



Operating Procedures
for
OpenSG Technical Committee

Version 1.12

Approved 04/17/2012



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52 **1. Document Control**

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54 **1.1. Change Record**

<i>Date</i>	<i>Author</i>	<i>Version</i>	<i>Change Reference</i>
	Gary Stuebing	0.1	Initial Draft based on discussions
7/14/09		0.2-0.5	Working drafts up to Columbus F2F
7/16/09	Chris Knudsen	0.6	Collected inputs for Columbus meeting
8/06/09	Phil Slack / Brent Hodges	0.6+	Inputs and suggested changes
8/11/09	Zahra Makoui	0.7-0.9	Formatting
8/17/09	Zahra Makoui	1.0	final updates from last call
8/18/09	Zahra/Chris	1.1	Further edits for items needing expansion
10/13/09	Chris Knudsen	1.2	Modifications based on discussions with Kay regarding membership and nomination process Name change to OpenSG Technical Committee (OpenSG TC)
10/22/09	Team	1.3	Minor edits to Sections 6.1, 9, 11.2, 11.3 modified during Knoxville F2F. Added sub-sections to Section 9 to distinguish OSGTC and WG/TC voting.
10/30/09	Chris Knudsen	1.4	Minor edits, clean up
11/03/09	Team	1.5	Edits per Kohrmann, Slack, Makoui, from call. Application of logos, version number, approval date.
12/17/09	Gary Stuebing	1.5	Updates to reflect standardization of org chart names.
01/05/09	Zahra Makoui	1.6	minor edits: changed "task group" to "task force"
5/3/10	Aaron Snyder Chris Knudsen	1.7a	§ 3.1 and 3.2 changed to match titles in documents § 6.1: changed language to permit any sub group chair to become an Observer Member § 7: changed heading from "Responsibilities Officers" to "Officer Responsibilities" § 9.1: quorum/voting privileges language; membership report language § 11.2: changed "Technica" to "Technical" Formatting: § 11.3 Grammar: § 5.1 Punctuation: § 4, § 5, § 5.1, § 7.2.2
07/19/2010	Aaron Snyder	1.8	Approved with 1.7a changes

<i>Date</i>	<i>Author</i>	<i>Version</i>	<i>Change Reference</i>
10/28/2010, 11/01/2010	Aaron Snyder, Group	1.9	Added marketing officer and related changes; changed nomination/voting period to max 21 days.
02/09/2011	Gary Stuebing	1.10	Changed 7.1 making the DRA eligible for officer elections.
4/26/2011	Group	1.11	1. Changed "voting member" to "full member" throughout 2. Changed language to align with UCAIug ExCom recommendations 3. added approved membership language in 9.1
6/9/2011	Aaron Snyder, Executive Committee	1.11	Changed language in 6.1 regarding percentage balance during Executive Committee call.
3/22/2012	Aaron Snyder, Gary Stuebing	1.12	Change in employment; one entity one position; nominees fewer than positions; officers from the same Full Member; number of DRA

55
56

57

58 2. Preface

59

60 Smart Grid Technical Standards are critically important to promote interoperability, increased competition,
61 and ease of implementation. These key principles will allow for mainstream market adoption of Smart Grid
62 Technologies which is important for utilities and other market participants to recoup infrastructure
63 investments, project costs and product development investments.

64

65 The goals of OpenSG Technical Committee (OpenSG TC), through open industry collaboration, are to
66 accelerate Smart Grid standards and technology development through the establishment of energy
67 infrastructure system requirements focusing on technical, economic and system reliability impact.

68

69 The OpenSG TC embraces the facilitation, recommendations and close coordination with standard
70 development organizations, as well as traceability through certification requirements. A well-thought-out,
71 well-executed and centralized effort is required to achieve this level of standardization in Smart Grid
72 technologies.

73

74 This document defines the policies and procedures to achieve these goals within OpenSG TC and its sub
75 groups. A two-thirds (2/3) approval by voting members of the OpenSG TC is required to modify this
76 document.

77 3. Hierarchy

78

79 OpenSG TC operates according to the following hierarchy of documents:

80

3.1. BYLAWS OF UCA USERS GROUP

81

3.2. UCA® International Users Group Charter Document

82

3.3. UCAlug Intellectual Property Policy Document

83

3.4. OpenSG TC Policy and Procedures Document [this 84 document]

85

3.5. Robert's Rules of Order (Revised)

86

87 Robert's Rules of Order (Revised) shall be followed for parliamentary matters not discussed in this
88 document or in superior documents.

89 4. Legal Accountability

90

91 The group will abide by all intellectual property policies of the UCAlug.

92 5. Working Group Responsibilities

93

94 Working groups shall provide and be responsible for the following actions. Each working group Chair and
95 Vice Chair shall be responsible for executing these functions. For the purpose of this document a working

96 group refers to any working group, sub working group, committee, subcommittee, task force, or ad-hoc
97 group formed to perform the charter of the parent working group.

98 **5.1. Provide a working group charter**

99 The Charter shall provide a business rationale for the development of requirements as well as name the
100 working group officers (Chair, Vice Chair, and Secretary).

101 **5.2. Submit a project schedule and a monthly status report to** 102 **OpenSG TC officers**

103 **5.3. Schedule meetings (in person or electronic) as appropriate,** 104 **based on an agenda distributed at least seven (7) days prior to** 105 **the meeting**

106 **5.4. Structure sub groups as necessary to execute charter**

107 **5.5. Track Voting members and ensure that votes are** 108 **representative of an eligible set of members.**

109 **5.6. Seek OpenSG TC approval for any of the following actions**

- 110 • Charter approval
- 111 • Formal Document Release (does not include drafts)
- 112 • Next lower level task force officers

113 **6. OpenSG Technical Committee**

114 **6.1. Membership**

- 115 There are two levels of OpenSG TC members. These include Full Members and Observer Members.
- 116 • Full Members have full voting rights in OpenSG TC activities. All Full Members with voting rights
117 shall be included when a determination of Quorum is required. Full Members shall have a
118 Designated Representative (DR) and a number of Designated Representative Alternates (DRA).
119 Each entity may only have one Full Member position on the OpenSG TC. "Entity" includes those
120 who have joined UCAIug as "individuals".
 - 121 • Observer Members are to be included in meetings. Observer Members do not have voting rights
122 and will not be included for Quorum. Observer Members may have an alternate.
123

124
125 Membership shall be determined by open nomination. If for any reason the Full Members of OpenSG TC
126 are less than the defined limit a nomination period shall be set by the OpenSG TC for new Full Members.
127 Active entity members of all OpenSGug sub groups with current voting rights may solicit nominations for
128 open seats on OpenSG TC. In the case where the number of nominations is fewer than the number of
129 open seats, the OpenSG TC may through majority vote accept those nominees as a group. All
130 nominations for membership in the OpenSG TC will be subject to review and elections of all sub group
131 active voting members. OpenSG TC shall establish an open period for both nominations and voting of no
132 less than three (3) calendar days and no more than twenty-one (21) calendar days. Approval by two-
133 thirds (2/3) of OpenSG TC Full Members and active sub group voting members shall be required for
134 ratification of OpenSG TC Full Members. In the event that a quorum is not reached within the prescribed
135 voting period then a quorum of the OpenSG TC Full Members may approve OpenSG TC membership
136 candidates.

137
138 Observer Members of OpenSG TC may be nominated and elected by a quorum of OpenSG TC voting
139 members.
140
141 OpenSG TC sub group Chairs shall be OpenSG TC Observer Members. The sub group Vice Chairs shall
142 be considered the alternate member.
143
144 OpenSG TC shall be limited to twenty-one (21) Full Members. The Full Member composition shall be a
145 maximum of 2/3 from a particular UCAlug membership class. Approval by two-thirds (2/3) of the OpenSG
146 TC Full Members is required for membership limit modification.

147 **6.2. OpenSG TC Officers**

148 There shall be a Chair, a Vice Chair a Secretary and a Marketing Officer. It is highly desired that the Chair
149 and Vice Chair come from two different UCAlug membership classes. Under no conditions shall any
150 combination of Chair, Vice Chair and Secretary come from the same Full Member.

151
152 Officers shall be nominated and elected from the OpenSG TC Full Members and Observer Members in
153 accordance with the procedures of the UCAlug and where necessary, Robert's Rules of Order.

154
155 Officers who switch affiliations maintain their office until the expiration of their term. If their new affiliation
156 is not an existing Full Member, then Voting Privileges are obtained as prescribed in 9.1.

157 **6.2.1. Filling Vacancies**

158 If an office becomes vacant due to resignation, removal, lack of nomination at an election or for another
159 reason, appointment of the appropriate officer will follow the regular process for electing officers.

160 **6.2.2. Removal of Officers**

161 An officer may be removed by approval of two-thirds (2/3) of the Full Members of the OpenSG TC.
162 Grounds for removal shall be included in any motion to remove an officer of the OpenSG TC.

163 **6.3. ListServ Membership**

164 The ListServ for OpenSG TC shall be limited to Full Members and Observer Members. The OpenSG TC
165 Full Members can make exceptions to ListServ membership based on a quorum vote. Designated
166 Representative members and Designate Representative Alternate members shall be on the ListServ.

167 **6.4. Quorum**

168 A quorum shall be defined as two-thirds (2/3) of Full Members (i.e., the Designated Representative (DR)
169 or Designated Representative Alternate (DRA) of each entity) with active voting rights as defined in
170 Section 9.1. A sub group (e.g., working group, sub working group, committee, subcommittee, task force
171 or ad-hoc group) quorum must be identified before the initiation of business. A vote requires the presence
172 of a quorum.

173 **6.5. Sub-group Officers**

174 All sub-groups of OpenSG TC shall have a Chair, at least one Vice Chair, and a Secretary. The OpenSG
175 TC shall not approve the charter of a sub group until there are named officers for that sub group.

176 **7. Officer Responsibilities**

177 **7.1. Chairs and Vice Chairs**

178 The Chair(s) shall

- 179
- 180
- 181
- 182
- 183
- Be the entity designated representative (DR) or their alternate (DRA)
 - Take nominations for Vice Chair and submit to parent group
 - Regularly attend meetings (including face-to-face, teleconference, or other electronic means)
 - Notify OpenSG TC when documents are ready for balloting

184

185 The Chair(s) also shall

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- 193
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- 196
- Be objective
 - Entertain motions
 - Not bias discussions
 - Delegate necessary functions
 - Ensure that all parties have the opportunity to express their views
 - Set goals and deadlines
 - Be knowledgeable in UCAIug and OpenSG TC policies and procedures and ensure that the processes and procedures are followed
 - Seek consensus of the group members as a means of resolving issues
 - Appoint chairs for Task Force groups as identified by the working group or OpenSG TC

197

198 The Vice Chair shall carry out these duties if the Chair is temporarily unable to do so or chooses to

199 excuse themselves for any reason.

200 **7.2. Secretary**

201 The Secretary shall

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- 203
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- 206
- 207
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- 209
- Distribute the agendas
 - Record and have published minutes of each meeting
 - Create and maintain the membership roster
 - Schedule meetings in coordination with Chair and Vice Chair
 - Be responsible for the management and distribution of group documentation
 - Maintain list of unresolved issues, action items, and assignments
 - Maintain meeting attendance and voting right status

210

211 **7.2.1. Term of Office**

212 Officers shall preside for a term of two (2) years. After two (2) years, the Chair will take nominations from

213 the committee for a new Chair in accordance with membership procedures within this document and hold

214 an election. The new Chair will then hold nominations and elections for the Vice Chair, Secretary and

215 Marketing Officer.

216 **7.2.2. Term Limits**

217 There are no term limits.

218 **7.3. Marketing Officer**

219 The Marketing Officer shall

- 220
- 221
- 222
- Edit press releases of OpenSGug and sub groups for release to UCAIug
 - Coordinate appropriate publicity to UCAIug and external interested parties
 - Coordinate with UCAIug marketing personnel, officers and Board

223 **8. OpenSG TC Membership**

224

225 Membership is by entity. A company, consulting firm, or individual is an entity.

226

227 All entities must state their representation and accurately reflect their representation. If a consulting entity
228 is representing a company then the company entity must be the represented entity.

229

230 A member entity shall be a member of the UCAIug.

231

232 A member entity shall have one Designated Representative (DR) and may have more than one
233 Designated Representative Alternate (DRA) participating in the OpenSG TC. The assignment of a
234 DR/DRA can change throughout the life of the OpenSG TC. It is the responsibility of the entity to notify
235 the OpenSG TC officers of changes to the DR/DRA assignment.

236

237 Voting privileges are contingent upon membership and meeting the attendance requirements.

238

239 The entity (members) within a sub group (e.g., working group, sub working group, committee,
240 subcommittee, task force or ad-hoc group) must ensure that their representatives have a material
241 knowledge of the project scope.

242 9. Voting

243 9.1. OpenSG TC

244 Each DR and DRA voting representative can vote for only one entity; no individual can be the voting
245 representative for more than one entity except for a temporary proxy vote. A proxy vote must be approved
246 by the OpenSG TC Chair in writing prior to any meeting. Each voting representative shall declare what
247 entity he or she represents and that their voting shall be independent of any other entity.

248

249 Voting privileges are given to Full Members after the third out of five consecutive subcommittee,
250 committee, working group or task force meeting that the entity attends, as member.

251

252 Voting privileges are maintained through consistent entity participation at meetings, through maintenance
253 of membership. If a Full Member does not maintain participation at three (3) of five (5) consecutive
254 meetings, its voting privilege shall be revoked.

255

256 Voting privileges shall be reinstated by attendance at three consecutive meetings of the working group or
257 three (3) out of five (5) consecutive meetings. All voting privileges and rights shall be restored after the
258 third meeting. For the purposes of counting attendance for voting privileges, any announced meeting that
259 fails to achieve quorum shall not count toward maintaining of, loss of, or reinstatement of, voting
260 privileges.

261

262 If voting privileges have been lost and not re-gained within six months, that seat has been vacated and a
263 call for candidates shall be created and an election held to fill the vacant seat. The entity vacating the
264 seat can participate in that call for candidates, but must be re-elected to retain.

265

266 A Full Member who has lost its voting privileges by failing to maintain its dues-paid UCAIug membership
267 shall have its voting privileges reinstated immediately after the payment of its dues, assuming the
268 attendance requirement is met.

269

270 All OpenSG TC members must be dues-paid UCAIug members. To verify this, the President of UCAIug
271 shall deliver a membership report for the OpenSG TC members at least semi-annually, upon change of
272 membership, or upon request by the Chair of OpenSG TC.

273

274 In the event that, through merger or acquisition or other similar event, an entity member of the UCAIug
275 has its assets totally or substantially transferred to another entity, membership in the working group may
276 be transferred to the new entity, provided that the new entity is not already a member of the working
277 group.

278 9.1.1. Actions Requiring Approval by a Majority (51%) Vote

- 279
- 280 • Adoption of group procedures, interest categories, or revisions thereof
- 281 • Formation of a working group (e.g., working group, sub working group, committee, subcommittee,
- 282 task force or ad-hoc group), including its procedures, scope and duties
- 283 • Disbandment of working group (e.g., working group, sub working group committee, committee,
- 284 subcommittee, task force or ad hoc group).
- 285 • Approval of minutes
- 286 • Approval of working group officers

287 9.1.2. Actions Requiring Approval by a 2/3 Vote

- 288 • Modification of this policies and procedures document
- 289 • Ratification of OpenSG TC Full Members
- 290 • Membership limit modification (number of OpenSG TC Full Members)
- 291 • Removal of officers
- 292 • Approval of all OpenSG TC working group products

293 9.2. Working Group Voting

294 All working group (e.g., committee, subcommittee, task force or ad-hoc group) officers shall track
295 participation for working group meetings as this allows participants to obtain/lose voting rights according
296 to the rules in 9.1. For working groups of OpenSG TC:

- 297 • Voting privileges follow Section 9.1 on a company, not individual basis
- 298 • More than four (4) votes are needed to ratify work products up to OpenSG TC
- 299 • Work product ballot period shall be a minimum of three (3) calendar days and a maximum of
- 300 fourteen (14) calendar days
- 301 • Where practical, the voting shall use the UCAlug SharePoint voting tool. An acceptable
- 302 alternative is an email vote.
- 303 • Quorum for valid vote is fifty percent (50%) of current eligible voters
- 304 • Majority voting shall be used for all OpenSG TC sub group business
- 305 • Two-thirds (2/3) approval is required for all OpenSG TC working-group products
- 306 • At inception, all founding members of a OpenSG TC working group shall have voting rights
- 307 • At first application of these rules, all attendees of an OpenSG TC working-group have voting
- 308 rights.
- 309 • Valid work product ballot votes are “yes”, “yes with comment”, “no with comment”, and “abstain
- 310 with comment”. Votes of “no” and “abstain” votes require a valid comment. Votes of “no” and
- 311 “abstain” without valid comments are not counted, nor are they considered toward the necessary
- 312 votes for passage. The entity submitting a “no” vote is allowed to change their vote upon
- 313 response to the valid comment; if the vote fails, a re-ballot is required

314 10. Sub Groups of the Working Group

315
316 The working group may from time to time form sub groups (e.g., sub working group, committee,
317 subcommittee, task force or ad-hoc group) for the conduct of its business and determine the eligibility of
318 working group members and observers to vote on questions within such sub groups. At the time of
319 formation, the working group shall determine the scope and duties delegated to the sub group. Any
320 changes to its scope and duties will require the approval of the working group. Any resolution of a sub
321 group shall be subject to confirmation by the working group.

322
323 The Chair, Vice Chair and Secretary of the sub group shall be appointed by the Chair(s) of the working
324 group.

325 **11. OpenSG TC and Working Group Process**

326 **11.1. Document Review Period**

327 Upon development and distribution of an OpenSG developed or sponsored document, members will have
328 seven (7) calendar days to provide written feedback to the disseminating party.

329 **11.2. Revision control**

330 Each working group (e.g., sub working group, committee, subcommittee, task force or ad-hoc group) as
331 well as the OpenSG TC shall be responsible for ensuring accurate revision control and traceability of
332 working documents. Final format documents, once approved, shall be stored on the OpenSGug
333 SharePoint.

334 **11.3. Document Process Flow**

335 Working groups manage document drafts internally. When the documents are final, they are processed
336 according to 11.2.

337 **12. Meetings**

338 Meetings shall be held, as decided by the technical committee, working group or task force, the Chair(s),
339 or by petition of 25% or more of the members, to conduct business, such as making assignments,
340 receiving reports of work, considering draft standards, and considering views and objections from any
341 source.
342

343 A face to face meeting shall be announced no less than fourteen (14) calendar days in advance to all
344 members and observers. An agenda shall be distributed at least seven (7) calendar days in advance of a
345 meeting.
346

347 These requirements may be waived under certain circumstances with the agreement by at least 50% of
348 the OpenSG TC membership.
349

350 OpenSG TC and its sub groups may charge a meeting fee to cover services needed for the conduct of
351 the meeting. The fee shall not be used to restrict participation by any interested parties.
352
353

354 **12.1. Executive Sessions**

355 The OpenSG TC may hold Executive Sessions where membership is limited to Full Members, Observer
356 Members, and Chair invitees.

357 **13. Decorum**

358 It is expected that all OpenSGug participants behave in a professional manner at all times. Participants
359 should demonstrate respect and courtesy towards officers and each other, while allowing participants a
360 fair and equal opportunity to contribute to the meeting.
361