

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 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 organise technical events, webinars, training seminars and other activities for CIGRE-UK members and potential members to disseminate information from CIGRE international working groups;
- 1.2.3 to provide support for CIGRE-UK Members at the biennial CIGRE Paris Session;
- 1.2.4 to encourage CIGRE-UK member participation in CIGRE working groups and to support CIGRE-UK Regular Members to fulfil their duties to Study Committees and CIGRE-UK members.
- 1.2.5 to organise appropriate activities at CIGRE events, in particular a networking event on the occasion of the biennial Session and in addition to all UK delegates to invite a selected list of foreign and CIGRE-UK sponsor guests to attend;
- 1.2.6 to set up local working groups as may be required from time to time at the discretion of the CIGRE-UK Executive Committee and to delegate to them powers to act on its behalf, except in matters of fundamental policy;

- 1.2.7 to raise funds to meet the costs of CIGRE-UK and its activities, to control expenditure, and to determine payments for services rendered to CIGRE UK.
- 1.2.8 to invest and deal with funds raised pursuant to this Constitution and Rules of Procedure not immediately required for the purposes of CIGRE-UK 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.
- 1.2.9 to provide membership services to all CIGRE-UK Individual and Collective members including regular newsletters and a CIGRE-UK web site.
- 1.2.10 to promote initiatives in order to develop diversity within CIGRE-UK activities including support for specific membership groups including Next Generation Network (NGN) for new CIGRE-UK members during the initial stages of their career and Women's Network to provide support and networking opportunities for women members of CIGRE-UK.

### 1.3 Constitution

CIGRE-UK shall consist of persons nominated to represent each Collective Member of CIGRE, and also all Individual, NGN and Honorary Members of CIGRE in the UK.

CIGRE-UK shall elect a Chair and a Vice-Chair from amongst its members.

CIGRE-UK shall also appoint a Secretary who shall be in attendance at meetings as required and who shall not have voting rights unless in their own right as a CIGRE member or on non-constitutional matters within the special voting group of the Executive Committee.

CIGRE-UK will establish committees for the purposes of Finance, Technical and Nominations. The Financial Controller will fulfil the role of Treasurer as required by CIGRE Rule 12.

CIGRE UK NGN shall have a separate constitution for activities which are contained within CIGRE NGN.

## 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 Central Office for Administrative Council consideration;
- B appoint 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 Finance Management Committees and the Secretary's Reports and to decide on any necessary action;
- E note the financial budget for the following year and the two year business plan presented by the Finance Management Committee;
- F note and confirm arrangements for any official CIGRE visits to the UK;
- G examine any other matters which the Chair or Vice Chair deems to be appropriate.

### 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 Chair and Vice-Chair 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; all nominations will be managed by a Nominations Committee

- 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 Finance Management Committee and the Secretary's Reports and to decide on any necessary action;
- G note the financial budget for the following year;
- H nominate the CIGRE-UK Representative to the CIGRE Administrative Council/Steering Committee for the two-year period commencing immediately following the next Paris Session; (this would normally be the CIGRE-UK Chair with Vice-Chair as nominated substitute) It being noted that representation on the Steering Committee is governed by CIGRE statutes and a substitute is not normally accepted for these meetings;
- I make preliminary arrangements for the provision of CIGRE-UK facilities and networking on the occasion of the next CIGRE Session;
- J nominate CIGRE UK members to chair CIGRE UK Executive working groups;
- K examine any other matters which the Chair or Vice chair deems to be appropriate.

The annual meetings of CIGRE-UK will be called by the Secretary, who will circulate the Agenda with the final calling notice not less than 14 days before the date of the meeting as agreed at the previous meeting or as determined by the Chair 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 Chair or of any six CIGRE UK 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 but the Secretary shall request confirmation of the representatives annually at the time of requesting membership fees.

### 1.5.2 Chair and Vice-Chair

The term of office of the Chair and Vice-Chair 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 Chair or of the Vice-Chair shall expire if they cease to be a member of CIGRE-UK.

### 1.5.3 Secretary

The Secretary 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 Chair'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 a simple majority shall be effective, voting rights will be as follows: each Collective Member I - 6 votes; each Collective Member II - 3 votes; each Individual Member - 1 vote NGN/Young Members (Individual II) – ½ vote. The Chair of the meeting will have a casting vote. When in the opinion of the Chair it is desirable that a decision shall be reached before the next CIGRE-UK meeting, voting by email 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 Chair in writing or by electronic means, 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 CIGRE UK EXECUTIVE COMMITTEE

### 2.1 Constitution

The CIGRE UK Executive Committee shall consist of the Chair and the Vice-Chair of CIGRE-UK. The Chair of the CIGRE-UK Technical Committee, the Chair of the NGN Steering Committee, the Chair of the Women's Network and the Financial Controller plus the Chairs of each Executive Committee WG shall be ex officio members of the Executive Committee. A minimum of five members will also be appointed by CIGRE-UK from amongst its own members.

CIGRE UK members who are Officers of CIGRE (President, TC Chair and Treasurer) and UK Chairmen of CIGRE Study Committees shall also be ex-officio members of the Executive Committee.

All Executive Committee members and ex officio members must be Individual members of CIGRE.

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

The Executive Committee will have the following permanent working groups and committees;

**Membership** – To lead initiatives on building engagement and membership sustainability.

**Events** – to plan, project manage and deliver high quality technical and networking events within the UK.

**Marketing/Communications** – to lead all aspects of marketing and communications activities for CIGRE-UK, specifically the management of CIGRE-UK web presence and the support of other working groups with marketing tools and strategies.

**Technical Committee** - ensuring that technical groups are established and led, to establish a future programme for and to support the Events Working Group to organise CIGRE-UK technical and non-technical events and Papers – coordinating selection, submission of synopses and reviews of papers as well as liaison with the Technical Council of CIGRE.

**Finance Management Committee**– to lead the financial management and controls of CIGRE-UK activities. To prepare forecasts and ensure financial sustainability of CIGRE UK, prepare scenarios concerning membership and fees.

**Nominations Committee** – to lead the process of CIGRE-UK member nominations and elections for positions within the CIGRE-UK organisation.

Working Group/Committee Chairs will organise groups to undertake tasks with group membership as appropriate from the CIGRE-UK Executive Committee and CIGRE-UK membership. There are no limits to the number of Working Group members or membership terms. Each member of a Working Group must be either an Individual or Collective member of CIGRE.

Working Group/Committee Chairs will be appointed for a term of two years which can be extended without limit as approved by the Executive Committee. Working Group Chairs are expected to be Individual members of CIGRE.

The Executive Committee may appoint other 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 AGM.

### 2.3 Term of Office

The composition of the Executive Committee shall be subject to review at a meeting of CIGRE-UK AGM 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 Chair will determine whether email 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 Chair of the meeting having a casting vote. When in the opinion of the Chair it is desirable that a decision be reached before the next meeting, voting by email shall be permissible. Additionally the Chair of CIGRE UK may nominate that matters which do not impact on the Constitution of CIGRE UK can be resolved quickly by a special voting group which consists of the Chair, Vice Chair, Secretary, TC Chair and Chair of the Nominations Committee.

### 2.7 Organisation Structure

CIGRE UK will prepare organisation charts which cover the CIGRE UK Executive Committee and all active UK Working Groups and Committees. These organisation charts will be made available to all CIGRE UK members on the CIGRE UK website.

## 3 SESSION PAPERS WORKING GROUP

### 3.1 Constitution

This Working Group will be Chaired by the Session Papers Working Group Chair as appointed by the Executive Committee at a meeting at the end of each session year. 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. In addition to the members of the Session Papers Working Group each Regular Member shall review the papers being proposed relevant to their Study Committee

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, Additional allocation and International allocation for the forthcoming CIGRE Session on the basis of the approved list of preferential subjects. It shall determine which proposals shall be accepted or rejected based on the synopses submitted and relevance to CIGRE SC Preferential Subjects. It shall also appoint referees to review 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 other than the authors of proposals to whom individual feedback will be provided.

## 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 for a two year period, they can be eligible for re-election on not more than two occasions i.e. limited by CIGRE to six years in total and in the event of exceptional circumstances can be considered for an additional two year term. Such exceptional circumstances require the prior agreement of the CIGRE UK Executive Committee.

Regular Membership renewal is dependent on individuals fulfilling their responsibilities for their CIGRE SC and for CIGRE-UK. Their role and responsibilities are set out in a paper agreed by the Executive Committee and made available to all Regular Members. The view of

the SC Chair will be sought in deciding whether the individual has met their responsibilities.

The Nominations Committee shall review the Regular Member position every two years.

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

- A the Nominations Committee shall invite the retiring member to nominate a successor;
- B the Nominations Committee shall inform the members of CIGRE-UK of this nomination (either by email or at its next meeting if more convenient) and invite additional nominations;
- C where alternative candidates are proposed the Nominations 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 an email ballot.
- D the Secretary shall communicate the decision to CIGRE Central Office.

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 UK Regular members of Study Committees must be individual members of CIGRE. Working Group members should also become individual members, it is mandatory if their sponsoring organisations are not already Collective Members of CIGRE.

#### 4.2 SC Chair

CIGRE-UK will seek to nominate and support suitable CIGRE-UK members as candidates for consideration to the role of SC Chair when these are sought by CIGRE Central Office.

#### 4.3 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 shall meet at least 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 Chair for a two-year period. In the first instance the choice of Chair should be made from amongst UK Chairmen of CIGRE Study Committees to maintain links with the CIGRE Technical Council.

#### 4.4 UK Technical Communities

UK Regular Members are required to organise at least annually a meeting of representatives from any UK organisations or individuals 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. UK Regular Members will notify all members of an annual and other meetings through the UK Newsletter.

Technical meetings, webinars and events will also be organised within the UK Technical Communities to promote engagement of CIGRE-UK members and the sharing of information.

#### 4.5 Working Groups

UK Regular Members shall inform the CIGRE-UK Technical Committee Chair and Secretary of the members of a working group and of any new members or changes in the composition of the working groups set up by their Study Committee.

#### 4.6 Activity Reports

UK Regular Members shall prepare a report of their Study Committee's activities for discussion by all CIGRE UK Members at the Annual General Meeting of members. The Technical Committee Chair will prepare a statement for inclusion in the minutes of the Annual meeting. A link to activity reports will be placed in the CIGRE-UK Newsletter and Website.

#### 4.7 Newsletters

All UK Regular Members of Study Committees shall submit regular reports to the editor of the CIGRE-UK Newsletter (with a copy to the Secretary) for inclusion in the 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. It is expected that each UK Regular Member will make at least two contributions per year for the CIGRE UK newsletter.

Any CIGRE-UK Member may also submit at any time items of interest for inclusion in the Newsletter.

#### 5 MEETINGS 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 Steering Committee, Technical Council, Study Committees or its 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.

Suggestions for CIGRE-UK to host a symposium/colloquium should be made to the Secretary of CIGRE-UK for consideration by the Executive Committee.

Normally not more than two Study Committees shall be separately invited to meet in the United Kingdom in any one year. Noting that when considering a symposium there could be more than 2 SC's involved and wanting to meet within the UK.

#### 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 donations.

The financial year shall be the Calendar year.

The financial management arrangements will adopt normal corporate governance principles of designated budget holders, a Financial Controller to provide coordination and execution of CIGRE UK financial processes, and a Finance Management Committee to provide oversight of the activities of the Financial Controller and to ensure the long-term financial health of Cigre-UK.

CIGRE-UK shall appoint for each two-year period an independent accountant to certify the accounts and provide an accounting report. The independent accountant may be from an independent organisation of accountants or an individual who is a qualified accountant within a CIGRE UK Collective member, but not directly involved in CIGRE-UK activities.

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 IET Benevolent Fund and the Electrical Industries Charity.

## 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 meeting of CIGRE-UK members or at the discretion of the Chair, by email voting.

## Article 16 - NATIONAL COMMITTEES

**CIGRE-UK objectives stated in red.**

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.

**(Objective of CIGRE-UK is to maintain recognition as a NC, through membership numbers and through positive contribution to CIGRE)**

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; **(CIGRE-UK will aim to collect all subscriptions within three months of due date)**
- (b) to propose papers for presentation at the Sessions (in accordance with the rules given in the 'General Rules for Sessions'). **(CIGRE-UK will aim to propose papers to the maximum allocation and all papers to be of a high standard)**
- (c) to encourage membership of CIGRE, to organise the representation of their country at Sessions and Symposia; **(CIGRE-UK aims to grow CIGRE membership in the UK in a sustainable manner)**
- (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; **(CIGRE-UK aims to have at least one representative on the CIGRE Technical Council at all times)**
- (e) to encourage the organisation of Regional Meetings in accordance with the rules given in the Document: "Organisation of Regional Meetings"; **(CIGRE-UK will organise meeting in the UK whether on a National or Regional basis)**

- (f) to put forward, if entitled, members for election to the Administrative Council in accordance with the Rules of Procedure. (CIGRE-UK will maintain active membership and participation within the Administrative Council and will continue to pursue eligibility for, and participation in, the CIGRE Steering Committee)

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