Operating Procedures

for

OpenSG Technical Committee

Version 1.6

Approved 01/05/2010

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1. Document Control

1.1. Change Record

Date	Author	Version	Change Reference
	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"

2. Preface

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

The goals of OpenSG Technical Committee (OpenSG TC), through open industry collaboration, is to; accelerate SmartGrid standards and technology development through the establishment of energy infrastructure system requirements focusing on technical, economic and system reliability impact.

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

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

3. Hierarchy

OpenSG TC operates according to the following hierarchy of documents:

3.1.   UCAIug International Bylaws

3.2.   UCAIug International Charter Document

3.3.   UCAIug Intellectual Property Policy Document

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

3.5.   Robert's Rules of Order (Revised)

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

4. Legal Accountability

The group will abide by all intellectual property policies of the UCAIug

5. Working Group Responsibilities

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

refers to any working group, sub working group, task force, or ad-hoc group formed to perform the charter of the parent working group

5.1.　　Provide a working group charter

Provide a business rationale for the development of requirements

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

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

5.4.　　Structure Task Forces or ad-hoc groups as necessary to execute charter

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

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

- Charter approval
- Formal Document Release (does not include drafts)
- Next level task force chairs

6. OpenSG Technical Committee

6.1.　　Membership

There are two levels of OpenSG TC members. These include full members and observer members.
- Full members have full voting rights in OpenSG TC activities. All full members with voting rights shall be included when a determination of Quorum is required.
- Observer members are to be included in meetings. Observer members do not have voting rights and will not be included for Quorum.

Membership shall be determined by open nomination. If for any reason the voting members of OpenSG TC are less than the defined limit a nomination period shall be set by the OpenSG TC for new voting members. Active entity members of all sub working groups with current voting rights may solicit nominations for open seats on OpenSG TC. All nominations for membership in the OpenSG TC will be subject to review and elections of all sub working group active voting members. OpenSG TC shall establish an open period for both nominations and voting of no less than three (3) calendar days and no more than fourteen (14) calendar days. A quorum of two-thirds (2/3) membership by OpenSG TC and active subgroup voting members shall be required for ratification of OpenSG TC voting members. In the event that a quorum is not reached within the prescribed voting period then a quorum of the OpenSG TC voting members may pass OpenSG TC membership ratification.

Observer Members of OpenSG TC may be nominated and elected by a quorum of OpenSG TC voting members.

Next level working group chairs shall be OpenSG TC observer members.

OpenSG TC membership shall be limited to fifteen (15) full members. A quorum of two-thirds (2/3) membership by OpenSG TC voting members is required for membership limit modification.

6.2. OpenSG TC Officers

There shall be a Chair, a Vice-Chair and a Secretary.

Officers shall be nominated and elected from the OpenSG TC in accordance with the procedures of the UCAIug and where necessary, Robert's Rules of Order.

6.2.1. Filling Vacancies

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

6.2.2. Removal of Officers

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

6.3. ListServ Membership

The ListServ for OpenSG TC shall be limited to members and observers. The OpenSG TC voting members can make exceptions to ListServ membership based on a quorum vote. Designate members and designate alternate members shall be on the listserv.

6.4. Quorum

A quorum shall be defined as two-thirds (2/3) of voting membership (i.e., the Designated Representative (DR) or Designated Representative Alternate (DRA) of each entity). A committee, subcommittee, working group and task force quorum must be identified before the initiation of business. A vote requires the presence of a quorum.

6.5. Sub-group Officers

All sub-groups of OpenSG TC shall have a Chair, at least one Vice-chair, and a Secretary.

7. Responsibilities Officers

7.1. Chair and Vice-Chairs

The Chair(s) shall

- Be the entity designated representative
- 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

The Chair(s) also shall

- 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

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to excuse him- or herself for any reason

7.2.   Secretary

The Secretary shall

- 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

7.2.1. Term of Office

Officers shall preside for a term of two (2) years. After two (2) years, the Chair will take nominations from the committee for a new Chair in accordance with membership procedures within this document and hold an election. The new Chair will then hold nominations and elections for the Vice-chair and Secretary.

7.2.2. Term Limits

There are no term limits

8. OpenSG TC Membership

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

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

A member entity shall be a member of the UCAIug.

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

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

The entity (members) within a subcommittee, committee, working group or task force must ensure that their representatives have a material knowledge of the project scope.

9. Voting

9.1. OpenSG TC

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

Voting privileges are given to members after the third consecutive subcommittee, committee, working group or task force meeting that the entity attends, as member.

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

Voting privileges shall be reinstated by attendance at three consecutive meetings of the working group or three (3) out of five (5) consecutive meetings. All voting privileges and rights shall be restored after the third meeting.

A member who has lost its voting privileges by failing to maintain its membership shall have its voting privileges reinstated immediately after the payment of its dues, assuming the attendance requirement is met.

All OpenSG TC members must be UCAIug members.

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

9.1.1. Actions Requiring Approval by a Majority Vote

- Adoption of group procedures, interest categories, or revisions thereof
- Formation of a committee, subcommittee, working group or task force, including its procedures, scope and duties
- Disbandment of subcommittee, committee, working group or task force.
- Approval of minutes
- Approval of group officers

9.2. Working Group and Task Force Voting

All group officers shall track participation for group meetings as this allows participants to obtain/lose voting rights according to the rules in 9.1. For working groups of OpenSG TC:
- Voting privileges follow Section 9.1 on a company, not individual basis
- More than four (4) votes are needed to ratify work products up to OpenSG TC
- Work product ballot period shall be a minimum of three (3) calendar days and a maximum of fourteen (14) calendar days
- Quorum for valid vote is fifty percent (50%) of current eligible voters
- Majority voting shall be used for all OpenSG TC sub-group business
- Two-thirds (2/3) approval is required for all OpenSG TC working-group products
- At inception, all founding members of a OpenSG TC working group shall have voting rights
- At first application of these rules, all attendees of an OpenSG TC working-group have voting rights.

- Valid work product ballot votes are "yes", "yes with comment", "no with comment", "abstain with comment"; no and abstain votes require a valid comment; no and abstain votes without valid comments are not counted, nor are they considered toward the necessary votes for passage; the entity submitting a no vote is allowed to change their vote upon response to the valid comment; if the vote fails, a re-ballot is required

10. Task Forces of the Working Group

The working group may from time to time form Task forces for the conduct of its business and determine the eligibility of working group members and observers to vote on questions within such Task Forces. At the time of formation, the working group shall determine the scope and duties delegated to the Task Force. Any changes to its scope and duties will require the approval of the working group. Any resolution of a Task Force shall be subject to confirmation by the working group.

The chair of the Task Force shall be appointed by the Chair(s) of the working group.

11. OpenSG TC and Working Group Process

11.1. Document Review Period

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

11.2. Revision control

Each Task Force, Working Group, Technica Committee shall be responsible for ensuring accurate revision control and traceability of working documents. Final format documents, once approved, shall be stored on the OpenSG SharePoint.

11.3. Document Process Flow

Committees work on document drafts internally. When the documents are final, they are processed according to 11.2.

12. Meetings

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

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

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

The group may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

It is expected that participants in a subcommittee, committee, working group or Task Force behave in a professional manner at all times. Participants should demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting.