

PCIC

OPERATING MANUAL

Approved

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PCIC Operating Manual

I. Introduction – IEEE, IAS and PCIC

A. IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest association of technical professionals with more than 400,000 members. Its mission is to “foster technological innovation and excellence for the benefit of humanity”. IEEE accomplishes its mission through the publication of technical journals and standards; the sponsorship of technical conferences; and the delivery of professional development, tutorials, and other training activities.

B. IEEE IAS

The Industry Applications Society (IAS) is one of 39 technical societies within IEEE. The scope of the IEEE IAS is “the advancement of the theory and practice of electrical and electronic engineering in the development, design, manufacture and application of electrical systems, apparatus, devices and controls to the processes and equipment of industry and commerce; the promotion of safe, reliable and economic installations; industry leadership in energy conservation and environmental, health and safety issues; the creation of voluntary engineering standards and recommended practices; and the professional development of its membership.”

The IEEE IAS has four Technical Departments including Manufacturing Systems and Development, Process Industries, Industrial and Commercial Power Systems, and Industrial Power Conversion Systems. Technical papers presented at IEEE IAS sponsored conferences have the opportunity to be published in the *IEEE Transactions on Industry Applications* or the *IEEE Industry Applications Magazine* following a peer review process.

C. IEEE IAS PCIC

The Petroleum and Chemical Industry Committee (PCIC) is one of six technical committees within the IEEE IAS Process Industries Department. PCIC activities involve over 4000 participants representing manufacturing, users, consultants/contractors, government/certifying bodies, academia, and students. PCIC holds an annual technical conference rotated across North American locations of industry strength, sponsors the development of over 40 technical standards, and is heavily involved in the development of technical professionals.

II. PCIC Mission and Strategies

A. PCIC Mission

To provide an international forum for the exchange of electrical applications technology relating to the petroleum and chemical industry, to sponsor appropriate IEEE Standards activity for that industry, and to provide opportunity for professional development.

B. PCIC Strategies

- a) The PCIC Annual Technical Conference will be held in North American locations of petrochemical industry strength, and its location will be rotated annually in an effort to attract national and international participation. The PCIC Annual Technical Conference shall officially run for four days.
- b) The PCIC will proactively promote participation by a broad base of industry representatives, emphasizing participation by both early-career and retired engineers.
- c) PCIC Conference attendees will be encouraged to participate in technical activities including authorship of papers and tutorials and participation in standards development.
- d) The PCIC develops technical standards relevant to the petroleum and chemical industry that drive technology development and standardization and coordinates these activities with the IEEE Standards Association and other standards-making bodies.
- e) The PCIC will offer tutorials to enhance the technical, communication, and interpersonal skills of petroleum and chemical industry engineers.
- f) The quality of the PCIC paper offerings is essential for the PCIC mission to succeed and will be given the highest priority. Preference in paper selection will be given to practical, application-oriented papers.
- g) The PCIC will actively seek opportunities to reward participants for contributions to the PCIC and the profession.
- h) Technical Subcommittee areas of specialty will be continuously evaluated and updated to reflect the evolving needs of the industry.
- i) User, manufacturer, consultant, and contractor participation will be encouraged in the activities of the PCIC to strengthen the conference's technical base.
- j) The PCIC will develop international collaborative partnerships as deemed appropriate to further promote the PCIC Mission.

C. PCIC Operating Manual Purpose

The purpose of the PCIC Operating Manual is to provide details on how PCIC leadership will work to achieve the Mission and Strategies of the PCIC. The intent of this Operating Manual is to communicate the best-known procedures and policies of the PCIC.

These procedures and policies are to be used to provide high quality execution of the work of the PCIC. Their use allows the best practices of the PCIC to be captured and improved year after year via the Management of Change Process.

D. Management of Change Process

1. PURPOSE:

The purpose of the Management of Change (MOC) process is to provide details on how changes to various PCIC Operating Manuals will be managed.

TABLE I – Management of Change Process

PCIC Operating Manual Sections	Section Steward for Changes	Reviewing Body for Proposed Changes	Approval Body for Changes
PCIC General Policies (section V)	Chair of Advisory & Awards (A&A) Subcommittee	A&A	Executive Subcommittee
PCIC Operating Manual	PCIC Secretary	A&A	Executive Subcommittee
Awards Nominating Procedures and Policies	Awards Nominating Chair	A&A	Executive Subcommittee
Awards Guide	Awards Nominating Chair	Awards Nominating Subcommittee	Executive Subcommittee
Facilities Planning Procedures and Policies	Facilities Planning Chair	A&A	Executive Subcommittee
Technical Subcommittee Procedures and Policies	Vice Chair of PCIC (Technical Program Chair)	Tech Subcommittee Officers	Executive Subcommittee
Emeritus Procedures and Policies	Vice Chair of the Emeritus Subcommittee	A&A	Executive Subcommittee
All other PCIC Committees and Subcommittees Procedure & Policy or Operating Manual updates	Chair of the committee or subcommittee	A&A	Executive Subcommittee

2. SECTION STEWARD

The section steward is responsible for the section content. As the focal point, the section steward seeks input for needed change (along with the reason for the change), builds a consensus, and obtains the necessary approvals for the proposed changes. The section steward then creates the updated document and submits the document for discussion at the next meeting of the reviewing body. After proposed changes are reviewed and modified (if needed) by the reviewing body, the section steward provides the proposed changes to the approval body. If the proposed changes are approved, the section steward provides the approved document to the PCIC Secretary for inclusion in the Operating Manual.

3. REVIEWING BODY

The reviewing body reviews the changes provided by the section steward. Input, corrections, additions, and other guidance from the reviewing body are compiled by the section steward. The reviewing body works with the section steward to build a consensus document that contains the needed changes.

4. APPROVAL BODY

The approval body reviews and votes on the proposed changes developed with the section steward and reviewing body. The section steward leads the discussion with the approval body and provides any needed explanation of the proposed changes. All approvals require a simple majority of the approval body present at the meeting where the proposed changes are discussed.

III. ORGANIZATION

A. PCIC Membership

The following membership information is from the PCIC Bylaws. Refer to the Bylaws for complete text concerning membership.

PCIC membership is comprised of individuals in leadership positions of PCIC or representing PCIC. The following are PCIC members:

- a) PCIC Executive Officers¹
- b) PCIC Subcommittee Officers¹
- c) PCIC Associate Editors
- d) PCIC Advisory and Awards Subcommittee members
- e) Chair and/or Conveners of Active or Published PCIC standards or of active PCIC Working Groups for Proposed Standards
- f) Immediate Past, Current, and Future PCIC Annual Conference Committee Chairs
- g) PCIC appointed Liaisons
- h) PCIC Ad Hoc and Task Group Committee Chairs

IEEE and IAS membership is a requirement for PCIC membership.

The term of membership shall start when the candidate is appointed by the PCIC Chair. Membership ends at the next PCIC Business Meeting following the completion of the assignment.

B. PCIC Subcommittees

1. EXECUTIVE SUBCOMMITTEE

- a) Scope

¹ Officers means the chairs, vice-chairs, and secretaries.

The Executive Subcommittee shall perform the routine business functions of the PCIC. It shall review and prepare major items of business for presentation to, and approval by the PCIC.

b) Officers

The Chair, Vice Chair, and Secretary of PCIC serve as the respective officers of the Executive Subcommittee

c) Membership

1. The PCIC Executive officers
2. The Chairs of all PCIC Subcommittees
3. The immediate past, current, and future Annual Conference Committee Chairs
4. All Advisory and Awards Subcommittee members.

d) Meetings

- a. The Executive Subcommittee shall meet at the annual PCIC Conference.
- b. The Executive Subcommittee shall meet mid-year (Winter Meeting).

2. TECHNICAL SUBCOMMITTEES

a) Scope

The PCIC Technical Subcommittees manage the selection, initial review and delivery of the technical papers presented at the PCIC Conference under the direction of the Technical Program officers.

There shall be as many Technical Subcommittees as necessary to fully cover IAS requirements relevant to the PCIC Mission. The scopes of Technical Subcommittees are listed below.

TABLE II - Scope of Technical Subcommittees

Technical Subcommittee	Subcommittee Scope
Technical Program Subcommittee	Technical sessions of broad interest for the general sessions of the conference
Chemical Subcommittee	Technical sessions related to the general chemical industry
Emerging Technologies Subcommittee	Technical sessions related to advancing electrical engineering technology, applications, technical papers and industry standards for emerging technologies within the petrochemical industry
International Subcommittee	Technical sessions presented by non-North American authors that would be of interest to conference attendees.
Marine Subcommittee	Technical sessions related to the marine industry technology, standards, and regulations that impact the petroleum or chemical industries

Midstream Subcommittee	Technical sessions related to pipelines, pumping stations and terminals as well as other means of transporting oil and gas
Production Subcommittee	Technical sessions related to drilling, well head, and facilities operations of oil and gas wells
Refining Subcommittee	Technical sessions related to petroleum refineries and petrochemical facilities
Safety Subcommittee	Technical sessions related to all aspects of electrical safety affecting the petroleum and chemical industry

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The officers of each Technical Subcommittee shall consist of a Chair, Vice Chair, and Secretary each of whom is appointed by the PCIC Chair. Each officer shall serve a two-year term of office in each position, totaling six years. When a new Subcommittee officer is needed, the Subcommittee Chair will seek volunteer candidate(s) from within the subcommittee and beyond as appropriate. The Subcommittee officers will rank the identified candidates and present the rankings to the PCIC Chair. The PCIC Chair must approve the selection of the best candidate, after which the new officer can be notified.

c) Membership

Membership of each Technical Subcommittee shall include the subcommittee officers and individuals approved for membership by the Technical Subcommittee, based on technical interest relating to the scope of the respective subcommittee, and continuing attendance and/or participation in subcommittee activities. The subcommittee Chair shall endeavor to keep the membership reasonably well balanced between manufacturers and end users. In general, if a member is absent for three (3) consecutive meetings and does not indicate continuing interest, they shall be considered inactive and be removed from Subcommittee membership. The roster of membership shall be reviewed and updated each year by the respective Technical Subcommittee Chair.

d) Technical Program Subcommittee

1) Officers

- a. The PCIC Vice Chair shall serve as the Technical Program Subcommittee Chair.
- b. The PCIC Secretary shall serve as the Technical Program Subcommittee Vice Chair.

2) The responsibilities of the Technical Program Subcommittee Officers are:

- a. Coordinate the activities of all Technical Subcommittees related to the selection, review and delivery of the technical papers at the PCIC Conference.
- b. Coordinate the selection, review and delivery of the technical papers in the General Program sessions at the PCIC Conference.

3) Membership

- a. PCIC Vice Chair and PCIC Secretary

- b. Officers of the Technical Subcommittees
 - e) Communications
 - 1) Technical Subcommittee meeting announcements agendas and minutes shall be communicated to the subcommittee members and the PCIC Executive officers.
 - 2) [Technical Subcommittee Guide - Generic Operating Manual R1](#)
3. ADVISORY AND AWARDS (A&A) SUBCOMMITTEE
- a) Scope
 - 1) Provide recommendations for different topics as requested by the PCIC Chair.
 - 2) Provide a list of the recommended conference cities to the Executive Subcommittee at the PCIC mid-year (Winter) meeting with at least a five (5) year outlook. Conference cities shall generally be selected in a cycle of central, east and west. Locations in Texas and Canada should generally be selected every five to seven (5-7) years.
 - 3) Nominate a slate of PCIC Executive officers at every other annual meeting.
 - 4) Select and approve the Russell W. Mills award recipient.
 - 5) Review and approve the PCIC level award recipients/papers.
 - a. David C. Azbill
 - b. Outstanding Technical Contribution
 - c. Electrical Safety Excellence
 - d. Emeritus Award for Outstanding Service
 - e. Outstanding Young Professional Achievement
 - f. Prize Papers
 - b) Officers

The A&A Chair shall be appointed by the PCIC Chair and should be the immediate past PCIC Chair.

The PCIC Chair shall serve as the A&A Vice Chair and shall conduct meetings in the absence of the A&A Chair.

The PCIC Secretary shall serve as the A&A Secretary.
 - c) Membership

A&A members shall be appointed by the PCIC Chair and shall consist of all active past PCIC Chairs, PCIC Chair, PCIC Vice Chair, and PCIC Secretary. Re-appointment shall be reviewed by the PCIC Chair and the A&A Chair.
 - d) Meetings

The A&A Chair shall call meetings as needed. There shall generally be a meeting at the PCIC Conference and a meeting in conjunction with the mid-year (Winter) meeting following the Awards Nominating Subcommittee meeting.
 - e) PCIC Best Papers Awards

Once the Papers Review Subcommittee has identified the prize-winning papers, the A&A Chair will:

 - 1) Notify the authors of the Prize Papers of their award and request that they, or their designated representative, be present at the next PCIC Conference to receive their award.

- 2) Present the Prize Paper awards at the Monday awards luncheon of the next PCIC Conference.
 - 3) The award shall consist of a certificate recognizing the achievement of each author for each paper based on first place, second place, third place, and three (3) awards designated as honorable mention.
- f) Russell W. Mills Award
- 1) The selection of the recipient is the sole responsibility of the Advisory and Awards Subcommittee.
 - 2) The Awards Nominating Subcommittee Chair has the responsibility to supply the Russell W. Mills Award certificates, suitably framed, and will arrange for the certificate preparation upon instructions from the A&A Chair.
- g) Arrange for special awards as required, such as service awards, certificates, or "mementos" shall be presented to retiring Subcommittee and Standards Working Group Chairs, upon satisfactory completion of their terms of office or Standards Projects, respectively.

4. AWARDS NOMINATING SUBCOMMITTEE

a) Scope

- 1) Coordinate the nomination, selection, and approval of PCIC contributors who have qualified for PCIC awards
- 2) Coordinate the nomination of PCIC contributors who have qualified for IEEE and IAS awards.
- 3) Prepare individual awards, excluding the David C. Azbill and Russell W. Mills awards, to be presented at the PCIC Awards Luncheon during the PCIC Conference. These two awards are prepared by the Publications Subcommittee.
- 4) Identify and prepare nominations for PCIC contributors who have qualified for IEEE Fellow membership grade.
- 5) Facilitate nomination submittals for the above awards through guidance, coordination, and assistance to prepare nomination paperwork required for approval.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the Awards Nominating Chair and Vice Chair for a term of two (2) years. The Chair and Vice Chair may succeed him/herself as many times as re-appointed.

c) Membership

Members shall include the subcommittee officers and the following:

- 1) Advisory and Awards Subcommittee members
- 2) Emeritus Subcommittee Chair
- 3) Historical Subcommittee Chair
- 4) Publications Subcommittee Chair
- 5) Standards Subcommittee Chair
- 6) Safety Subcommittee Chair
- 7) Papers Review Subcommittee Chair

d) Awards Nominating Procedure

The Awards Nominating Subcommittee shall manage the award nominating procedures.

Table III - Awards & Recognition

Award	Awarding Body	Nominated By	Approved By	Who Sends Invitation	Speech (mins)	Invite guest	Presented By
IEEE Level Awards	IEEE (if recipient chooses to receive award at PCIC Conference)	Awards Nominating Subcom	IEEE	IEEE (PCIC Chair coordinates)	5	Yes	IAS President or designee
New IEEE Fellows	IEEE Fellow (if recipient chooses to receive award at PCIC Conference)	Awards Nominating Subcom	IEEE	IEEE (PCIC Chair coordinates)	5	Yes	IAS President or designee
IAS Awards	IAS (if recipient chooses to receive award at PCIC Conference)	Awards Nominating Subcom	IAS	IAS (PCIC Chair coordinates)	5	Yes	IAS President or designee
Russell W. Mills Award	PCIC	A&A Subcom	A&A	PCIC Chair	5	Yes	PCIC Chair
David C. Azbill Award	PCIC	Standards Subcom	A&A	PCIC Chair	5	Yes	PCIC Chair
Outstanding Young Professional Achievement Award	PCIC	Awards Nominating Subcom	A&A	PCIC Chair	0	Yes	EDS Chair
Prize Paper Awards	PCIC	Papers Review Subcom	A&A	A&A SC Chair	0	No	A&A Chair
Safety Excellence Award	PCIC	Safety Subcom	A&A	Safety SC Chair	0	Yes	Safety Subcom Chair
Outstanding Emeritus Award	PCIC	Emeritus Subcom	A&A	Emeritus SC Chair	0	Yes	Emeritus SC Chair
Outstanding Technical Contribution Award	PCIC	Technical Subcommittees	A&A	PCIC Vice Chair / Technical Papers Chair	0	Yes	PCIC Vice Chair
Recognition of Completed Standards	PCIC	Standards Subcom	IEEE Stds Dept	Standards SC Chair	0	No	Standards Subcom Chair

Recognition of Outgoing PCIC Subcommittee Chairs	PCIC	PCIC Chair	PCIC Chair	PCIC Chair	0	No	PCIC Chair
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Note on guests: Based on the table above, award invitations may also include an invitation for guest(s) of the award recipients to attend the Monday PCIC Conference Awards Luncheon and sit at designated reserved tables as a guest of PCIC. The person sending the invitation should notify the PCIC Chair of the required number of complimentary luncheon tickets needed by the award recipient. The PCIC Chair shall provide this information to the Local Conference Committee Chair. The Local Conference Committee shall place the complimentary tickets in the award recipient’s conference registration packet.

[Awards Nominating Subcommittee Procedures and Policies.doc](#)

5. CODES & REGULATIONS SUBCOMMITTEE

a) Scope

- 1) Keep PCIC membership informed of relevant domestic or international regulatory agency activity that may affect the petroleum and chemical industries.
- 2) Serve as a forum to develop voting positions on National Electrical Code® (NEC®) proposals or comments for IEEE IAS/PES Joint Technical Coordinating Committee (JTCC) representatives on National Fire Protection Association (NFPA) Code Making Panels.
- 3) Organize, encourage, and maintain adequate PCIC representation on all appropriate NFPA Code-Making Panels and Technical Committees.
- 4) Recommend liaisons to affiliated Standards Development Organizations as required.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the Chair, Vice Chair, and Secretary for a period of two years. The officers may succeed themselves as many times as re-appointed.

c) Membership

In addition to the subcommittee officers, membership is open to people who express an interest in joining the Codes & Regulations Subcommittee and attend two consecutive Codes & Regulations Subcommittee meetings. Membership shall also include the PCIC officers and interested Liaison Representatives.

6. CORPORATE SUPPORT SUBCOMMITTEE

a) Scope

- 1) Cover all aspects of corporate support for the PCIC.
 - a. Hospitality events
 - b. Conference financial and in-kind contributions
 - c. Other events or activities where external corporate support is involved
- 2) Take direct responsibility for PCIC corporate support activities.
 - a. Coordinate all corporate support activities for PCIC

- b. Share corporate support information for efficient and effective coordination between annual conference committees
 - c. Identify and develop potential corporate support resources
 - d. Identify resources to facilitate corporate support activities
 - e. Maintain a database of past corporate supporters from previous conferences.
 - f. Collaborate with each Local Conference Committee with plans for corporate support of the Conference
- 3) Develop and manage policies affecting corporate support of the PCIC Conference.
 - 4) Fulfill responsibilities and support the PCIC's strategic direction.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, multiple Vice Chairs, and Secretary for two (2) year terms. They may succeed themselves as often as they are re-appointed.

c) Membership

The membership of the subcommittee shall consist of the subcommittee officers, and the Chairs and corporate support Chairs of all future Local Conference Committees and the immediate past local conference committee.

7. ENGINEERS DEVELOPMENT SUBCOMMITTEE (EDS)

a) Scope

The scope of the Engineers Development Subcommittee includes accelerating and enhancing the professional development of young engineers, encouraging and enabling engineers and first-time PCIC Conference attendees to become actively involved in the PCIC, and providing an avenue for experienced PCIC members to contribute to the professional development of young engineers.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The subcommittee Chair, Vice Chair, and Secretary shall be appointed by the PCIC Chair for a period of two (2) years.

c) Membership

Membership of the subcommittee includes the subcommittee officer and individuals appointed by the subcommittee Chair.

d) IAS Myron Zucker Travel Grant

The subcommittee is responsible for identifying eligible candidates for the IAS Myron Zucker Travel Grant and assisting them with the application process. This grant aids recipients with the expenses related to attending a PCIC Conference. A copy of the Myron Zucker Travel Grant application can be accessed via the following link: [Myron Zucker Travel Grant Application](#)

e) Identify individuals ready to be nominated for the OYPA award, and work with Awards Nominating Subcommittee in the selection of the recommended candidate

8. EMERITUS SUBCOMMITTEE

a) Scope

The purpose of the Emeritus Subcommittee is to foster continued participation of retired PCIC Conference attendees and to maintain liaison with the Executive Subcommittee so that this group can effectively support the PCIC's activities.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the chair, Vice Chair, and Emeritus Membership chair for a period of two years. The officers may succeed themselves as many times as they are re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

c) Membership

Membership is based on long-term contributions and commitments to PCIC. The Emeritus Subcommittee Operating Manual assists the Emeritus Chair in screening prospective members. Using the Guide, the Emeritus Chair nominates probable members to the PCIC Chair. The PCIC chair approves all new memberships to the Emeritus Subcommittee.

d) Emeritus Procedures

[Emeritus Subcommittee Operating Manual](#)

[Read Me First - qualifications](#)

9. FACILITIES PLANNING SUBCOMMITTEE (FPS)

a) Scope

The primary objective of the Facilities Planning Subcommittee (FPS) is to provide hotel planning assistance to the Local Conference Committees so that PCIC can negotiate a contract from a position of strength.

- 1) Maintain and update conference data, conference statistics

[Conference Attendance Statistics](#)

[Hotel Statistics](#)

- 2) Maintain the [PCIC Conference and Local Committee Guide](#)

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the chair, Vice Chair, and Secretary for five (5) year terms. The officers may succeed themselves as many times as they are re-appointed.

c) Membership

In addition to the Subcommittee officers, the subcommittee shall consist of the Finance Subcommittee Chair, the current and future local committee conference chairs, and all previous Local Conference Committee Local Chairs willing to serve.

d) Site Selection

Site Selection will be per Appendix 1.

e) Conference Contracts

- 1) The Local Conference Committee may choose to bid or sole source the contracts as necessary to manage the business of the Local Conference Committee, except for meeting planning services. Refer to Appendix 2 for additional contract requirements.
- 2) The Local Conference Committee shall complete a contract assessment form for Hotel Contracts, Conference Planner Agreements, AV Contracts, and other contracts of significant monetary value.
- 3) The PCIC Conference Chair and Conference Treasurer will confirm by signing electronically and submitting a contract assessment form that the contracts conform to the IEEE Conflict of Interest (COI) Disclosure Statement which they have executed with IEEE for their respective roles. In addition, both the PCIC Conference Chair and Conference Treasurer are confirming that no individual is receiving anything of value for the execution of these contracts.
- 4) The FPS will review a contract assessment form to ensure that an adequate basis has been provided and that the IEEE COI is being followed.

8. FINANCIAL SUBCOMMITTEE

a) Scope

The Financial Subcommittee shall serve in an advisory role to the PCIC and shall have the following responsibilities.

- 1) Ensure that all PCIC financial operations are consistent and in compliance with IEEE/IAS requirements.
- 2) Review all budget proposals for PCIC Conferences.
- 3) Provide financial consistency and IEEE/IAS compliance assurance for all PCIC Conferences.
- 4) Provide instruction/guidelines for financial matters (such as budget requirements maintained by Local Committee (LC) Finance Chairs).
- 5) Monitor and review IEEE financial audit requirements and provide guidance as needed.
- 6) Develop and maintain the Financial Guide, which will be used by Local Committee Chairs and their LC Finance Chairs. The guide will include timelines and requirements for documentation and reporting.
- 7) Track and provide updates to the PCIC Chair and applicable Local Conference Chair regarding expenses that have been designated to be covered by PCIC Conference surplus for the benefit and promotion of the PCIC Mission and Strategies, including but not limited to:
 - a. IEEE Standards Meetings.
 - b. IEEE (Panel of Conference Organizers) POCO Meetings.
- 8) Provide documentation as required by IEEE/IAS for expenses to be covered by PCIC.
 - a. Update PCIC documentation as needed to coincide with IEEE documentation updates.
 - b. Provide documentation to PCIC Chair for distribution to those requesting pre-approval for planned expenses to be covered.
 - c. Assist PCIC Chair in review of preapproval documentation, as well as review of documentation submitted for reimbursement approval by the PCIC Chair.

- d. Once reimbursement approval has been received from the PCIC Chair, submit request for payment to the designated PCIC Conference(s) with an active financial account.
- 9) Provide support for PCIC Eugene J. Fagan Fund.
- b) Officers
 - 1) The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.
 - 2) The Subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for five (5) year terms. The officers may succeed themselves as many times as re-appointed.
- c) Membership
 - 1) In addition to the Subcommittee officers, the subcommittee shall consist of the Facilities Planning Subcommittee Chair, the current and future Local Conference Committee Chairs along with their identified Local Conference Finance Chairs, and all previous Local Conference Committee Chairs willing to serve.

9. HISTORICAL SUBCOMMITTEE

- a) Scope

The scope of this subcommittee is to maintain a record of all PCIC Conferences.
- b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair (referred to as Historian), Vice Chair, and Secretary for two (2) year terms. They may succeed themselves as many times as re-appointed. They shall have an expressed interest in PCIC history.
- c) Membership

Subcommittee membership includes the subcommittee Chair, Vice Chair and Secretary. The Historian shall be a member of the PCIC and the Executive Subcommittee.
- d) Records

The subcommittee chair shall maintain a record of all PCIC Conferences. This record shall include:

 - 1) A copy of the Conference program
 - 2) A copy of the Conference Record
 - 3) A copy of the Local Committee Luncheon Program
 - 4) A list of all PCIC Awards
 - 5) A list of all special awards
 - 6) Special events (e.g. 25th, 50th, 75th anniversary) documents

This information shall be filed by year and maintained in a suitable place and be available to all interested parties.

10. INFORMATION TECHNOLOGY (IT) SUBCOMMITTEE

a) Scope

- 1) Develop and maintain the structure of the PCIC website. Update website content with contributions from Marketing and other subcommittees.
- 2) Develop and maintain the PCIC IT operating manual policies and procedures (P&P's)
- 3) Interface with the Local Conference Committee to aid and direct development of the Local Conference Committee website and app including maintaining the PCIC App Guide and other guides as appropriate.
- 4) Maintain and archive all PCIC website files
- 5) Coordinate and manage the PCIC-purchased and leased computer hardware and software
- 6) Manage PCIC LISTSERV email distribution list
- 7) Establish strategies and guidelines for utilizing new IT capabilities in collaboration with the Marketing Subcommittee.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, Vice Chair, and Secretary for a period of two (2) years. They may succeed themselves as many times as they are re-appointed.

c) Membership

Subcommittee membership shall include the subcommittee officers and the following:

- 1) Information Technology Subcommittee Chair, Vice Chair and Secretary
- 2) Current year Local Conference Committee webmaster
- 3) Past year Local Conference Committee webmaster
- 4) Current year Local Committee App Chair
- 5) Past year Local Conference Committee App Chair
- 6) All identified future Local Conference Committee IT functionaries
- 7) Membership Subcommittee Chair (ad hoc as needed)
- 8) Marketing Subcommittee Chair (ad hoc as needed)
- 9) Ad hoc members as appointed by the subcommittee Chair

11. MARKETING SUBCOMMITTEE

a) Scope

- 1) Cover all aspects of marketing for the PCIC.
- 2) Take direct responsibility for PCIC Conference marketing.
 - a. To include marketing postcards, first emails, and/or other methods of communication, as well as the online preliminary program and final program to members, which promote/communicate upcoming conferences.
 - i) Maintain a database of past attendees from previous conference registrations.
 - ii) Market 'Call for Papers' and 'Call for Tutorials' by various methods (e.g. PCIC and IAS websites, IAS Magazine, PES, ESW, etc.) and to other target organizations.

- b. This will include collaborating with each Local Conference Committee on plans for the overall promotion of the Conference and conference city to our historical base of attendees.
- 3) To include website development for future years.
- 4) Publish Next year's conference website available at the current year's conference with all available promotional material.
- 5) To include developing/marketing PCIC to a new base of potential attendees from the local region through the local IEEE sections, Chapters, and organizations involved directly or indirectly with activities (leverage various IEEE organization unit email lists), which embrace the scope and mission of the PCIC to enhance attendance.
- 6) Market PCIC by corresponding with newspapers, news media and other industry publications for the conference, including developing new feature stories about PCIC activities.
- 7) Maintains a list of editors of industrial trade magazines to market the PCIC Conference. Upon initial and final program completion send to each of these magazines to request cooperation in further marketing/publicity. Examples to include LNP, pharmaceutical, renewable energy, and fuel cells.
- 8) Develop value statements/letters for engineering/maintenance managers to communicate the justification/participation for PCIC attendance.
- 9) Market PCIC to improve and expand its technical ability by attracting new talent who are interested in and committed to the PCIC Mission.
- 10) Direct the IT Subcommittee to publish material on the web and to ensure that all website material is accurate and current.
- 11) Contract for the annual services of a professional photographer for PCIC Conference functions.
 - a. Post the conference pictures to the PCIC website within 30 days of the end of the conference.
 - b. Market PCIC past conferences by creating content that includes select pictures.
- 12) Collaboration with the PCIC IT Subcommittee for ongoing improvements to content and aesthetics of the PCIC website and personal communication device apps with our target audience.
- 13) Marketing will have primary access to the conference registration data. Compile, monitor, and refine demographic metrics with the goal of understanding who comes to our conference and what motivates them to do so and encourage attendance.
- 14) Produce an annual report of conference statistics from the registration process. Report to include demographics of the conference and comparisons with previous years' demographics. Present the conference statistics to the Winter meeting of the PCIC. Collaboration with the PCIC YEDS Subcommittee for analysis and reporting of annual survey response metrics.
- 15) Collaboration with each Local Committee for consistency and accuracy of local website, and social media marketing.
- 16) Produce and maintain historical "mailing" lists based on previous PCIC registration data. This list will be used to promote the following year's annual conference.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, multiple Vice Chairs, and Secretary for two (2) year terms. They may succeed themselves as often as they are re-appointed.

c) Membership

The membership of the subcommittee shall consist of the subcommittee officers, and the Chairs and Publicity Chairs of all future Local Conference Committees.

12. MEMBERSHIP SUBCOMMITTEE

a) Scope

- 1) Using a master database, maintain the PCIC Database of volunteers with the most current contact information available for each member.
- 2) Serve as the focal point for all subcommittee roster information and assist subcommittee chairs in producing their rosters from the Maser database.
- 3) Encourage new committee members and inform potential members of PCIC activities.
- 4) The PCIC volunteer database shall be maintained through Memberplanet, an online software tool that is managed by the Membership subcommittee. All PCIC officers, including all volunteers, shall have access to memberplanet. Memberplanet features and capabilities include:
 - a. Login ID and password access
 - b. Management of all PCIC Executive and Subcommittees
 - c. Assignment of PCIC members to officer positions, including Chair, Vice-Chair, Secretary, and other positions specific to subcommittees
 - d. Assignment of PCIC members with name and contact information to one or more Subcommittees
 - e. Run reports on current rosters
 - f. Create and broadcast email correspondence within a Subcommittees or other Subcommittees where applicable

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, Vice Chair, and Secretary for two (2) year terms. They may succeed themselves as many times as they are re-appointed.

c) Membership

The subcommittee membership consists of the subcommittee officers.

13. PAPERS REVIEW SUBCOMMITTEE

a) Scope

- 1) Manage and improve the review and selection process for PCIC prize papers to determine which papers and conference presentations will be recognized for their high quality.
- 2) Submit six (6) recommended prize papers to A&A for final review and approval.

- 3) Manage and improve the process of selecting papers for publication in the IEEE Transactions on Industry Applications.
- 4) Manage and improve the process of selecting the papers for publication in the IEEE Industry Applications Magazine.
- 5) Review and update (as needed) the Papers Review Subcommittee Operating Manual at least annually.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, Vice Chair, and Associate Editors for two (2) year terms. They may succeed themselves as many times as they are re-appointed.

c) Membership

Members include the subcommittee officers and Associate Editors, the PCIC Executive officers, the PCIC Advisory and Awards Chair, all Technical Subcommittee officers, and anyone else whom the Papers Review Chair deems appropriate.

d) Operating Manual

Refer to the Papers Review Operating Procedures document for details of the operating details of that subcommittee.

[Papers Review Subcommittee Operating Manual](#)

14. PCIC EUGENE J. FAGAN FUND SUBCOMMITTEE

The Fund is intended to support the activities, visibility, and presence of IEEE, IAS, and PCIC around the world, including addressing humanitarian efforts, the advancement, and promotion of IEEE/PCIC-sponsored standards, educational activities, grants, research efforts, travel, and related scholarships.

a) Scope

- 1) Collect and select proposals to support,
- 2) Monitor contributions, disbursements, fees and Fund balance.

b) Membership

- 1) The Fund Chair (PCIC A&A past Chair)
- 2) The Fund Treasurer (PCIC Finance Chair)
- 3) PCIC Standards Subcommittee Chair
- 4) PCIC International Subcommittee Chair
- 5) PCIC Young Engineers Development Subcommittee Chair
- 6) IAS Process Industries Department Chair

c) Operating Manual

- 1) For details of the subcommittee's operating details, Refer to the Guidelines for Contributions and Disbursements document.
- 2) [Guidelines for Contributions and Disbursements](#)

15. PUBLICATIONS SUBCOMMITTEE

a) Scope

- 1) Register the PCIC Conference using the IEEE Conference Application Tool on the IEEE Website (IEEE Conference and Event Registration Page) each year and obtain the Letter of Acquisition.
- 2) Work with the PCIC Executive Vice Chair or Secretary on that year's Instructions and Timeline to Authors.
- 3) Generate an eCF Upload Spreadsheet Template on the IEEE Ecopyright Website page using the Author/Paper information on the updated Conference Paper Tracker. Track eCF generation into the IEEE database and work with the Papers Review Subcommittee representative and the authors for eCF's that are not generated.
- 4) Submit the IEEE Conference Application form on the IEEE website and include the generation of a PDF Express site.
- 5) Communicate with authors on how to create an IEEE Xplore compliant .pdf file for their paper using IEEE PDF eXpress.
- 6) Coordinate with the Paper's Review Committee and the authors on obtaining MS Word (*.docx) versions of their final papers, which will be used to develop the IEEE Xplore-compliant .pdf files of the authors' papers.
- 7) Manage, with the printing contractor, all of the needs of PCIC, such as the Conference Record, mailers, Author's Certificates, and Conference Program, are met and ensure information consistency. This will include organizing the MS Word (.docx) versions of the author's final papers used to develop the IEEE Xplore compliant .pdf files of the author's papers as well as sharing these documents with the final printed copy of the Conference Record. Publications Subcommittee Representatives will utilize the IEEE Packing List Generator to submit the Conference Record to IEEE Xplore.
- 8) Coordinate with the Local Committee on the logistics of the above to ensure timely arrival at the Conference location and report costs to Local Committee Chair and Finance.
- 9) Within 30 days after the conference, submit the required papers and electronic copyright information to IEEE Xplore using the IEEE portal.
- 10) Prepare individual awards for the David C. Azbill and Russell W. Mills awards to be presented at the PCIC Awards Luncheon during the PCIC Conference.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair and Vice Chair(s) for two (2) year terms. They may succeed themselves as many times as re-appointed. There may be more than one Vice Chair. The PCIC Chair will determine the number of Vice Chairs with input from the subcommittee Chair.

c) Membership

The subcommittee membership includes the subcommittee officers. The subcommittee Chair shall be a member of the Local Conference Committee.

16. STANDARDS SUBCOMMITTEE

a) Scope

- 1) Maintain awareness of IEEE IAS PCIC Standards, Recommended Practices, and Guides that may affect the petroleum and chemical industries.
- 2) Manage and update the PCIC Standards Subcommittee Policies and Procedures for Standards Development document. [PCIC Standards Committee P&P's](#)
- 3) Serve as a reporting body to keep abreast of standards work being done in IEEE and other standards development organizations. Present liaison report at the PCIC Conference.
- 4) Serve as the PCIC originating body (Sponsor) to develop Standards, Recommended Practices, and Guides. Manage the IEEE Standards Association Project Authorization Request (PAR) process on behalf of PCIC.
- 5) Administer the current IEEE IAS PCIC Working Group Procedures & Policies [Working Group P&P's](#).
- 6) Communicate with the IEEE-SA Standards Board on specific Sponsor activities as needed.

b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The subcommittee Chair, Vice Chair(s), and Secretary shall be appointed by the PCIC Chair for a period of two (2) years. The officers may succeed themselves as many times as re-appointed. There may be more than one Vice Chair. The PCIC Chair will determine the number of Vice Chairs with input from the subcommittee Chair.

c) Removal of Officers

A Standards Committee officer may be recommended for removal by a majority vote of the PCIC Executive Committee officers. Grounds for removal shall be initiated by, or consulted with, the current Standards Committee officers. The officer suggested for removal shall be notified in writing and given an opportunity to make a rebuttal prior to the vote for recommendation for removal. The individual shall be allowed a minimum of 30 days to respond. A vote of the PCIC Executive Committee may not be taken until such rebuttal is given; the individual waives this right in writing; or the notification time has expired. Prior to the vote, the PCIC Chair shall also consult with PCIC Advisory & Awards (A&A) regarding the removal. If removal is supported by the vote, the PCIC Chair shall notify the officer of their removal and note the effective date. Copies of the notification shall be sent to the PCIC officers, Standards Committee officers, and the Chair of Advisory & Awards. Should the officer being removed occupy the office of Chair, the IEEE SASB shall be notified.

d) Membership

Subcommittee membership includes the subcommittee officers and individuals who express an interest in the Standards Subcommittee and attend two (2) of the last four (4) subcommittee meetings, the PCIC officers, PCIC Working Group Chairs, and interested Liaison Representatives to other Standards Development Organizations if recommended by the subcommittee Chair and approved by the PCIC Chair.

e) Duties of the Subcommittee Chair

- 1) The duties of the Subcommittee chair with respect to standards development activities are governed by the currently approved IEEE/IAS PCIC Standards

Subcommittee Policies and Procedures. In addition, the chair shall have the following duties

- 2) The PCIC Standards Subcommittee Chair shall represent the PCIC Standards Subcommittee at the PCIC Winter meeting and prepare and coordinate Standards Working Group meetings for the PCIC Conference, including PCIC Sponsored Standards, IEEE Standards, and non-IEEE Standards Working Groups and Committee meetings.
- 3) The PCIC Standards Subcommittee Chair shall present highlights of the annual Standards Subcommittee meeting at the PCIC Conference to the PCIC Executive Committee. The PCIC Executive Committee shall vote any recommended actions or positions taken from the Standards Subcommittee meeting.
- 4) The PCIC Standards Subcommittee Chair is the Chair of the David C. Azbill Award Nomination Task Group.

Upon approval of a new Standard, Recommended Practice, or Guide by the IEEE Standards Board, the Standards Working Group shall be responsible for preparing a paper for presentation in the General Technical Session (or appropriate specialty Technical Session) at the next annual PCIC Conference. Revisions or reaffirmed Standards, Recommended Practices, or Guides may be presented at the next annual PCIC Conference as determined by the Vice Chair of PCIC. To be considered for the next annual PCIC Conference, the new or revised Standard, Recommended Practice, or Guide must be approved by the IEEE Standards Board and be free of any appeals.

- f) Stewardship of the Standards Subcommittee Policies & Procedures:

P&P Document	Section Steward for Changes	Reviewing Body for Proposed Changes	Approval Body for Changes
Standards Subcommittee P&Ps	PCIC Standards Subcommittee Chair	PCIC A&A	PCIC Executive SC / SA Board
Standards Working Groups P&Ps	PCIC Standards Subcommittee Chair	PCIC A&A / SA Board	PCIC Standards SC

17. TUTORIALS SUBCOMMITTEE

- a) Scope

The Tutorials Subcommittee shall provide appropriate tutorials for continuing education following the annual PCIC Conference.

- b) Officers

The subcommittee officers are members of PCIC. The subcommittee chair is a member of the PCIC Executive Subcommittee.

The PCIC Chair shall appoint the subcommittee Chair, Vice Chair, and Secretary for a period of two (2) years. They may succeed themselves as many times as they are re-appointed.

- c) Membership

Membership of the subcommittee includes the subcommittee officers and other individuals appointed by the subcommittee Chair.

C. Local Conference Committees

1. SCOPE

The Local Conference Committee's scope is to organize and run the annual PCIC Conference. The Committee is responsible for every aspect except developing the content of the technical program and tutorial program.

2. OFFICERS

The Local Conference Committee Chair shall be appointed by the PCIC Chair.

The Local Conference Committee Chair shall appoint all other Local Conference Committee officers.

3. MEMBERSHIP

The Local Conference Committee Chair shall select and appoint all other members of the Local Conference Committee.

4. FINANCIAL

The Committee shall fund approved PCIC expenditures necessary to conduct PCIC activities during the year in addition to the conference activities.

- 1) Ensure that all expense reports submitted for reimbursement by the PCIC Officers meet all IEEE financial guidelines.
- 2) Ensure that any other expenses submitted by PCIC Officers meet all IEEE Financial guidelines.

[PCIC Conference and Local Committee Guide](#)

IV. General Policies

A. Correspondence and e-mail

1. CORRESPONDENCE

- a) Copies of meeting announcements and minutes from subcommittees shall be sent to the PCIC Chair, Vice Chair, and Secretary.
- b) The respective Committees and Subcommittees shall retain all Committee and Subcommittee records for six (6) years.
- c) When sending emails to bulk distribution lists, the "Blind cc" (BCC) feature shall be used per the following guidelines.
 - 1) BCC required
 - a. When sending emails to bulk distribution lists beyond the Executive Subcommittee and Subcommittee officers.
 - 2) BCC not required
 - a. PCIC Chair to individual Subcommittee Chair
 - b. PCIC Chair to multiple PCIC officers and Subcommittee Chairs

- c. PCIC Chair to entire Executive Subcommittee
 - d. Subcommittee Chair to Subcommittee Officers
- 3) BCC recommended
- a. Subcommittee Chair to entire Subcommittee membership
 - b. PCIC Vice Chair (or Subcommittee Chair) to all authors
 - c. Technical Paper Review Subcommittee Chair to all reviewers

2. PCIC LISTSERV

The PCIC LISTSERV email distribution is managed by the IT Subcommittee. PCIC officers and subcommittee officers may use it to conduct PCIC business requiring broad distribution to PCIC membership. It may not be used for commercial purposes.

B. Electronic Balloting for all Subcommittees of the PCIC

Electronic Balloting is permissible to conduct any business of the Subcommittee that the Subcommittee officers deem necessary at times between the normally scheduled meetings of that Subcommittee. It is intended that this process not be utilized for issues anticipated to generate significant discussion. The process will be as follows:

- 1) All motions considered for electronic ballot shall be sent to the voting pool by the Chair of the subcommittee. All motions considered for electronic ballot shall include sufficient background information to address anticipated questions from the voting pool. Example: a motion to approve a conference budget should include information that the budget has been reviewed by the Finance Subcommittee and the Facilities Subcommittee with recommendations for approval. The Chair must use his/her best judgment to use electronic balloting only for actions and approvals deemed not to need debate or floor discussion.
- 2) An email shall be sent to every member of the Subcommittee using the Blind cc (BCC) function. The email address shall be that on record within the PCIC Membership Database or on record with the Subcommittee. For those members of the Subcommittee that do not have an email listed, the Chair of the Subcommittee shall place a phone call to the phone number on record to request an email address. If the member has no email address, the Chair of the Subcommittee shall request that the member vote and comment via phone. The Chair of the Subcommittee shall allow the member up to 10 days to return a vote and comment via phone. If the attempt to contact via phone is unsuccessful, the member's vote shall be designated as an unreturned ballot.
- 3) Since not all email software has the ability to utilize "voting buttons", they are not to be used.
- 4) The email shall contain a concisely worded motion, with background information provided if necessary.
- 5) The body of the email shall request the recipient to reply to the sender with a response of "accept," "reject," or "abstain." The body shall also indicate that the recipient may include any comments they wish as part of the response. The member shall be given at least 21 days in which to respond.
- 6) For any emails that are returned as undeliverable, the Chair of the Subcommittee shall locate the phone number of record in the PCIC Membership Database or in the Subcommittee's records and shall contact the member via phone to request an updated email address. If the attempt to contact via phone is unsuccessful, the member's vote shall be designated as an unreturned ballot.
- 7) A motion shall pass if a simple majority of a quorum of the membership of the Subcommittee (25%) returns an "accept" response.
- 8) At 21 days from the date of the email, the Chair of the Subcommittee shall review all votes received. If less than 25% of the Subcommittee membership has returned a vote, the Chair of the Subcommittee shall send a reminder email to the membership.
- 9) If the simple majority of the quorum "accept" response is not received within 30 days of the original email, the electronic ballot shall be withdrawn and the motion shall be presented at the next scheduled meeting.

- 10) The results of all electronic balloting conducted between meetings of the Subcommittee shall be recorded in the minutes of the next meeting of the Subcommittee.

C. Definition of a Conference “Guest”

1. A “GUEST” IS:

A spouse, family member, or other similar person of a registered PCIC Conference attendee who accompanies that registered PCIC Conference attendee to a PCIC Conference event.

2. A “GUEST” IS **NOT**:

- a) An author presenting at the PCIC Conference
- b) An unrelated co-worker
- c) An unrelated business associate

3. GUESTS ARE ENTITLED TO:

- a) Accompany the PCIC Conference attendee with whom they registered to the PCIC Conference social.
- b) Attend guest-designated functions, i.e. the guest hospitality room, tours, etc.

D. Presentation First Policy

1. The PCIC policy is that papers be presented at the PCIC Conference before being presented at any other conference.
2. Each paper proposal shall state whether the paper has previously been presented or published.
3. It is recognized that occasionally, there may be significant value to the PCIC membership for exceptions to this requirement. Exceptions may be considered based on the following guidelines.
 - a) If a paper that has been previously presented and/or published would have sufficient technical value to the PCIC, the author may submit the paper to the PCIC Vice Chair.
 - b) The proposal shall include a written statement outlining the following:
 - 1) When the paper was first presented and/or published.
 - 2) To which conference it was presented and/or published.
 - 3) If it is scheduled for future publication.
 - 4) An explanation of why it is insufficient for the PCIC membership to simply read the published paper.
 - c) The PCIC Technical Subcommittee Chair, with the concurrence of the Technical Program Subcommittee Chair, may authorize the re-presentation of the paper.

E. Multimedia Recording

Video and/or audio recording of technical sessions is prohibited unless prior approval is obtained from the PCIC Chair. The session moderator will remind conference participants that video and audio

recording of technical sessions is not permitted unless prior authorization is obtained. Audio and/or video recording by PCIC is allowed as part of the conference's execution. The Local Committee Chair shall be involved in reviewing and approving decisions related to multimedia recordings.

F. PCIC Website

In order to maintain the strong professional integrity of the PCIC, restrictions are required on linking from the PCIC website to external websites and on the use of company names, logos, and direct website links. This is increasingly important to avoid the perception that PCIC is endorsing those entities; therefore, the following website guidelines are required and must be followed for all PCIC websites, including the PCIC Local Committee website:

1. THE FOLLOWING ARE PERMITTED:

- a) Listing of company names for PCIC members, authors, and tutorial instructors.
- b) Listing of company names who sponsor conference functions.
- c) Listing of company names on the social calendar for sponsored activities and guest hospitality suites.
- d) Links to informational or commercial websites containing PCIC-pertinent hotel and tourist information.
- e) Direct reference or links to IEEE, NFPA, NEC, API, NEMA, UL, FM, CSA, IEC, or any other nationally or internationally recognized consensus standards organization.
- f) Links to other conference websites affiliated with PCIC.

2. THE FOLLOWING ARE NOT PERMITTED:

- a) Linking directly (or indirectly) to sites containing offensive or objectionable material as determined by the PCIC Executive Subcommittee officers. Care must be taken to thoroughly review linked sites to ensure that these sites do not contain or have links to secondary sites containing offensive and objectionable material.
- b) Use of company logos
- c) Direct links to company websites
- d) Photos or slides that clearly identify company-supplied products or services

G. PCIC Conference Etiquette Rules for Vendor Entertainment

1. SCOPE

The purpose of these rules is to maintain the PCIC at a high professional level. Vendor participation is encouraged and welcomed to emphasize the technical and professional aspects of the PCIC Conference. Conduct shall be in accordance with the following to prevent any conflicts with the PCIC Conference program

2. PRE-CONFERENCE ADVERTISING

- a) Vendors are encouraged to send email invitations to potential PCIC Conference attendees for vendor-sponsored functions such as dinners, receptions and hospitality suites, provided these

functions meet the requirements of this section and such email notifications do not include advertising of products and services within the same notification.

- b) Vendors are permitted to send email notifications of tutorials and technical papers the vendor is participating in, provided such email notifications do not include advertising of products and services within the same notification. The email notification should also include information about the PCIC Conference, including the PCIC Conference logo, dates and location, and shall include the title, paper number and full list of authors as indicated in the PCIC Conference technical program.

3. HOSPITALITY ROOMS

- a) Vendor hospitality rooms are allowed and are used to entertain customers, make and renew acquaintances, and discuss commercial matters on an individual basis.
- b) All vendor personnel participating in the vendor's hospitality room(s) must register as attendees of the PCIC Conference.
- c) The principal member responsible for the vendor's hospitality room(s) shall be a member of IEEE in good standing and a member of the Industry Applications Society of which the PCIC is a Committee.
- d) Vendors shall not receive guests to hospitality rooms during official PCIC Conference program hours, including the time set aside for PCIC events such as technical meetings, subcommittee meetings, banquets, luncheons, social functions, or like affairs.
- e) At least one-half hour before official PCIC Conference affairs, vendors shall close their hospitality room(s) to guests, including those already present. The rooms shall not reopen until such PCIC Conference affairs are officially closed.
- f) An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
- g) To provide a more pleasing and professional appearance, the Local Conference Committee will list hospitality room identification in the Registration area. The committee will also provide an identifying sign for use at the hospitality room location. All signs are to be returned to the Local Conference Committee at the end of the PCIC Conference.
- h) Literature and products for demonstration and discussion on a personal and individual-oriented basis in hospitality rooms must be consistent with the technical communication objectives of the PCIC Conference.
- i) All vendors that are to have hospitality rooms open to general attendance shall give prior notification to the Local Conference Committee as suite assignments within the PCIC Conference hotel is to be managed by the Local Conference Committee.

4. VENDOR OFFSITE ENTERTAINMENT

- a) Vendor luncheons, social functions, and other vendor-coordinated activities shall not conflict with the times allotted to the official conference program and official PCIC Conference luncheons, banquets, and social functions.
- b) The PCIC Conference officially runs from Monday at 7 a.m. to Thursday at 5:00 p.m. At no time between Monday 7:00 a.m. through Wednesday 5:00 p.m. shall any company (including subsidiaries) take more than 25 registrants (not including guests, PCIC Emeritus, visiting

dignitaries, or host company personnel) away from the PCIC Conference hotel for any purpose.

5. COMMERCIAL ADVERTISING AND CONDUCT

- a) No commercial displays, including signs, posters, banners, etc. shall be displayed on common conference premises.
- b) Group-oriented displays of commercial equipment or product presentations will not be allowed outside vendor hospitality rooms.
- c) Commercial products shall be confined to hospitality rooms in order to emphasize the official technical nature of the conference.
- d) Commercial literature shall be distributed only in hospitality rooms.
- e) Commercial/promotional literature shall not be included in conference attendee registration packets. Logos and names of sponsoring companies are permitted as approved by the Conference Chair.

6. DELIVERY OF FLYERS TO HOTEL ROOMS

- a) Distribution of material to PCIC attendees' hotel rooms will be done only by the hotel staff.
- b) The Local Conference Committee is tasked to administer this activity based on the Local Committee Guide

7. NON-COMPLIANCE PENALTY

Vendors who violate the requirements of this section may be subject to one or more of the following penalties, to be decided by the PCIC Advisory & Awards (A&A) Subcommittee:

- a) Vendor removed from consideration for conference hospitality rooms.
- b) Vendor removed from consideration for conference sponsorships.
- c) Vendor authors removed from consideration for future technical paper selection.

H. PCIC Policy for Freedom from Commercialism

1. INTRODUCTION

- a) From its beginning in 1954, the IEEE PCIC Conference has been a technical conference free of commercial displays and other forms of commercialism.
- b) The PCIC Policy on Freedom From Commercialism in PCIC Technical Papers augments the IEEE IAS "Guide to Procedures for Processing Technical Papers". [IEEE IAS Freedom From Commercialism](#).
- c) The intent is to provide the author and the author's employer with due recognition within the constraints of maintaining a high level of professionalism in writing and presenting technical papers and tutorials. The audience at a PCIC Conference is technically oriented and sophisticated to the point that authors do not need to resort to displays of commercialism to gain recognition for themselves or their employer.

2. PCIC POLICY STATEMENT

The PCIC presents a technical conference for the exchange of electrical applications technology related to the petroleum and chemical industry. There shall be no commercial

content in the written paper, the oral presentation, the slides or photos associated with the oral presentation, or the question-and-answer session following the oral presentation.

3. NON-COMPLIANCE PENALTY

- a) Authors are encouraged to keep this policy in mind as they write their papers and presentations.
- b) Failure to adhere to these guidelines may disqualify a paper from presentation or further consideration for awards and or publication.
- c) Flagrant and repeated violations may preclude a company from presenting papers at future PCIC Conferences.
- d) The PCIC Advisory and Awards (A&A) Subcommittee will review all incidents, will notify the parties involved of the infractions and resulting consequences, and will address any infraction appeals. Any appeal of an incident shall be submitted in writing to the PCIC Chair.
- e) The technical Session Chair will interrupt commercialism during the presentation and/or Q&A session by reminding the presenter and audience of the PCIC policy against commercialism. The technical Session Chair has the authority to stop an offending presentation following the warning.

4. EXAMPLES

Below are examples of what the PCIC considers "UNACCEPTABLE" and "ACCEPTABLE" with regard to commercialism. These examples apply to all authors whether they are affiliated with manufacturers, users, or contractors.

a) ACCEPTABLE:

- 1) Author's complete name, business affiliation, complete mailing address, and IEEE membership grade on the Title Page or Introductory slide of the presentation
- 2) Author's use of valid technical data to support a product but not using a company's trade name, specific names or locations of facilities, etc.
- 3) Photos or slides of a product installed in a "real world" application directly related to understanding the paper without identifying the company that supplied the product.
- 4) Refusal to discuss commercial aspects of the topic during a question and answer session. The presenter should advise the person asking the question that it cannot be answered due to its commercial nature.
- 5) Product and organization names that have no commercial significance to the presentation other than conveying information necessary for a more complete understanding by the audience, e.g., IBM compatible PC, Microsoft Excel software, Internet, OSHA.
- 6) Non-technical trademark names that have become so common over time that they are often used as generic names, e.g., vice grips, scotch tape, Teflon, and neoprene.
- 7) Direct and specific reference to IEEE, NFPA, NEC, API, NEMA, UL, FM, CSA, IEC, or any other nationally or internationally recognized consensus standards organization.
- 8) Slides or photos that mask trademarks or logos for presentation. Note that the quality of the slides influences the evaluation of the oral presentation. Authors should attempt to mask unacceptable logos and names prior to taking photos. When this cannot be

done, the author must consider other means to alter or touch up the photos prior to the presentation.

- 9) Affiliation(s) of person(s) mentioned in the Acknowledgement Section: Where appropriate, the affiliated company or institution's name should appear in parenthesis beside the acknowledged person's name—e.g., J. Q. Engineer (XYS Company).

b) UNACCEPTABLE:

- 1) Company names or logos on slides, screensavers, or photos that may be visible to the audience.
- 2) Text or verbal statements that include specific products, tradenames, or company references except as permitted above.
- 3) Photos or slides that clearly identify the author's company affiliation or the company that supplied a product or service.
- 4) Photos or slides of equipment where the company name or logo is visible and identifiable.
- 5) Text or verbal statements that go beyond the direct technical data needed for understanding are actually commercial statements.
- 6) Engaging in dialogue during the question and answer session regarding commercial aspects of a design or product. The speaker is expected to refuse to answer a question by explaining that it is commercial in nature and must be discussed outside the presentation.
- 7) Direct reference to a company's name in the paper or during the presentation, including screensavers, or "wallpaper"
- 8) Direct quotes from references that make commercial statements.
- 9) Mention of a company's website address anywhere in the paper, including the Reference Section.
- 10)

If there are any questions, contact the appropriate PCIC Technical Subcommittee Chair, prior to presentation. There are no acceptable reasons for being out of compliance with these requirements.
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I. Corporate Support Guidelines

[Sponsorship Guidelines from our website \(2008\)](#)

Table of reference documents

None	PCIC Bylaws	PCIC About page
III B 2	Technical Subcommittee Guide - Generic Operating Manual R1	PCIC Exec web page
III B 4	Awards Nominating Subcommittee Procedures and Policies.doc	PCIC Exec web page
III B 6	Emeritus Procedures from website	Emeritus web page
III B 6	Read Me First - qualifications	Emeritus Sub Page
III B 6	Emeritus Subcommittee Application	Emeritus Sub Page
III B 7	Conference Attendance Statistics	PCIC Exec web page
III B 7	Hotel Statistics	PCIC Exec web page
III B 7	PCIC Conference and Local Committee Guide	PCIC Exec web page
III B 12	Papers Review 2006 operating manual	PCIC Exec web page
III B 15 a 2	PCIC Standards Committee P&P's	IEEE Standards
III B 15 a 5	Working Group P&P's	Standards web page
III B 17 d	Myron Zucker Travel Grant Application	PCIC YEDS page
III C 4 b	PCIC Conference and Local Committee Guide	PCIC Exec web page
V H	IEEE IAS Freedom From Commercialism	IEEE IAS pub dept
V I	Sponsorship Guidelines from our website (2008)	PCIC Exec web page

V. Appendix 1 – Site Selection



Appendix 1 - Site Selection.docx

VI. Appendix 2 – Facilities Contract Review Process (approved February 13, 2023)



PCIC Operating Manual Appendix 2