

## **CHARTER OF THE STANDARDS ADVISORY and COORDINATION COMMITTEE OF THE IEEE EMC SOCIETY**

### 1. Introduction

The following describes the operating procedures of the Standards Advisory and Coordination Committee (SACCom). The formation of this committee is enveloped by the bylaws of the IEEE EMC Society (EMCS).

#### 1.1 Purpose and Duties of Standards Advisory and Coordination Committee

The IEEE EMC Society SACCom is responsible for providing technical liaisons between the IEEE EMC Society Standards Development Committee (SDECom) and non-IEEE organizations that are involved in the development and maintenance of EMC standards activities.

The SACCom has the following duties:

- » Propose to the EMCS board of directors (BOD), the appointment of representatives to various non-IEEE standards developing organizations which agree to act in a liaison capacity.
- » Monitor the activities of various non-IEEE standards developing organizations via their representative with a view toward making recommendations to the EMCS BOD on any required coordination of those activities within the IEEE EMC society.
- » Communicate and coordinate with the representatives the non-IEEE EMC standards developing activities and the EMCS SDCCom on matters relating to the development of EMC related standards and any potential for common work of value to both.
- » Present to these non-EMCS committees information about the EMCS standards development and the possibility to work jointly on EMC standards projects

#### 1.2 Scope of the SACCom Representatives

SACCom representatives are responsible to provide technical liaison between the various non-IEEE standards organizations by serving as an active member of the subject committee. In particular, the representative position is meant to provide a conduit for information of mutual interest in both directions between the represented organization and the EMC-S Standards Development Committee

### 2. Administration

#### 2.1 Chairman of the SACCom

The chairman of SACCom is appointed by the Vice President for Standards with BOD approval for a three-year period and may be reappointed. The chairman will guide the efforts of the SACCom representatives. Prior to each BOD meeting, the SACCom chairman with

the assistance of the SACCom secretary will prepare a brief report for the Vice President of Standards that will highlight the individual reports presented by the representatives and other pertinent information. In addition, an annual report may be presented to the BOD at the end of the calendar year.

## 2.2 Representatives to Standards Developing Organizations

The representatives to the various technical organizations included in the SACCom will be appointed by the Vice President of Standards for a three-year period and may be reappointed. The representatives shall route all pertinent information on the activities of the particular organization to the chairman of the SACCom with copy to the secretary for reporting to the Vice President of Standards. Each representative shall prepare a report, as needed, for submittal to the chairman of the SACCom prior to each EMCS BOD meeting which includes items of interest to the board. Each representative may also prepare a brief report by November 15 of each calendar year and submit it to the SACCom chairman for inclusion in the annual SACCom report.

## 3. Membership

The particular representatives to the technical organizations will function as individuals in their respective positions. Appointment to a representative position on the SACCom is open to technically qualified individuals who are members of the IEEE EMC society and can serve as a representative of the non-EMCS standards organizations with EMC activity through demonstration of technical competence and interest in the activities of each organization.

## 4. Meetings

The SACCom (SACCom chairman and SACCom organization representatives) will meet, as necessary, to discuss items of interest, such as proposed recommendations or actions. Those meetings may be conducted as face to face meetings, by electronic correspondence or telephone communication. If requested, time will be set aside the day before the EMCS Board meeting for a SACCom face to face or telecommunication meeting.

## 5. Expenses

Expenses for operating the SACCom should be estimated and budgeted each year. The budget estimate must be submitted to the SACCom chairman in sufficient time to be included in the next annual VP for Standards submission for the EMCS budget cycle.

The EMCS treasurer, on behalf of SACCom, may submit extraordinary expenses beyond the budget to the BOD via the Vice President of Standards for approval and payment. An invoice must document submittals.