



# **ADMINISTRATIVE GUIDELINES**

## **FOR AEIC COMMITTEES / SUBCOMMITTEES /**

### **DA COUNCIL**

#### **2020**

### **1. ABOUT AEIC**

AEIC is an association of electric utilities, generating companies, transmitting companies or distributing companies – including investor-owned, federal, state, cooperative, and municipal systems – in the United States, or its possessions; as well as any electric utility, generating company, transmitting company, or distributing company outside the United States or its possessions – regardless of ownership form – engaged in the generation, transmission, or distribution of electric service for sale to the general public. The Association is incorporated in the State of Alabama.

Associate membership is also open to the following entities responsible for providing technical research related to the generation and delivery of electricity and/or for promoting, coordinating, and ensuring the reliability, integrity, and efficient use and operation of the bulk power supply systems, but not meeting the requirements of regular membership: Electric Power Research Institute (EPRI), Regional Transmission Organizations (RTOs) and Independent System Operators (ISOs).

### **2. INTRODUCTION TO THIS GUIDELINE**

These administrative guidelines are intended to assist AEIC committee officers and members. They recognize the fact that among the AEIC committees there are differences in organizations, meeting formats, and other aspects of committee operation. There is no intent to standardize over and above the guidelines presented here.

### **3. AEIC COMMITTEES / SUBCOMMITTEES / COUNCIL**

Through a committee structure, the Association addresses operational opportunities and challenges associated with planning, building, and operating an electric energy system. The AEIC's seven committees, five subcommittees, and one council, staffed with experts from the management of member companies, work to solve challenges of mutual concern and to ensure that manufacturers are prepared to meet the needs of the

industry. AEIC groups meet regularly during the year to explore problems in their particular areas. The AEIC's committees are:

- Power Generation Committee
- Electric Power Apparatus Committee
- Cable Engineering Committee
- Load Research & Analytics Committee
- Meter and Service Committee
- Customer Service Committee
- Power Delivery Committee

Reporting to the Power Delivery Committee are five subcommittees:

- Distributed Energy Resources Subcommittee
- Human Resources Subcommittee
- Project Management Subcommittee
- Storm Team
- Cost Optimization Subcommittee

In addition, AEIC has a Data Analytics Council

#### **4. DESCRIPTION OF AEIC COMMITTEES / SUBCOMMITTEES / COUNCIL**

The operation of the seven operating committees is of great value to member companies because of their interchange of information, their encouragement of new developments, and contacts with other organizations such as manufacturers, national and international codes and standards groups, and industry bodies such as EPRI, INPO, EEI, ANSI, and NERC.

The objectives and scope of each committee are detailed in this section of the guides. Committees are urged to review and revise these statements from time to time as their mission and scope changes. Cooperation among Association committees and with other industry organizations and their committees is encouraged to avoid unnecessary duplication of activities.

**Power Generation Committee** promotes technological, safety, and operating advances in the power generation field, including large scale distributed resources, by providing a forum for dialogue between suppliers and users to exchange industry needs, best practices, or lessons learned, and technology developments. Members of the Power Generation Committee represent approximately 60% of the electricity generated in the United States. *Members generally are chief executive officers, presidents, executive vice presidents, senior vice presidents, vice presidents, and generation executives.*

**Electric Power Apparatus Committee** provides forums for communication among electric utilities and the manufacturers of major electric utility power equipment. These interactions promote the availability of the highest quality and most economical products, consistent with electric utility needs. The committee also meets with those

organizations responsible for research, technical specifications, standards, and safety. *Committee members generally are senior vice presidents, vice presidents, directors, general managers, and managers.*

**Cable Engineering Committee** provides technical specifications and guides relating to the quality, physical design, operating conditions, and new developments of medium and high voltage underground cable systems and accessories that are used for electric utility power delivery systems. In addition, the committee interfaces with major manufacturers of medium and high voltage electrical cables to ensure the highest quality and economical use of underground cables and accessories. The committee publishes and distributes specifications and guides through the AEIC website, [www.aeic.org](http://www.aeic.org). *Committee members generally are managers, supervisors, engineers, and specialists.*

**Load Research & Analytics Committee** promotes proper load research and data analytics practices in the electric utility industry. The committee develops source material on the proper conduct of load research and data analytics and appropriate applications through a variety of means, including reports and manuals, an extensive schedule of workshops, white papers, seminars, and conferences. The committee offers the Load Research Manual through AEIC's website, [www.aeic.org](http://www.aeic.org). *Members generally are directors, managers, supervisors, and specialists.*

**Meter and Service Committee** provides direction for the industry by studying new technology in the electrical metering field and reporting operating experiences of electric metering equipment, systems, and the introduction of service entrance conductors into customer facilities. The committee maintains representation on ANSI, EPRI, UL, EEI and other industry organizations to promote metering safety, standardization, and research. *Members generally are directors, managers, supervisors, and specialists.*

**Customer Service Committee** identifies and explores key and emerging customer service functions, shares insights and addresses customers' changing expectations of their electric provider. Customer trends and technology are impacting utilities today, and the Committee maintains a broad focus on all types of conventional and digital communications, as well as monitoring technology trends and developments in the electric energy industry. *Committee members generally are senior vice presidents, vice presidents, managing directors, directors, managers, and chief customer officers.*

**Power Delivery Committee** identifies and assesses technological, economic, and operational issues that will impact the planning, design, construction, maintenance, reliability, and management of electric utility power delivery systems. It provides a forum for exchanging ideas and exploring changes to improve the delivery of electric power from the generating station to the customer. *Members generally are presidents, chief operating officers, executive vice presidents, senior vice presidents, vice presidents, directors, general managers, and managers.* Reporting to the AEIC Power Delivery Committee are five subcommittees:

**Distributed Energy Resources Subcommittee** is focused on the technical and operational challenges, best practices, and solutions that are related to the integration into the electrical grid of distributed energy resources of all sizes,

ranging from small residential, commercial, industrial, and modest-sized community installations. *Members generally are vice presidents, managers, directors, general managers, and group leaders.*

**Human Resources Subcommittee** expands human resource competence and knowledge for AEIC member companies. The subcommittee focuses on human resource issues of power delivery organizations, including trends, legal updates, benchmarking, and best practices, in order to advance the contribution of human resources in AEIC member organizations. *Members generally are vice presidents, directors, managers, and labor consultants.*

**Project Management Subcommittee** provides a forum for electric utility-focused professionals to collaborate on best practices related to the project management discipline. The subcommittee shares successes and challenges related to the use of project management tools, organizational challenges, training, estimating team dynamics, and management support in the utility industry. *Members generally are managing directors, directors, senior project managers, executive directors, and project administrators.*

**Storm Team** provides a forum for power delivery professionals to exchange ideas and information on past severe service restoration events and to develop a series of best practices in the areas of service restoration and system hardening, including pre-storm checklists, service restoration best practices, and storm center practices. *Members generally are senior vice presidents, vice presidents, directors, managers, superintendents, managing supervisors, and senior emergency planners.*

**Cost Optimization Subcommittee** collaborates, shares and benchmarks cost-saving initiatives that are being considered by member companies with the goal of reducing costs in operations, maintenance, and capital, while maintaining safety, reliability, and meeting customer expectations. *Members generally are senior leaders, supervisors, managers, directors, and vice presidents.*

**Data Analytics Council** exists to expand data analytics capabilities within AEIC committees and member companies and to educate employees of AEIC member companies on how to optimize the benefits of data analytics in performing their daily work to enable more data-driven decision making. *Members generally are from operations areas and/or information technology groups and consist of Vice Presidents, directors, managers, supervisors, senior data analysts and representatives from AEIC's other committees.*

## **5. AEIC COMMITMENT**

AEIC's committees, subcommittees, and council are committed to maintaining full compliance with established regulations and laws and complying fully with federal and state antitrust laws.

## **6. MEMBERSHIP ON AEIC COMMITTEES / SUBCOMMITTEES / COUNCIL**

A. Committee personnel should include representation from the highest level in the member companies consistent with the activity and membership requirements of the committee.

B. Membership on a committee should be justified by the individual's ability, experience, and willingness to contribute.

C. Certain committees have traditionally included in their meetings a limited number of advisory members who can make a significant contribution due to their affiliation with major firms serving the electric power industry. Such practice should be reviewed annually to assure that the advisory members serve the best interest of the AEIC group.

D. Committees are urged to seek a diverse representation. In determining new members, special attention should be given to member companies represented on few or no committees. Membership information is available from the AEIC office.

## **7. SELECTING NEW COMMITTEE MEMBERS**

A. Each committee will review prospective members to fill vacancies on the committee as they occur. This review may include having a prospective member attend committee meetings as a guest. Any prospective member should indicate a willingness to actively participate in committee task groups or subcommittees and attend meetings regularly. Furthermore, the individual should have the support of his or her company's management in meeting committee obligations.

When the Executive Director receives a request from a company chief executive officer or other senior executive requesting an employee be placed on a committee, the Executive Director will request that the committee Chair offer that employee the opportunity for membership on the committee. A draft membership recruitment letter is attached as "Addendum A."

The committee Chair will either offer membership to this individual or inform the individual that his/her CEO/senior executive has requested that this individual become a member of the committee and will be invited to attend future meetings. In this event, the employee will be placed on the mailing list and will be given member status upon meeting the committee's individual membership requirements. Membership requirements vary among the seven AEIC Committees.

B. Where a committee wishes to add a representative from a company that is not an AEIC member, that company must first join the Association.

C. Guests from non-AEIC member companies may be invited to meetings by the Committee Chair, but should not attend meetings on a regular basis.

## **8. MAINTAINING AN ACTIVE COMMITTEE CULTURE**

The strength of AEIC is its active, working committees. ***Committee members are expected to attend committee meetings.*** When attendance by the member is not possible, an alternate from that company is encouraged to attend. Upon failure to attend, or to be represented by an alternate for two consecutive meetings the member should be requested by the committee officers to re-confirm his/her willingness or ability to attend meetings or allow his/her place on the committee to be filled by another individual. **The leadership of each working group should maintain an up-to-date roster of its membership and communicate that information regularly to the AEIC office.**

## **9. ORGANIZATION OF COMMITTEES**

Each committee shall have a Chair, Vice-Chair and such other officers and subcommittee Chairs as are deemed appropriate for the operation of the committee.

Although having a Chair and Vice-Chair is acceptable, AEIC encourages groups to have a Chair, 1<sup>st</sup> Vice-Chair, and 2<sup>nd</sup> Vice-Chair, and Secretary, if appropriate. This will help ensure continuity in the event an officer has to leave the committee for any reason.

Committee officers normally serve for two years in each position. For committees having both 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairs, service by the 2<sup>nd</sup> Vice-Chair, ultimately moving to Chair, would be a commitment of six years.

The 2<sup>nd</sup> Vice-Chair serves for two years, progresses to 1<sup>st</sup> Vice-Chair for two years, and then progresses to Chair for two years. In selecting a new Vice-Chair, it should be determined that the person chosen is willing to serve, has company support, and is able to devote the necessary time to the leadership of the committee.

Qualifications for serving as Vice-Chair include (1) Leadership capabilities, (2) Past attendance and participation in committee activities, (3) Attitude, willingness, ability, and company support to serve in both the Vice-Chairs and Chair responsibilities.

Commitment to serving as an officer of a standing AEIC committee is critical to the overall success of both the committee and the Association. Therefore, the standing committee Chair and Vice-Chairs, who are responsible for the leadership development of the committee, should communicate the following points to a candidate being considered for the office of Vice-Chair:

- (1) In most committees, the services of a committee Secretary are required from the same company as the incoming Chair. In some committees, the 1<sup>st</sup> Vice-Chair or 2<sup>nd</sup> Vice Chair is responsible for committee secretarial duties.
- (2) Specific duties of the Chair and Vice-Chair should be clearly understood by the prospective Vice-Chair.
- (3) Approval for the appointment should be obtained from a high enough level within the prospective Vice Chair's company to ensure that the prospect's executive officer will have no difficulty in making a positive response to the appointment letter

sent from the Executive Director of the Association, requesting approval of the appointment.

(4) Since an attempt is made to rotate the Chairship among a wide number of companies, each company is asked to contribute the time and administrative support necessary to assist the Vice-Chair and Chair, recognizing the many benefits for the entire electric utility industry that are received from committee work.

Once the prospect has received informal company approval of his/her role as Vice-Chair, a letter will be sent from the Executive Director of the Association to the Chief Executive or another officer of the prospective Chair's company, seeking formal approval of the appointment to Vice Chair and continued service as Chair.

In addition to these administrative guidelines, committees are urged to maintain their own records containing guidelines on the operation of the specific committee. The guidelines can be passed along to incoming officers.

## **10. COMMITTEE ANNUAL REPORTS PRESENTED BY THE COMMITTEE CHAIRS AT THE AEIC ANNUAL MEETING**

Each committee Chair is expected to present a summary of the activities and industry contributions of his/her committee at the Annual Meeting of the Association, either in the Business Sessions or during the AEIC Board of Directors meeting. Senior officers of the member companies attend the Annual Meeting, and the committee presentation is one of the most important communications opportunities available for each committee during the year. ***These committee annual report presentations should focus upon committee accomplishments and observations that may potentially affect the member companies and the industry.***

The Manager, AEIC Services will coordinate the logistics of the committee presentation with each committee Chair and will advise in presentation development.

## **11. SCHEDULING AEIC COMMITTEE MEETINGS**

Committee meeting dates and locations should be established well in advance. In establishing dates, consideration should be given to other meetings that AEIC members may attend, such as other industry organizations, other committees and company board and staff meetings.

Committee meeting dates should not be scheduled too close to the dates of the AEIC Annual Meeting to avoid an attendance conflict for AEIC members. The 2020 Annual Meeting dates are:

September 9-10, 2020 – Belmond Charleston Place – Charleston, South Carolina

(Consult the AEIC website at [www.aeic.org](http://www.aeic.org) for information about the Annual Meeting.)

## **12. AEIC STAFF**

**Executive Director/Secretary/Treasurer**

**Terry H. Waters**

600 N. 18th Street (35203)

P. O. Box 2641

Birmingham, AL 35291

Office : (205) 257-2530

Cell : (205) 361-1970

[twaters@aeic.org](mailto:twaters@aeic.org)

**Manager, AEIC Services**

**E.L (Len) Holland**

Office : (205) 257-2373

Cell : (205) 602-5010

[lholland@aeic.org](mailto:lholland@aeic.org)

**Manager, AEIC Technical Services**

**Greg Reardon**

Office : (205) 257-1817

Cell : (205) 706-0048

[greardon@aeic.org](mailto:greardon@aeic.org)

**Administrative Assistant**

**Regina Crump**

Office : (205) 257-3839

## **13. COMMITTEE REPORTS AND PUBLICATIONS**

### **Publications of the Cable Engineering Committee**

The Cable Engineering Committee publishes specifications and guides for underground, high-voltage power cables. The publications are available for purchase through the AEIC website, [www.aeic.org](http://www.aeic.org), under the tab “Cable Specs.” Revisions to specifications and guides are made approximately every five (5) years.

### **Load Research & Analytics Committee *Load Research Manual***

The Load Research & Analytics Committee publishes the ***Load Research Manual, Third Edition***. The publication is available for purchase through the AEIC website, [www.aeic.org](http://www.aeic.org), under the tab “Load Research Manual.”

## **14. AEIC’S INFORMATIONAL WEBSITE, NEWSLETTERS, ANNUAL MINUTES**

The AEIC hosts a website that is located at [www.aeic.org](http://www.aeic.org). The site contains information that can be helpful to AEIC member companies, as well as members of the Association’s seven operating committees, subcommittees, and council.

The website is updated regularly, and offers the following features:

- Committee meeting dates and activities for 2020
- Contact phone numbers and email addresses for AEIC's staff
- Historic information about AEIC
- Information about AEIC's organization
- Links to AEIC's underground cable publications and *Load Research Manual*
- Listing of AEIC member companies
- News about AEIC activities and accomplishments
- Papers and reports by AEIC committees
- Members Only areas for AEIC's seven committees and five subcommittees

Committee members are encouraged to regularly visit the website at [www.aeic.org](http://www.aeic.org) to contact other committee members. Committee members can be reached by email directly from each committee's Member Only page. For questions about the website or to obtain passwords for Members Only areas, contact the [Manager, AEIC Services](#).

### **AEIC'S Newsletters**

AEIC publishes two newsletters, the ***AEIC Update***, and the ***AEIC Committee Connection***, which are made available online at [www.aeic.org](http://www.aeic.org) as well as emailed to AEIC members, committee members, and organizations interested in the work of the Association of Edison Illuminating Companies and its committees.

### **AEIC's Annual Minutes**

AEIC has digitized minutes of every AEIC Annual Meeting conducted from 1885 until the present day. These minutes are available for viewing by AEIC members through the AEIC website, [www.aeic.org](http://www.aeic.org), under the "About Us" link. This area is password protected and any member wishing to review the material may receive the password by contacting the AEIC office.

## Addendum "A"

To: Company representative:

Recently we learned of your potential interest in AEIC's \_\_\_\_\_ committee (subcommittee / council). Our committee presently has \_\_\_\_\_ members representing \_\_\_\_\_ energy companies and our primary goal is to share information that will be helpful in managing our segment of the electric energy industry. \_\_\_\_\_. Through our association with one another in our committee, we avail ourselves of a vast resource of knowledge and experience. Our peer to peer communication provides each of us with expertise that is as close as a phone call or email.

Our committee meets twice a year and we cordially invite you to participate in our next planned meeting, which will be \_\_\_\_\_ (date)\_\_\_\_\_ in \_\_\_\_\_ (location)\_\_\_\_\_. You will be receiving more information shortly about the meeting, including the agenda and other information needed to register and make lodging reservations.

In the meantime, I encourage you to visit the AEIC website, [www.aeic.org](http://www.aeic.org). You will find a great amount of information about AEIC, its history, purpose, and operation of its committees.

If you are interested in visiting our committee's "Members Only" area of the website, please either send me an email or call and I can provide you with the password. In that area is a listing of all the committee members, plus other documents and presentations developed at our meetings.

Once again, we are pleased about your interest in AEIC and our committee and if you have any questions, please give me a call.

Chair, or 1<sup>st</sup>, or 2<sup>nd</sup> Vice-Chair  
or Membership Chair

cc: Terry Waters, AEIC Executive Director  
Len Holland, Manager, AEIC Services  
Greg Reardon, Manager, AEIC Technical Services