

Next Generation Network International Executive Committee Guidelines

1. Executive Committee Purpose

- a. The Next Generation Network (NGN) International Executive Committee will be the official organizational body to help coordinate and lead all international NGN activities throughout CIGRE. The body will act as the official contact between the CIGRE Steering Committee, the Study Committees (SCs) and the National Committee (NC) NGN groups.

2. Executive Committee Structure

- a. The NGN International Executive Committee will be comprised of a Chair, a Vice-Chair and representatives from each officially recognized NC NGN group.
- b. There shall be a limit of two representatives per NC on the NGN International Executive Committee, not including the Chair or Vice-Chair.
- c. NGN members that are part of a NC that does not have an officially recognized NGN group are also eligible to participate but are still limited to two representatives per NC.

3. Chair Responsibilities

- a. The responsibilities of the NGN International Executive Committee Chair will include the following:
 - i. Serve as the liaison between the NGN International Executive Committee and the CIGRE Steering Committee.
 - ii. Represent the NGN as a non-voting member on the CIGRE Steering Committee (subject to approval by the CIGRE Administrative Council).
 - iii. Lead new initiatives as requested by the CIGRE Steering Committee with the NC NGN groups.
 - iv. Ensure that all international NGN activities comply with CIGRE rules and procedures.
 - v. Coordinate consensus among NC NGN groups on the lead country and individual point of contact for the following roles, as needed (a description of duties for some of the roles is provided in Section 6):
 1. NGN International Executive Committee Secretary
 2. NGN International Executive Committee Technical Lead
 3. NGN Website
 4. NGN Marketing
 5. NGN Awards
 6. Paris Session NGN General Coordinator
 7. Paris Session NGN Booth
- b. Additional responsibilities may be added at the request of the CIGRE Steering Committee.

4. Vice-Chair Responsibilities

- a. The responsibilities of the NGN International Executive Committee Vice-Chair will be to support the Chair, as needed, in fulfilling his or her responsibilities.
- b. Specific responsibilities can be delegated to the Vice-Chair by the Chair.
- c. The Vice-Chair shall act in the place and stead of the Chair in the event of his or her absence, or if he or she is not able to conduct an official business matter.

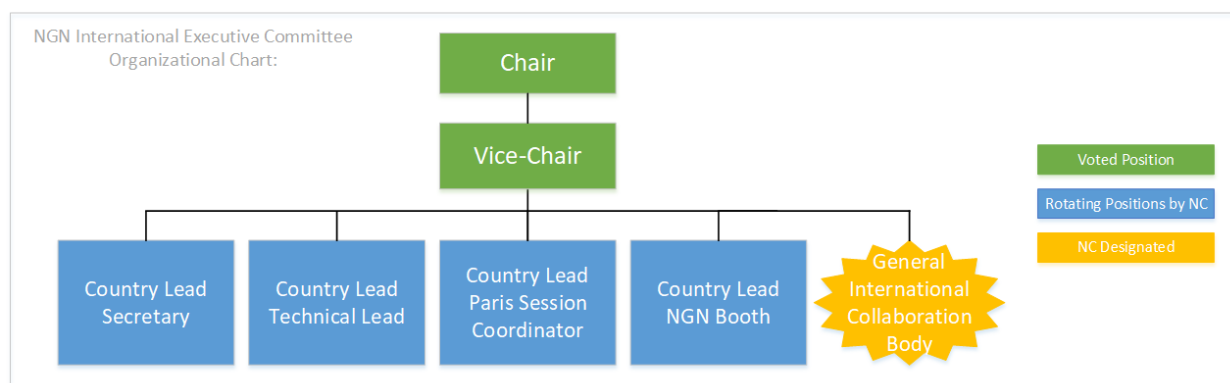
5. Chair/Vice-Chair Terms of Office/Election Process

- a. The nomination period for the Chair position will be held prior to the voting process in the spring of each year that the Paris Session is held. Any NC NGN group can nominate a candidate for the Chair position and the candidate must then accept the nomination. Each NC NGN group can nominate at most one candidate.
- b. A nominated candidate for the Chair position must be an official member of an officially recognized NC NGN group at the time of the nomination and are only eligible for a single term. The candidates must have at least two years of eligibility remaining in his or her NC NGN group to be nominated as a candidate.
- c. Prior to voting, each candidate must create and circulate among the NGN International Executive Committee a candidate profile in accordance with the template provided by the NGN International Executive Committee describing his or her qualifications for the position, and any applicable achievements and recommendations. The template must include, at minimum, the following information:
 - i. Basic Information (i.e. name, employment, NC NGN affiliation, foreign languages, contacts)
 - ii. Scientific and Educational Indicators and Achievements (i.e. CIGRE SC scope-related papers, international conference and event participation, international society memberships)
 - iii. CIGRE Participation in SCs, Working Groups, NC NGN groups, and International CIGRE Events
 - iv. Project Management Experience
 - v. Awards
- d. Voting for the Chair position will be performed anonymously online and will be open for one week. Results will be visible to the CIGRE Central Office only. Each officially recognized NC NGN group will receive one vote in any election and the vote will be cast by the Chair or the Chair may designate an official representative if he or she is unavailable. Each vote will be weighted equally. Each officially recognized NC NGN group cannot vote for a candidate who is a member of their NC NGN group. A relative majority of cast ballots will be sufficient. In the case of a tie, a runoff vote will be held among the tied candidates. If another tie results, subsequent runoff votes will be held among the tied candidates until a single candidate receives a relative majority of cast ballots.
- e. The runner-up in the voting for the Chair position will be named the Vice-Chair. In the case of a tie, a runoff vote will be held among the tied candidates. If

another tie results, subsequent runoff votes will be held among the tied candidates until a single candidate receives a relative majority of cast ballots.

- f. The Chair and Vice-Chair are elected for a two-year term. This term will run concurrently with the term of the CIGRE Paris Session planning cycle. It will begin at the conclusion of the Paris Session in the year during which the election took place and will terminate at the conclusion of the next Paris Session. If for some reason a new Chair and Vice-Chair are not elected prior to the conclusion of the Paris Session, the previous Chair and Vice-Chair will continue in their positions until a new Chair and Vice-Chair are elected.
- g. Voting for the Chair position will be held in late spring or early summer and must be completed by August 1 of each year that the Paris Session is held.
- h. Should a Chair need to resign, then the Vice-Chair will assume the role and duties of the Chair. A nomination and voting process for a new Vice-Chair will be performed within 3 months with the replacement serving out the remainder of the term. Anyone elected in this process will be eligible to run again in a later election for a full term.
- i. Should a Vice-Chair need to resign, a nomination and voting process for a new Vice-Chair will be performed within 3 months with the replacement serving out the remainder of the term. Anyone elected in this process will be eligible to run again in a later election for a full term.
- j. The tenure of the Chair or Vice-Chair will immediately cease if he or she ceases to be an official member of an officially recognized NC NGN group.
- k. At any time, the NGN International Executive Committee holds the right to bring a motion of no-confidence against the Chair. If at least 60 percent of the NGN International Executive Committee membership votes in favor of the motion of no-confidence, then the Chair must immediately resign.

6. Executive Committee Organizational Chart



General Descriptions:

The **Chair** position is voted in every two years. The Chair is responsible for coordinating consensus among all NC NGN groups, acting as the liaison between all NC NGN groups and the CIGRE Steering Committee, representing the NGN as a non-voting member on the CIGRE Steering Committee and ensuring country leads complete their required tasks on-time.

The **Vice-Chair** position is voted in every two years. The Vice-Chair is responsible for supporting the Chair and completing all delegated responsibilities. The Vice-Chair shall also act in the place and stead of the Chair in the event of his or her absence, or if he or she is not able to conduct an official business matter.

The **Country Lead** positions are rotating between individual NC NGN groups. Given that the General Session is held every two years, many of these positions have a two year tenure. Individuals serving in these rolls generally fill in as their national committee representatives within the General International Collaboration Body.

The **General International Collaboration Body** is comprised of individual NC NGN Chairs and/or representatives from individual NC NGN groups. These individuals may change as frequently as each individual NC NGN group decides.

Country Lead Duties:

Country Lead Secretary	Country Lead Technical Lead	Country Lead Paris Session Coordinator	Country Lead NGN Booth
- Organize Bi-Monthly Conference Calls and Meeting Agendas - Send Meeting Invites to Chairs and Representatives - Record and Disseminate Meeting Minutes	- Coordinate NGN Presentation Showcase - Collect Materials from Participants - Track NGN Member Involvement in Working Groups	- Organize NGN Forum - Establish Agenda - Organize Tech Event - Organize Social Event - Organize Welcome Meet-Up on Sunday Evening	- Construct the NGN Booth at the Paris General Session - Collect National Committee Posters for Display - Organize Booth Staffing