

# PCIC

## PCIC BYLAWS

January 18, 2007

*The Institute of Electrical and Electronics Engineers, Inc.*  
*Industry Applications Society,*  
***Petroleum and Chemical Industry Committee***

## **A. Scope**

1. The Petroleum and Chemical Industry Committee (PCIC) is a committee established by the Industry Applications Society (IAS) of the Institute of Electrical and Electronics Engineers (IEEE). The PCIC reports to IAS through the Process Industries Department (PID).
2. The scope of the PCIC is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to production, refining and transportation of petroleum and chemical products.
3. The PCIC is the governing body for all its Subcommittees, Working Groups, Local Conference Committees, standards activities, and other ad hoc committees as appropriate.

## **B. Membership**

1. Membership in the PCIC is voluntary.
2. Prospective members shall be members of the IEEE and IAS. They shall be active in PCIC subcommittees and working groups and participate in the technical programs. Where appropriate, they shall have obtained their employer's approval to attend the PCIC annual meetings and participate in PCIC activities.
3. The membership of the PCIC shall consist of all members of the PCIC Advisory and Awards Subcommittee and individuals who have made substantial contributions to the successful operation of the committee. Subcommittee and working group officers are to be appointed to the PCIC by the PCIC Chair when they take office. Others who have demonstrated substantial contributions may be nominated by action of the Advisory and Awards Subcommittee. A&A shall consider such appointments at each of its regularly scheduled meetings.

Individuals who wish to be considered for membership may apply, in writing, to the PCIC Chair who will refer the request to the Chair of A&A. Such requests shall be acted upon at the next regularly scheduled A&A meeting. Each petitioner will be advised by the PCIC Chair as to the outcome of the request.

The names of acceptable applicants shall be submitted by the Chair for PCIC approval at the annual conference. Approval shall be by a simple majority vote of the PCIC members present.

4. The term of membership shall be for one calendar year. Subsequent terms shall be by appointment by the PCIC Chair. Membership shall be a reasonable balance, as defined by the IEEE Standards Board Bylaws and their Operations Manual, of petroleum and chemical industry users, producers, and general interest individuals with technical expertise in the industries. In general, any member who is absent or not excused by the Chair for two consecutive meetings, or who fails to participate in IEEE Standards balloting, will not be considered for reappointment. A member may submit to the PCIC Chair a written notice of an extended absence that demonstrates continued interest and activity in the PCIC.

## **C. Committee Work and Technical Papers**

1. All technical papers, committee work, working group and other component activities shall be directed towards fulfilling the PCIC scope.
2. The PCIC shall encourage potential authors to prepare suitable papers for presentation at an annual PCIC Conference. Consideration shall also be given to subsequent publication in IAS Transactions, IAS Industry Applications Magazine, and other IEEE publications.

## **D. Officers**

1. Officers of the PCIC shall be Chair, Vice Chair, and Secretary. All officers shall be members of the PCIC. The term of office shall be two consecutive calendar years. The term of office for Chair, Vice Chair and Secretary shall begin at the end of the annual fall meeting.

An incumbent shall normally not be eligible for election to the same office unless that office is being held by assumption or appointment to complete an unexpired term.

2. The candidates for Chair, Vice Chair and Secretary shall be nominated by the Advisory and Awards Subcommittee at the annual meeting preceding the new terms of office. Nominations may also be made by petition signed by at least 25 percent of the PCIC membership. All nominees shall obtain their employer's support and written approval before nomination.
3. When elections for officers are held at the annual meeting, all members of the PCIC who are present shall approve a Chair, Vice Chair, and Secretary by a simple majority vote.
4. The current PCIC Chair shall submit the PCIC's recommendation for Chair elect to the IAS Process Industries Department (PID) Chair who will appoint the PCIC Chair for the new term of office. If the appropriate appointing IAS Officer deems it desirable to remove an appointee from office, the appropriate appointing officer may do so. The officer may also make a new appointment for completion of that term.
5. If the office of Chair becomes vacant, the Vice Chair shall temporarily perform the duties of Chair. Within 60 days, the Advisory and Awards Subcommittee shall select a member of the PCIC to serve as Chair. The Chair select shall be submitted to the IAS PID Chair for confirmation. A&A shall submit replacement candidates for any vacant offices at the next annual meeting of the PCIC.
6. If the office of Vice Chair becomes vacant, the PCIC Chair shall appoint the Secretary to serve as Vice Chair until the next annual meeting.
7. If the office of Secretary becomes vacant, the Advisory and Awards Subcommittee shall within 60 days select a member of the PCIC for the Chair to appoint to serve until the next annual meeting.

## **E. Meetings**

1. PCIC meetings shall be held annually at the PCIC Conference. Members shall receive prior written notice and an agenda for all meetings conducted under the auspices of the PCIC.
2. The quorum necessary to transact the general business of the PCIC shall be 25 percent of the membership.
3. In transacting general business, a motion is passed if a majority of those present vote affirmatively.
4. To the extent practicable, all meetings of the PCIC, subcommittees, working groups and other components shall have a written agenda prepared and circulated to the members in advance of each meeting.
5. Minutes shall be prepared for each meeting. The minutes shall include attendance, a listing of substantial matters discussed, and any actions taken. Copies of the meeting minutes shall be mailed or made available electronically to all members of the committee, subcommittee, working group, or other PCIC component.
6. To the extent practicable, every subcommittee, working group or other component, shall be comprised of a reasonable balance of persons employed by the industry and those who serve or supply that industry. Every reasonable effort shall be made to ensure representation from each group at all meetings.
7. Except for solely administrative or managerial matters, no meetings of the PCIC, or any subcommittee, working group or other component shall convene where the interests associated with the persons in attendance are solely those of either supplier or user organizations.

## **F. PCIC Components**

1. The PCIC Chair shall establish all subcommittees and working groups and assignments necessary for the general operations of the PCIC. The PCIC Chair shall appoint Chairs, Vice Chairs, Secretaries, and members as required for the organizations to function effectively. IEEE and IAS membership are required for PCI Committee membership and for any office. IEEE/IAS membership is not required for subcommittee members, except for subcommittee officers. Appointments shall be made by the Chair's approval of the component membership lists and subsequent transmittal to IAS.
2. PCIC Subcommittees, working groups, liaison representatives and other components are outlined in the PCIC Operating Manual. The manual is a guide as to the general objectives and functions of each PCIC component.
3. Several administrative subcommittees are responsible for the general functions of the PCIC. These subcommittees presently include the Executive, Advisory and Awards, Awards Nominating, Emeritus, Facilities Planning, Financial, Historical, IAS Electrical Safety Workshop, Information Technology, Membership, Papers Review, Publications, Publicity, Standards, Tutorials, and Young Engineers Development.

4. Several technical subcommittees are responsible for obtaining technical papers and sponsoring the technical sessions of the annual conference. These subcommittees presently include the General Program, Chemical, Electrochemical, International, Marine, Production, Refining, Safety, and Transportation Subcommittees. They are coordinated by the PCIC Executive Subcommittee through the PCIC Vice Chair. The Local Conference Committee is responsible for printing the conference record. Tutorials at the annual conference are coordinated by the Tutorials Subcommittee.
5. A Local Conference Committee is responsible for the development, administration and completion of the annual conference. Further, it is responsible for all needs of the technical paper and tutorial sessions, meeting rooms for subcommittees and other components, and all other arrangements and functions of the conference. Each Local Conference Committee is responsible to and will be monitored by the PCIC Executive Subcommittee.
6. The IAS Electrical Safety Workshop Subcommittee is responsible for long term planning and support for the IAS Electrical Safety Workshop.

## **G. Amendment of Bylaws**

1. An in-person balloting of Bylaws changes requires a two-thirds approval of all members in attendance at a PCIC meeting. Members shall receive written notice of any proposed amendments to these bylaws at least 30 days in advance of the annual PCIC meeting.
2. Electronic Balloting for the PCIC
  - a) Electronic Balloting may be used for changes to the Bylaws of the PCIC except for those changes which would affect the structure and/or financial position of the IEEE-IAS PCIC. Electronic balloting may be used at times between the Annual Business Meetings if the Chair of the PCIC in consultation with either the Advisory & Awards Subcommittee or the Executive Subcommittee determines that it is necessary to make the change during this period.
  - b) The process will be as follows:
    - (1) An email shall be sent by the Chair of the PCIC to every member of the PCIC using the Blind cc (BCC) function. The email address shall be that on record within the PCIC Membership Database. For any emails that are returned as undeliverable, the Chair of the PCIC shall locate the phone number of record in the PCIC Membership Database and shall contact the member via phone to request an updated email address. If the attempt to contact via phone is unsuccessful, the member's vote shall be designated as an unreturned ballot. For those members of the PCIC that do not have an email listed, the Chair shall place a phone call to the phone number on record to request an email address. If the member has no email address, the Chair shall request that the member vote and comment via phone. If the attempt to contact via phone is unsuccessful, the member's vote shall be designated as an unreturned ballot. The Chair shall allow 30 days or more to return a vote and comment via phone or email.

- (2) Since not all email software has the ability to utilize “voting buttons”, they are not to be used.
- (3) All motions considered for electronic ballot shall include a concisely worded motion and sufficient background information to address anticipated questions from the voting pool. The PCIC Chair must use his/her best judgment to use electronic balloting only for actions and approvals deemed not needing debate or floor discussion. In addition, an explanation of why this change must be made prior to the next scheduled Annual Business Meeting must be included.
- (4) The body of the email shall request the recipient to reply to the sender with a response of “accept” or “reject” or “abstain”. The body shall also indicate that the recipient may include any comments they wish as part of the response.
- (5) A motion shall pass if 2/3 or more of a quorum of the membership of the PCIC (25%) returns an “accept” response.
- (6) At the end of the designated ballot period, the Chair shall review all votes received. If less than 25% of the membership of the PCIC has returned a vote, a reminder email shall be sent to the membership of the PCIC by the Chair of the PCIC.
- (7) If the 2/3 of a quorum “accept” response is not received within 60 days of the original email, the electronic ballot shall be withdrawn and the motion shall be presented at the next scheduled Annual Business Meeting.
- (8) The results of all electronic balloting conducted between meetings of the PCIC shall be recorded in the minutes of the next meeting of the PCIC.

**END BYLAWS**