implement and follow through.
6. Keep the Chapter Representative well informed of all activities.

Finally give this award your best effort. With over 120 chapters, what an honor it will be to be selected as the ***Outstanding Chapter!*** But even more important, you will be justly proud of serving your members well.

PES Chapters Department

July 11, 1977

PES Chapters Department Revised:

March 15, 1980

January 25 1982

PES Chapter Council Revised:

January 28, 1983

February 5, 1986

December 23, 1987

October 12, 1988

January 4, 1989

January 19, 1990

January 4, 1992

November 11, 1992

December 28, 1993

November 27, 1994

**POWER ENGINEERING SOCIETY
OUTSTANDING CHAPTER AWARD
SUMMARY OF EVALUATION GUIDELINES**

The OC. description identifies the general activity for each of the seven categories or criteria. Although a number of criteria have a minimum level of activity, the evaluation procedure provides for performance which exceeds this minimum. On this basis, a median or midpoint score (5 point evaluation would provide a base upon which credit can be added for good performance and reductions made for below criteria performance. Point evaluation cannot exceed 10 for any one criteria or be a negative value. The following guideline is based upon this premise and provides a more detailed description of the OC. point evaluation system.

DEFINITIONS

Criteria 1 Nomination Article - Submitted by Chapter Representative

Requirement - Article submitted to Editor of the *PE Review* with copies to both the OC. Selection Subcommittee Chairman and PES Chapters Council Vice Chairman before the March 20 deadline =5 points. This requirement must be met for a chapter to be considered for the OC.. (Additional points can be earned for quality and adherence to the recommended format up to a maximum of 10 points total.)

Criteria a Technical Program

May consist of meetings, tours, or full or ½ day conferences. Tours will be considered as ½ meeting credit for each tour. Full day conferences (if chapter organized and run) are considered as two meetings. Programs cannot receive credit under more than one criteria, i.e., a public affairs meeting should be listed under public affairs only (criteria 3a) a tutorial as education (criteria 2b), add a student program or meeting as a student activity (criteria 3b).

Minimum requirement - 4 technical meetings =5 points. (Additional points can be earned for additional meetings and quality of program up to maximum of 10 points total.)

Criteria 2b Educational Program

May consist of multi-session courses, full day or several day seminars or tutorials chapter organized and run home study programs offering technical training.

Minimum requirement - 1 educational program =5 points. (Additional points can be earned for additional programs and quality of programs up to a maximum of 10 points total.)

Criteria 3a Public Affairs Program

May consist of meetings open to the public on national and local public affairs issues, activities advocated by the Public Affairs Department, section activities oriented toward the public, activities interfacing with the news media and legislators on PES issues, activities to advance the engineering profession, or improve communication with chapter membership.

Minimum requirement - 1 demonstrated activity = 5 points.
(Additional points can be earned for additional activities and quality of program up to a maximum of 10 points total.)

Criteria 3b Student Activities Program

Student activities must be demonstrated to be oriented toward service to electrical engineering students or prospective EE students (grades K-12) with the object of encouraging careers and enhancing the PES image.

Minimum requirement - 1 demonstrated activity = 5 points. (Additional points can be earned for additional activities and quality of activities up to a maximum of 10 points total. Up to 5 points can be earned for establishing and/or supporting an active student chapter of IEEE/PES.)

Criteria 4a Advancements - Data provided by PES Membership Committee

Scoring (no minimum requirement) - 1 point for each 0.4% of membership advanced (Additional points can be earned for demonstrated advancement program if sufficiently documented in the chapter chair's report up to a maximum of 10 points total.)

Criteria 4b Nominations

Must be for a technical (not service) award of an IEEE or PES entity. Fellow award nominations are included in this category. Credit is given for nominations for awards - award need not have been approved.

Minimum requirement. - 1 nomination = 5 points. (Additional points can be earned for demonstrated program or additional nominations.)

Criteria 5 Member Development - Data provided by PES Membership Committee

Minimum requirement - 32% of PES Membership Contest quota, or 2 points. (The PES Membership Contest quota is a 9% increase in chapter membership.)

The average of the prior two year's total chapter membership on December 31 shall be used as the basis for calculation.) Scoring = 1 point for each increase in membership equal to 16% of the PES Membership Contest quota, 2 points for 32% of the quota, etc. (Additional points can be earned for **formally** entering the PES Membership Contest and demonstrating membership development program that includes encouraging engineers who have recently joined the field to become actively involved in PES activities at the local and national level up to a maximum of 10 points total.)

Criteria 6 Chapter Chair's Report

Minimum requirement - submittal of report = 5 points. (Additional points can be earned for completeness and quality of report up to a maximum of 10 points total.)

Note: Suggestions for organizing report are attached.

WEIGHTING FACTORS

Each of the nine specific criteria listed above has a maximum score of 10 points. A chapter's final score is determined by adding these scores after they have been multiplied by the following weighting factors:

1	Nomination Article	0.3
2a	Technical Program	2.0
2b	Educational Program	1.5
3a	Public Affairs Program	1.0
3b	Student Activities	1.5
4a	Advancements	1.0
4b	Nominations	1.0
5	Membership Development	1.0
6	Chapter Chairs Report	0.3

Based upon a maximum of 10 points per criteria and the weighting factors listed above, the maximum score is 91 points.

**POWER ENGINEERING SOCIETY
OUTSTANDING CHAPTER AWARD
SUGGESTIONS FOR ORGANIZING CHAPTER REPORTS**

The participating chapters can help the OC. Selection Subcommittee to be more fair and objective in the judging process by complying with the following suggestions when submitting their reports:

1. Organize the report in sections that follow the same order of activities as outlined in the instructions, i.e., a) article submitted to *PE Review*, b) summary of technical Meetings, c) summary of educational program, etc. (See attached suggested report outline.)
2. Include only pertinent information, i.e., meeting flyer notification, program and activity descriptions, relevant correspondence and backup information, etc. (Please do not overwhelm the judges by attaching irrelevant or subjective material.)
3. Add to the beginning of each section a short summary describing the corresponding activities results and why, in the chapter's opinion, it is considered that the results were good, bad, or indifferent.
4. Explain why the chapter failed to meet the minimum OC. criteria in some activities, if applicable.
5. For those criteria that allow additional points to be awarded based upon a demonstration program (advancements, nominations, and membership development), the chapter report must describe these programs in some detail in order to receive additional points.

Note: Activities should be designated as applying to one and only one scoring criteria. For example, a chapter meeting addressing an environmental issue could potentially be considered as a technical or public affairs activity. The submitted report should clearly indicate which scoring criteria the activity is to be considered under (technical or public affairs) and should not include the meeting under both criteria (technical and public affairs) . If a single activity is listed in two or more criteria, then no points will be awarded for that activity in all of the affected criteria, i.e., the activity will be considered a non-activity.

PES Chapters Department
July 11, 1977

PES Chapters Department Revised:
March 15, 1980
January 25, 1982

PES Chapters Council Revised:

January 28, 1983

February 5, 1986

December 23, 1987

October 12, 1988

January 4, 1989

January 19, 1990

January 18, 1991

November 11, 1992

December 28, 1993

November 27, 1994

**POWER ENGINEERING SOCIETY
OUTSTANDING CHAPTER AWARD
SUGGESTED REPORT OUTLINE**

<u>Section</u>	<u>Topic</u>
1	Chapter Chair's Transmittal Letter
2	Summary
3	Nomination Article
4	Technical Program
5	Educational Program
6	Public Affairs Program
7	Student Activities
8	Advancements
9	Nominations
10	Membership Development
11	Additional Activities/Information

**POWER ENGINEERING SOCIETY
OUTSTANDING CHAPTER AWARD
POINT EVALUATION GUIDELINES
(Prior to Weighting)**

<u>Criteria</u>	<u>Point Award Description</u>	<u>Points</u>
1	<u>Nomination Article</u>	
	Submitted to <i>PE Review</i> & OC. Chairman	5
	Copy to PES Chapters Council Vice Chairman	1
	Opening Statement Conforms	2
	Quality	2 max
	Late Submittal (deduct 1 point per week)	-
	Total	10 max
2a	<u>Technical Program</u>	
	Four (minimum) Technical Meetings	5
	Points for Additional Meetings:	5 max
	-Chapters Under 200 Members = 1 point/mtg # of mtgs x 200	
	-Chapters Over 200 Members = ----- # of members	
	Quality	2 max
	Total	10 max
2b	<u>Educational Program</u>	
	One (minimum) Educational Program	5
	Points for Additional Programs:	5 max
	-Chapters Under 200 Members = 1 point/pgm # of pgms x 200	
	-Chapters Over 200 Members = ----- # of members	
	Total	10 max
	3a	<u>Public Affairs Program</u>
One (minimum) Public Affairs Activity		5
Additional Activities = 1 point/activity		-
Quality		2 max
Total		10 max
3b	<u>Student Activities Program</u>	
	One (minimum) Student Activity	5
	Additional Activities = 1 point/activity	-
	Establishing an IEEE/PES Student Chapter	3 max
	Supporting an IEEE/PES Student Chapter	2 max
	Total	10 max

4a	<u>Advancements</u> # of members advanced x 250 Points = ----- # of members	- 2 max 10 max
4b	<u>Nominations</u> One (minimum) Nomination Additional Nominations = 2 points/nom Demonstrated Program Total	5 - 2 max 10 max
5	<u>Membership Development</u> (*) A x 6.25 Points = ----- (minimum = 2 points) B Where, A = Number of New Members B = 2 Yrs Avg of Membership Quota (9%) Formal Entrance in PES Membership Contest and Demonstrated Program Total	- 2 max 10 max
6	<u>Chapter Chair's Report</u> Report Submitted (6 copies Total) 7 Criteria Addressed = 1/4 point/criteria Completeness of Report Quality of Report Late Submittal (deduct 1 point per week) Total	5 1-3/4 1 2-1/4 max - 10 max

(*) These items to be completed by OC. Selection Subcommittee Chairman for each chapter nominated.

**PLEASE ADHERE TO SELECTION CRITERIA MINIMUMS
SHOWN IN SUMMARY OF POINT EVALUATION GUIDELINES.**

PES Chapter Council Revised:

- October 12, 1988
- January 19, 1990
- November 11, 1992
- December 28, 1993
- November 27, 1994

EXAMPLE

March 19,1993
Drew Bonthron
CHAPTER'S REPRESENTATIVE
REGION 2 SOUTH

The Baltimore Chapter is nominated for its performance for the Chapter Year (January 1992 to December 1992) under the Chairmanship of Paul J. Frey. Mr. Frey along with his Executive Committee are commended for providing an outstanding program and service to their members this past year. The Baltimore Chapter has continued in its tradition of providing excellent technical meetings and educational programs for their membership. In addition, the chapter has excelled in student activities, public affairs and membership recruitment in the past year.

Technical Program Activities

- Scheduled eight technical meetings on a variety of topics including Baltimore Gas and Electric Load Management programs, Substation Aesthetics and Neighborhood Acceptance, Brandon Shores Power Plant, TECOGEN (a "packaged" co-generation project), Open Access, PC Weather Systems, Smarthouse, and Integrated Digital Networks. The average attendance is approximately 40 persons per meeting. One of our meetings featured an IEEE Distinguished Lecturer.

Education Activities

- Presented a seven-week educational course The Art of Protective Relaying. This course had an attendance of 41.

Student Activities

- Held career presentations with the IEEE Student Chapters at the Johns Hopkins University, the University of Maryland - College Park and Morgan State Universities.
- Conducted one Annual Engineers' Week Dinner Meeting at the Engineering Society of Baltimore where talented Baltimore area high school students from twenty-two area schools had an opportunity to meet engineers and educators to learn about the engineering profession. The dinner meeting was highlighted by a presentation on the Hubble Space Telescope and several engineering related exhibits sponsored by both the Baltimore Chapter and local corporations.
- Participated in the Lovola College IEEE Student Branch committee panel discussion for the purpose of discussing engineering careers.
- Continued to provide scholarships (worth up to \$1,600 apiece) to two talented area high school students for college books and expenses. Student must pursue a degree in Electrical Engineering and become a Student Member of IEEE.
- Worked with the IEEE Section and associated societies to develop an Engineering Challenge project for kick-off in the Fall of 1992. This project is designed for area high school students and is geared towards Electrical Engineering fundamentals.

EXAMPLE

Public Affairs

- Provided volunteers to assist in the regional tests conducted by the National Society of Professional Engineers for Mathcounts Contest at the University of, Maryland - Baltimore County (UMBC).
- Coordinated a volunteer activity where members visited with the children at the Johns Hopkins Children Center during the holiday season. In addition member's donations were matched and a combined donation was made to the Children's Center on behalf of the Baltimore Chapter and its members.
- Provided volunteers for judging projects at three Baltimore Science Fairs; Broad neck High School, Towson State University and Morgan State University.
- The Baltimore Chapter organized the host committee for the Seventeenth PICA Conference held May 7-10, 1991 in Baltimore. The PICA Conference Final Report was completed and issued in January 1992.
- Approved four IEEE Entity Position Papers for distribution to the Engineers Council of Maryland for forwarding to Maryland politicians.
- Continued work for the Baltimore Chapter to host the 1996 IEEE PES Winter Meeting scheduled in Baltimore, Maryland.

New Members, Member Advancement and Nomination Activities

- Started an aggressive membership recruitment program. A total of 96 prospective members were identified and targeted for a mail and personal-contact campaign. In addition, IEEE T-Shirts were purchased by the Baltimore Chapter and awarded as an additional Incentive to join the IEEE Power Engineering Society.
- Started an aggressive Senior Member upgrade program. A total of 20 prospective upgrade candidates were identified and targeted for a mail and personal contact campaign. In addition, prospective members were offered assistance from a network of existing volunteer Senior Members in completing their applications.
- Actively pursued and endorsed the nomination of a candidate for Fellow Grade.

APPENDIX G

SCHEDULE OF PES REVIEW ARTICLES

<u>ARTICLE</u>	<u>ISSUES OF</u>	<u>MEMBERSHIP COMMITTEE</u>	<u>CHAPTERS PROGR. & RES. COMMITTEE</u>	<u>CHAPTERS COUNCIL</u>
Nov. 18	Jan.	Membership Development	Chapter Resource Manual- Topics of general interest from manual("How to" articles)	Congressional Fellow Program announcement
Dec. 18	Feb.		Social Implications	
Jan. 18	Mar.	Membership Contest - Results		Congressional Fellow Final Report
Feb. 18	Apr.	Membership Statistics - End of year data.	Chapters Program & Resources Committee Activities - report on PES Winter Meeting.	ChaptersCouncil Report
Mar. 18	May	1 Student members - Retention in PES 2 Senior member upgrading requirements & development		Chapter Activities or Interest by Chapter Representative or Chairman (program, awards public affairs)
May 16	July	Membership	Chapter Program & Resources Committee and organization (Role of Chapter Representative, etc.)	Congressional Fellow- Announcements recipients if PES members
June 18	Aug.	Membership Development		Outstanding Chapter - announcement of winner

<u>ARTICLE</u>	<u>ISSUES OF</u>	<u>MEMBERSHIP COMMITTEE</u>	<u>CHAPTERS PROGR. & RES. COMMITTEE</u>	<u>CHAPTERS COUNCIL</u>
July 18	Sept.	Membership Contest - Standings at mid - year	Program Information available to Chapters	Chapters Council Award Announcement of winner Congressional Fellow mid-year Report
Aug. 18	Oct.	Student members - form new Chapters	Chapters Program & Resources Committee Activities Report on PES Summer Meeting	Chapters Council Report
Sept. 18	Nov.	Senior member	Chapter Activities of interest by Chapter Representative Chapter Chairman (program, awards, public affairs)	Congressional Fellow program announcement
Oct. 18	Dec.	University Relations	Chapter Development - forming joint Chapters	Outstanding chapter program announcement

Each Month or as available
New Senior Member
congratulations

APPENDIX H

PES CHAFFERS COUNCIL CORPORATE RECOGNITION PROGRAM

At each PES Chapters Council meeting, Chapter chairs report on the activities of their chapter. Many of the Chapter chairs mention that John or Jane Doe from the Power Related Company did something which made a difference in the Chapter's program.

To recognize these contributions, the PES Chapters Council has initiated a Corporate Recognition Program. Through this program Chapter Chairs may request a Certificate of Appreciation to be given to the "corporate sponsor" at a time and place chosen by the Chapter. This certificate will let the corporate sponsor know that the local Chapter, and the Power Engineering Society, appreciate what has been done.

Guidelines have been established as to when a Certificate of Appreciation should be given. It is suggested that certificates be requested upon the retirement or promotion of a person, who over a number of years, has been supportive of PES Chapter activities, for support of a special PES Chapter activity, such as a course, and for the support of a Chapter through the donation of funds, refreshments or other tangible objects.

To obtain a Certificate of Appreciation the attached form should be filled out and sent to the PES Chapter's Council Awards and Recognition Sub-committee chair at least six weeks prior to the award ceremony.

