

# THE CIGRE NATIONAL COMMITTEE IN THE UNITED KINGDOM

## CONSTITUTION AND RULES OF PROCEDURE

### 1 THE UNITED KINGDOM NATIONAL COMMITTEE OF CIGRE (CIGRE-UK)

#### 1.1 Object

The object of the United Kingdom National Committee (CIGRE-UK) is to further the interests of the International Conference on Large Electric Systems (referred to herein as CIGRE) in the United Kingdom of Great Britain and Northern Ireland. It is recognised by the Administrative Council of CIGRE as a National Committee under Article 16 of the CIGRE "Statutes".

#### 1.2 Functions

CIGRE-UK shall perform the functions listed in the said Article 16 appended to this document as Appendix 1. In addition its functions shall include the following:

- 1.2.1 to organise facilities for meetings of the CIGRE Administrative Council or of any of its sub-committees, Study Committees or Working Groups when it is agreed that these should take place in the United Kingdom; in addition to organise Symposia or Colloquia that may be held in the UK;
- 1.2.2 to provide Secretariat facilities for CIGRE-UK Members at the biennial CIGRE Session;
- 1.2.3 to organise appropriate social activities at CIGRE events, in particular a reception on the occasion of the biennial Session and to invite a selected list of foreign and CIGRE-UK guests to attend;
- 1.2.4 to set up working groups as may be required from time to time at its discretion and to delegate to them powers to act on its behalf except in matters of fundamental policy;
- 1.2.5 to raise funds to meet the costs of CIGRE-UK and its activities, to control expenditure, and to determine honoraria for services rendered to the Committee.
- 1.2.6 To invest and deal with funds raised pursuant to this Constitution and Rules of Procedure not immediately required for the purposes of CIGRE-UK or the Secretariat in or upon such investments and securities and in such manner as may from time to time be considered expedient and to dispose of or vary any such investments or securities.

### 1.3 Constitution

CIGRE-UK shall consist of persons nominated to represent each Collective Member of CIGRE, each Donating Organisation, not being a collective member and also all Individual Members of CIGRE in the UK.

CIGRE-UK shall elect a Chairman and a Vice-Chairman from amongst its members taking due account of the need to maintain a balance between the manufacturing and operating interests in the electricity industry.

CIGRE-UK shall also appoint a Secretariat, who shall be in attendance at meetings as required and who shall not be members of any Committee nor have voting rights unless in their own right as CIGRE members.

### 1.4 Meetings of CIGRE-UK

#### 1.4.1 Post Session Annual General Meeting

A meeting of CIGRE-UK shall be called within three months of each biennial CIGRE Session to:

- A review the business and organisation of the Session and submit any comments and suggestions to CIGRE Headquarters for Council consideration;
- B appoint the Treasurer and the Secretary of CIGRE-UK for the following two-year period;
- C appoint an Auditor of accounts for the following two-year period;
- D receive and examine the Treasurer's and the Secretary's Reports for the previous year and to decide on any necessary action;
- E consider and approve the financial budget for the following year;
- F note and confirm arrangements for any official CIGRE visits to the UK;
- G examine any other matters which the Chairman deems to be competent.

#### 1.4.2 Pre Session Annual General Meeting

A meeting of CIGRE-UK shall be called in the year between Sessions to:

- A elect the Chairman and Vice-Chairman for the following two-year period commencing after the first Administrative Council meeting during the CIGRE Paris Session;
- B elect the CIGRE-UK Executive Committee for the following two-year period;
- C nominate new or re-nominate retiring UK Regular Members for appointment to CIGRE Study Committees to take effect during the following CIGRE Session;
- D consider and take decisions on any matters referred to them by the CIGRE-UK Executive Committee;
- E note the report on the selection of papers for the forthcoming session;
- F receive and examine the Treasurer's and the Secretary's Reports for the previous year and to decide on any necessary action;
- G consider and approve the financial budget for the following year;
- H nominate two CIGRE-UK Representatives to the CIGRE Administrative Council for the two-year period commencing immediately following the next Paris Session; (these would normally be the CIGRE-UK Chairman and Vice-Chairman);
- I make preliminary arrangements for the provision of CIGRE-UK facilities and hospitality on the occasion of the next CIGRE Session;
- J examine any other matters which the Chairman deems to be competent.

The annual meetings of CIGRE-UK will be called by the Secretary, who will circulate the Agenda with the calling notice not less than 14 days before the date of the meeting as agreed at the previous meeting or as determined by the Chairman after consultation with members of the Executive Committee.

### 1.4.3 Special Meeting

A Special meeting of CIGRE-UK may be called by the Secretary at the request of the Chairman or of any six CIGRE members provided that:

A not less than 21 days' notice is given;

B the Agenda of items for discussion at the meeting plus, where relevant, evidence of the request from six members, is enclosed with the calling notice. If the meeting is requested by six or more members a submission supporting their request shall first be considered by the Executive Committee who will determine the date for the meeting and will arrange for circulation of their comments and recommendations with the calling notice.

No decision may be taken on matters which have not been notified with the calling notice.

## 1.5 Term of Office

### 1.5.1 Members

There shall be no specified term of office for the representatives nominated by the Collective members/Donating organisations but the Secretariat shall request confirmation of the representatives annually at the time of requesting membership fees.

### 1.5.2 Chairman and Vice-Chairman

The term of office of the Chairman and Vice-Chairman shall be for a period of two years and they shall be eligible for re-election on not more than two occasions. The tenure of office of the Chairman or of the Vice-Chairman shall expire if they cease to be a member of CIGRE-UK.

### 1.5.3 Secretary and Treasurer

The Secretary and the Treasurer shall be appointed for two years and the appointments may be renewed for further two-year periods at the discretion of CIGRE-UK.

## 1.6 Quorum

A quorum shall consist of members with a total of 30 equivalent votes. In the absence of a quorum no business can be conducted and it will be the Chairman's responsibility to fix as early a date as possible for a new meeting.

## 1.7 Voting

When at a meeting decisions need to be taken by a vote, voting rights will be as follows: each Collective Member I - 5 votes; each Collective Member II - 2 votes; each Individual Member - 1 vote. The Chairman of the meeting will have a casting vote. When in the opinion of the Chairman it is desirable that a decision shall be reached before the next CIGRE-UK meeting, voting by post shall be permissible.

## 1.8 Substitutes

If unable to attend a CIGRE-UK meeting, a member may, subject to prior notification and agreement of the Chairman in writing, send a substitute who should be duly accredited as a representative of the associated sponsoring body or organisation and will therefore have voting rights for that particular meeting. If a substitute attends without prior approval he will be accepted as observer only and will have no voting rights.

## 2 EXECUTIVE COMMITTEE

### 2.1 Constitution

The Executive Committee shall consist of the Chairman and the Vice-Chairman of CIGRE-UK, and not more than ten members appointed by CIGRE-UK from amongst its own members. UK Chairmen of CIGRE Study Committees or the Chairman of the CIGRE-UK Technical Committee shall be ex officio members of the Executive Committee.

The Chairman of CIGRE-UK shall be the Chairman of the Executive Committee and the Secretary of CIGRE-UK shall be its Secretary but will not have voting rights. The Vice-Chairman of CIGRE-UK shall preside in the absence of the Chairman. If both officers are absent the meeting may elect its own Chairman but any decisions will be subject to ratification by CIGRE-UK or by a subsequent meeting of the Executive Committee.

The Executive Committee shall have power to co-opt members of CIGRE-UK, the number of co-opted members in any year being two plus one for every 50 equivalent membership numbers above 250. All members of the Executive Committee including co-opted members are entitled to one vote.

The Executive Committee may appoint working groups to undertake specific tasks and these can be disbanded when their tasks are completed.

## 2.2 Terms of Reference

The Executive Committee is empowered to act on behalf of CIGRE-UK except in matters of broad policy and changes in the Constitution, and subject to a report being presented to the next CIGRE-UK meeting.

## 2.3 Term of Office

The composition of the Executive Committee shall be subject to review at a meeting of CIGRE-UK every two years.

## 2.4 Meetings

The Executive Committee shall meet at least once within each calendar year.

## 2.5 Quorum

A quorum shall consist of not less than seven persons entitled to vote. In the absence of a quorum the Chairman will determine whether postal reference to the rest of the committee will be adequate or whether and when a new meeting shall be called.

## 2.6 Voting

When matters need to be decided by vote, a simple majority shall be effective, the Chairman of the meeting having a casting vote. When in the opinion of the Chairman it is desirable that a decision be reached before the next meeting, voting by post shall be permissible.

### 3 SESSION PAPERS WORKING GROUP

#### 3.1 Constitution

This Working Group and its Chairman shall be appointed by the Executive Committee before each Session and the Working Group will be disbanded on completion of its remit. The membership of the Working Group should be chosen to be representative of the electricity supply industry, manufacturers and other interests within CIGRE-UK and capable of covering papers addressed to the full range of Study Committees.

The Working Group may consult outside experts and may invite them to attend any meeting.

#### 3.2 Terms of Reference

The Session Papers Working Group shall examine proposals for papers submitted for inclusion in the United Kingdom allocation for the forthcoming CIGRE Session on the basis of the approved list of preferential subjects. It shall have power to decide which proposals shall be accepted or rejected. It shall also appoint referees to vet the texts submitted by authors with a view to ensuring such papers are clearly expressed, reach a high technical standard and conform to the rules approved from time to time by the CIGRE Administrative Council regarding papers.

The Working Group shall report its decisions to the Executive Committee and it shall not be bound to communicate to any third party its reasons for accepting or rejecting any proposals.

## 4 CIGRE STUDY COMMITTEES

### 4.1 Regular Members

CIGRE-UK shall elect Members for appointment to CIGRE Study Committees (UK Regular Members), having regard to the profile requested by the relevant Study Committee. Their term of office commences during the CIGRE Session and is limited by CIGRE to six years; however they may subsequently be re-elected for no more than one further two-year period by CIGRE-UK.

The procedure for nomination of a UK Regular Member shall normally be as follows:

- A the Secretary shall invite the retiring member to nominate a successor;
- B the Secretary shall inform the members of CIGRE-UK of this nomination (either by post or at its next meeting if more convenient) and invite additional nominations;
- C where alternative candidates are proposed the Executive Committee shall consider the nominations and their recommendation shall be communicated to the membership of CIGRE-UK; however the final choice will remain with members of CIGRE-UK via a postal ballot.
- D the Secretary shall communicate the decision to CIGRE HQ.

Note: In the event of a new Committee being created by CIGRE, CIGRE-UK shall first be consulted on a nomination and the procedure shall then continue as from (B) above.

All nominations must have the acceptance of the nominee and his employing organisation, where appropriate.

All members of Study Committees must be individual members of CIGRE. Working Group members should also become individual members if their sponsoring organisations are not already Collective Members of CIGRE.

### 4.2 CIGRE-UK Technical Committee

All UK Regular Members and UK Chairmen of CIGRE Study Committees are also members of the CIGRE-UK Technical Committee. This Committee meets annually normally immediately prior to the annual meeting of CIGRE-UK.



At the meeting in the post-session year the CIGRE-UK Technical Committee will commence the meeting by electing from amongst its members a Chairman for a two-year period. In the first instance the choice of Chairman should be made from amongst UK Chairmen of CIGRE Study Committees to maintain links with the CIGRE Technical Committee.

#### 4.3 UK Liaison Groups

UK Regular Members are required to organise at least annually a meeting of representatives from any UK organisations with an interest in the work of their respective Study Committees. In addition the Regular Member may appoint advisers to assist with specific tasks in connection with their work in the Study Committee.

#### 4.4 Working Groups

UK Regular Members shall inform the CIGRE-UK Secretariat of any new members or changes in the composition of the working groups set up by their Study Committee.

#### 4.5 Activity Reports

UK Regular Members shall prepare a report of their Study Committee's activities for discussion by all Regular Members at the annual Technical Committee meeting. The Technical Committee chairman will give a report to the annual CIGRE-UK meeting on these discussions and will prepare a statement for inclusion in the minutes of the Annual meeting.

#### 4.6 Annual Newsletter

All UK Regular Members of Study Committees shall submit their annual reports to the Secretariat in January for inclusion in the Annual Newsletter. The reports should give details of the activities of the working groups reporting to their Study Committee, give notification (including terms of reference) of any new or existing working groups which require members.

Any CIGRE-UK Member may also submit, in January, items of interest for inclusion in the Newsletter.

## 5 MEETINGS IN THE UK OF THE ADMINISTRATIVE COUNCIL OR OTHER CIGRE COMMITTEES IN UNITED KINGDOM

Invitations to meet in the United Kingdom may be issued by CIGRE-UK from time to time to the CIGRE Administrative Council or to its Executive Committee, Technical Committee, Study Committees or Working Groups.

Requests for permission to invite Study Committees to meet in the United Kingdom shall be made to the Secretary of CIGRE-UK by the Regular Member of the Study Committee concerned. No Study Committee shall be invited without the approval of the Executive Committee.

Normally not more than two Study Committees shall be invited to meet in the United Kingdom in any one year.

## 6 FINANCE

As stated in Article 16 of the CIGRE Statutes (see Appendix I) CIGRE-UK acts as agent for the collection of CIGRE subscriptions in the United Kingdom and it reserves the right to add a levy to these subscriptions to help meet its own expenditure. The income required by CIGRE-UK to fund its own operations may be supplemented by other donations.

The financial year shall be the Calendar year.

CIGRE-UK shall appoint for each two-year period an independent accountant (not being a member of CIGRE) to certify the accounts and provide an accounting report.

CIGRE-UK is a non-profit making concern and in the event of its being disbanded no part of the assets shall be distributed among the sponsoring bodies. In such an event any available assets shall be distributed in equal parts between the IEE Benevolent Fund and the Electrical and Electronic Industries Benevolent Association.

## 7 AMENDMENTS TO THE CONSTITUTION AND RULES OF PROCEDURE

CIGRE-UK shall have power to vary its Constitution and Rules of Procedure from time to time but not at any time in such a way as to be in conflict with the CIGRE "Statutes". The Constitution and Rules of Procedure shall be kept under review by CIGRE-UK and revised as appropriate subject to approval at a full meeting of CIGRE-UK members

Article 16 - NATIONAL COMMITTEES

The members of CIGRE in any one country or region may set up a National Committee. It will only have the rights and functions set out below if it is recognised and accepted by the Administrative Council.

Normally no National Committee will be recognised unless there are forty individual members in the country concerned or eight collective members or some numerically equivalent combinations of the two (assuming one collective member equals five individual members), but the Council may waive or vary this provision in special cases at its discretion.

The recognition of a National Committee shall be at the discretion of the Council which shall not be bound to give the reasons for its decision.

In general National Committees are set up to make CIGRE better known and further its interests in the country concerned. Examples of the particular functions which these Committees can perform are as follows:

- (a) to act as an agency for the collection of subscriptions of members for forwarding to the Central Office;
- (b) to propose papers for presentation at the Sessions (in accordance with the rules given in the 'General Rules for Sessions').
- (c) to encourage membership of CIGRE, to organise the representation of their country at Sessions and Symposia;
- (d) to recommend persons to the Council for membership of Study Committees and to encourage expert collaboration within their respective countries or regions to support their Study Committee members through, where possible, the formation of Panels of experts who reflect the work of the Study Committees;
- (e) to encourage the organisation of Regional Meetings in accordance with the rules given in the Document: "Organisation of Regional Meetings";
- (f) to put forward, if entitled, members for election to the Administrative Council in accordance with the Rules of Procedure.

In no case may the rules of a National Committee be in conflict with these Statutes.