

**CONSTITUTION AND BYLAWS  
OF THE PULSED POWER SCIENCE AND TECHNOLOGY COMMITTEE  
OF THE IEEE NUCLEAR AND PLASMA SCIENCES SOCIETY**

**CONSTITUTION**

**Article I – Name and Object**

**Section 1.** This organization shall be known as the Pulsed Power Science and Technology (PPST) Committee of the IEEE Nuclear and Plasma Sciences Society (NPSS), referred to hereafter as the Committee. This standing Technical Committee was formed in 1994 and will complete its transition to an elected committee in 2019.

**Section 2.** The Committee shall strive for the advancement of pulsed power science, technology and its applications and for maintenance of high scientific and technical standards among the pulsed power community.

**Section 3.** The Committee shall aid in promoting cooperation and exchange of technical information among the pulsed power community. In particular, it will take responsibility for the following activities:

- a. Organize and conduct the IEEE International Pulsed Power Conference (IEEE PPC) in a financially sound manner and encourage participation in the conference.
- b. Publish the Digest of Technical Papers of the IEEE PPCs.
- c. Recognize special achievements in the Pulsed Power community by presentation of the IEEE NPSS Pulsed Power Technical Committee Awards.
- d. Encourage the Pulsed Power community to publish in the Transaction of Plasma Sciences by biennially sponsoring Special Issues on Pulsed Power and by promoting publication in all monthly issues. Where appropriate we will also encourage publication in other IEEE journals.
- e. Encourage students to enter the Pulsed Power field.
- f. Cosponsor other meetings and symposia that provide an opportunity to present results of pulsed power research, development, engineering and related applications, science or technology. It is expected that the Committee and NPSS will review and have approval authority over the budget of any conference for which co-sponsorship incurs financial responsibility.
- g. Represent the Pulsed Power community interests in IEEE.
- h. Act as a liaison between IEEE and other organizations in the area of pulsed power.
- i. Promote IEEE and NPSS membership.

**Article II – Field of Interest**

**Section 1.** The field of interest of the pulsed power community represented by the Committee is the understanding, development and application of pulsed power to a variety of fields including but not limited to plasma physics, nuclear science, high power RF, and life sciences.

**Section 2.** The areas of technical activities shall include but are not limited to high power pulsed accelerators, pulsed power applications, pulse forming networks, high power switching, pulsed electrical insulation and breakdown, electromagnetic energy storage, explosive pulsed power techniques, high current electron and ion diodes, intense particle beams and the associated diagnostics.

### **Article III – Membership**

**Section 1.** The Pulsed Power Science and Technology Committee comprises members-at-large of NPSS elected from the Pulsed Power Science and Technology Community, the Chair of the Committee, the Vice Chair of the Committee, the chair of the next upcoming Pulsed Power Conference and members appointed functions as specified herein and in the Bylaws. The number of elected members-at-large shall be 16 members. Only elected members of the Committee, the Chair of the Committee, the Vice Chair of the Committee and the chair of the next upcoming Pulsed Power Conference are entitled to vote on Committee matters with the constraints as specified in Article IV – Section 3.

**Section 2.** The Committee will form functional subcommittees as required to conduct important aspects of Committee business. Functional subcommittees include, but are not limited to:

- a. Secretariat (Secretary and Deputy Secretary)
- b. NPSS Pulsed Power Technical Committee Awards Subcommittee (Erwin Marx Award, Peter Haas Pulsed Power Award, Arthur H. Guenther Pulsed Power Student Award)
- c. IEEE Awards Subcommittee (identify and assist candidates for IEEE and NPSS awards)
- d. IEEE Fellowship Subcommittee (identify and assist candidates for elevation to rank of IEEE Fellow)
- e. Finance Subcommittee (oversight of conference finances, support of conference treasurers, solicitation of sponsorship)
- f. Publications Subcommittee (includes Senior Editor of TPS for Pulsed Power Science and Technology, oversees conference publications, contributions to Newsletter in conjunction with Committee Chair)
- g. Membership Subcommittee (recruits nominees to run for elected member-at-large, recruits new members of NPSS, supports promotion to Senior Member status)
- h. Publicity (social media, webpage)

Subcommittee chairpersons and members holding functions are appointed by the Committee Chair. Members of the subcommittees are appointed by the subcommittee chairpersons with the approval of the Committee Chair. Special rules for the Pulsed Power Awards Subcommittee are described in the Bylaws.

### **Article IV – Administration**

**Section 1.** The terms of office of the elected members-at-large shall be 4 years. Members-at-large, elected to four-year terms, may not succeed themselves; however, such members-at-large may be candidates in the election held immediately after their term of service, for the term beginning a year after the expiration of their previous term. Election of members-at-large shall be held annually to fill vacancies for the coming year. The terms of office of the other members shall be specified in the Bylaws.

**Section 2.** The affairs of the Committee shall be managed by the Chair as directed by the PPST and in accordance with the powers and duties as defined hereunder and in the Bylaws. In the event of the Chair's absence or incapacity, these duties shall be performed by the Vice Chair as Acting Chair.

**Section 3.** The Chair or Acting Chair of the Committee shall refrain from voting in order to maintain impartiality. However, in the case of a tie vote the Chair shall cast the deciding vote.

**Section 4.**

- a. The position of Chair shall be filled by succession of the Vice Chair, subject to the approval of the Committee, to serve a two-year term beginning 1 January of even numbered years. Also in even numbered years a Vice Chair shall be elected by the voting members of the Committee from among the elected members of the Committee to serve for two years. Following this two-year term, he or she will be the sole candidate in an election for Chair, as specified in the Bylaws. If he or she is not approved, the procedure specified in the Bylaws will be used to select the next Chair.
- b. No individual may be elected as Vice Chair immediately after a term as Chair.
- c. In the event that neither the Chair nor the Vice Chair is able to take office as prescribed in the Bylaws, or if both are incapacitated, or if both offices become vacant, the Committee shall promptly elect an Acting Chair from among the elected members to assume the duties of Chair until either the Chair or Vice Chair takes office or resumes his or her duties.
- d. If the Vice Chair is unable to become Chair at the end of the two-year term, both the Vice Chair and Chair positions will be considered vacant. A new Chair and a new Vice Chair shall be elected by the voting members of the Committee from among the elected members. In this case, the Chair would serve two years and then become the most recent Past Chair, and the Vice Chair would succeed to Chair as prescribed above.
- e. If the position of Vice Chair is vacated at any other time during the two-year term, a replacement Vice Chair will be elected by the voting members of the Committee from among the elected members to complete the remainder of the term.

**Section 5.** The Chair of the Committee shall be a non-voting member of all subcommittees of the Committee.

**Section 6.** The Chair, as soon as expedient after election, shall appoint the chairpersons of the subcommittees provided for in the Bylaws. All appointees serve at the pleasure of the Chair.

**Section 7.** The Chair shall appoint a Secretary to serve for a two year term. The Secretary shall organize committee-meeting venues, take minutes, provide copies to the members, lead discussion of the minutes in all Committee meetings and maintain a file of the minutes of past meetings. The Secretary shall incorporate amendments to the PPST Constitution and Bylaws, distribute copies to the Committee members and maintain a file of past volumes (See Article VI - Section 1 and Section 2). The Chair shall appoint a Vice Secretary from among elected Committee Members to help with these duties and take over duties when the Secretary is unavailable.

**Section 8.** One or more members of the Committee, including previous members of the Committee, will be elected by the voting members of the Committee to serve as NPSS AdCom members representing PPST. NPSS is managed by AdCom. NPSS AdCom will periodically determine the number of AdCom members that will represent PPST. These elected AdCom members and the PPST Chair will be voting

members of AdCom. Together they will represent the interests of the Pulsed Power Community and the PPST to AdCom, NPSS and IEEE and convey IEEE and NPSS goals, policies and procedures back to the Committee and through the Committee to the Community. The person elected to this position will become a designated member of the Committee if not a voting member at the time elected as AdCom representative.

#### **Article V – Nomination and Election of Committee Members-at-Large**

**Section 1.** Nominating procedures shall be as prescribed in the Bylaws and shall include provision for nomination by Society members.

**Section 2.** Election of the members-at-large of the Committee shall be as prescribed in the Bylaws.

**Section 3.** If a member of the Committee does not complete a term, the vacancy shall be filled at the next regular election for the unexpired portion of the term.

#### **Article VI – Meetings**

**Section 1.** The Committee may hold meetings, conferences, symposia or conventions either alone or in cooperation with other organizations subject to applicable IEEE and NPSS rules and regulations.

**Section 2.** Ten voting members of the Committee shall constitute a quorum. Multiple offices or Committee assignments shall not entitle any member to more than one vote.

**Section 3.** A majority of the votes cast by those members of the Committee attending a Committee meeting shall be necessary for the conduct of its business except as otherwise provided in this Constitution.

**Section 4.** Business of the Committee may be handled by correspondence, telephone, facsimile, E-mail or other means of communication where, in the opinion of the Chair, matters requiring prompt action can be adequately handled. A majority vote of the full Committee is required to take action in such a case. Actions that do not involve a written record are to be promptly confirmed in writing by the Chair.

**Section 5.** The Committee shall meet as required to conduct business and in accordance with the Bylaws.

**Section 6.** If the Chair is unable to represent the Committee at meetings of the NPSS Administrative Committee (AdCom), the Chair may designate the Vice Chair or the most recent Past Chair as his or her alternate. This alternate shall have the privilege of the floor on behalf of the Committee but will not have voting rights on matters coming before AdCom.

#### **Article VII – Amendments**

**Section 1.** Amendments to this Constitution may be made by a two-thirds vote of the Committee members. After such approval, the amendment shall be incorporated into the Constitution by the

Secretary and the new version of the Constitution and Bylaws distributed to the Committee members. Amendments go into effect after approval by NPSS AdCom.

The original Constitution and Bylaws shall be Volume 1, dated September 19, 2000. The volume number and date shall be changed with each revision. This current revision shall be Volume 6, dated July 19, 2014 and shall go into force January 1, 2015.

**Section 2.** Bylaws and amendments thereto may be adopted by two-thirds vote of those voting members present at a Committee meeting. Alternatively a Bylaw or amendment may be adopted by a two-thirds mail or e-mail vote of the members of Committee, provided that a fourteen day period is provided for such responses. After such approval, the amendment shall be incorporated into the Constitution by the Secretary and the new version of the Constitution and Bylaws distributed to the Committee members. Amendments go into effect after approval by NPSS AdCom. The original Constitution and Bylaws shall be Volume 1, dated September 19, 2000. The volume number and date shall be changed with each revision.

#### **Article VIII – Revision**

**Section 1.** The Chair of the Committee shall appoint a subcommittee at least once each five years to evaluate the effectiveness of Constitution and Bylaws, to study the rules of governance required by the activities of the Committee at that time, and to propose amendments to Constitution and Bylaws or to write a new Constitution and Bylaws appropriate to the existing and anticipated needs of the Committee.

## **BYLAWS**

### **1. PPST Committee**

**1.1** Committee meetings will be called and organized by the Chair or by a majority of the members. The Committee shall meet at least twice a year. On odd numbered years a meeting should be held in conjunction with the IEEE International Pulsed Power Conference (IEEE PPC).

**1.2** The Committee shall consist of a number of elected members-at-large plus designated other members as specified in Article III – Section 1 of the constitution. Members who are carrying out specific functions or activities are also expected to attend the Committee meetings as appointed members and members holding specific functions. These include the Editor of the Transactions on Plasma Science, the most recent Past Chair of the Committee, the chairpersons of the functional subcommittees, the chair of the most recent IEEE PPC, and the chair of the next IEEE PPC. In addition, chairs of IEEE PPCs to be held in the future are expected to attend at least one Committee meeting per year, in order to present a progress report on the preparations for their conferences.

**1.3** If a Committee member misses two consecutive meetings, the Chair will contact the member and encourage participation or resignation. Missing further meetings are grounds for removal from the Committee at the Chair's discretion.

**1.4** The Committee shall organize functional subcommittees as required to conduct its business as outlined in Article III - Section 2 of the Constitution and in the following:

**1.4.1.** IEEE PPC Committees are formed to organize and manage each Pulsed Power Conference. Candidates for chair of each conference will be proposed by Committee members and elected by a majority vote of the Committee. The Conference Chair will select conference committee members and propose an IEEE PPC Technical Program Committee Chair to be approved by the Committee.

**1.4.2.** IEEE PPC Technical Program Committees are formed to organize and implement the technical program and publish the technical digest for the IEEE PPC. The IEEE PPC Technical Program Committee Chair shall organize, in coordination with the Conference Chair, a Program Committee. The Program Committee will solicit abstracts for Conference papers, review abstracts, select papers, organize the Conference technical program, invite plenary speakers, manage the technical program and publish the technical proceedings.

**1.5** Each of the functional subcommittees shall submit a report of its activities to the Committee Chair prior to or at each meeting.

**1.6** The terms of office of chairpersons of the functional subcommittees shall be two years.

## **2. Nomination and Election of PPST Members-at-Large**

**2.1** As specified in Article IV, the Committee shall include 16 voting members, each serving a four-year term. Posts, and any vacancies occurring in the previous year, are to be filled each year by election of the eligible membership of the Pulsed Power Community (see Article III - Section 1).

**2.2** The Chair of the Committee is responsible for ensuring that at least one and one-half (1.5) nominations are obtained for each position to be filled. Nominations may be made by any member of the Committee or any member of the Community, up until a date fixed each year by the Chair of the Committee. That date shall be no later than July 1, but may be extended if required. Self-nominations are permitted.

**2.3** The individual making a nomination must determine in advance that the nominee is willing to serve if elected. A nomination is only valid if it is submitted in writing to the Chair or the Secretary of the Committee. The name, address, e-mail address, and phone number of the nominee must be included, as well as a short biographical statement and a statement why the individual wishes to serve on the Committee. In addition, the nominee must be a member of NPSS, or provide a statement that an application for membership in NPSS has been submitted.

**2.4** Those nominees receiving the highest number of votes will be elected. Any vacancy on the Committee resulting from an uncompleted four-year term shall remain unfilled until the next regularly scheduled election. At that time, the remainder of the uncompleted term shall be filled by the nominee receiving the next highest number of votes total after determination of the regularly elected members. In the event of a tie vote by the general membership of the Pulsed Power Community, the individual selected will be determined by a majority vote of the voting members of the Committee. The tie-breaking vote of the Committee members shall be conducted by fax or electronic mail by the Secretary of the Committee. The Secretary shall endeavor to obtain the results as early as possible in advance of the Annual Meeting of the Committee.

**2.5** The Chair of the Committee shall arrange, before April 1, for a call for nominations to be conveyed to the whole membership through the NPSS Newsletter.

**2.6** All nominees must be either members in any grade of IEEE and NPSS or must have submitted an application for membership in IEEE and NPSS at the time the nomination is forwarded to IEEE Headquarters. An affiliate member of NPSS is not eligible to be a nominee for member-at-large.

**2.7** A member-at-large who is elected to fill an uncompleted term is eligible for re-nomination to the Committee for a term beginning at the expiration of the partial term.

**2.8** The Secretary shall annually arrange for the distribution to the members of the Voting Community, on or about July 31, of a ballot to elect the candidates to fill member-at-large vacancies. The ballot shall be accompanied by a short biographical statement from each nominee.

**2.9** Ballots intended for all members of the Voting Community shall be prepared by the Secretary at the direction of the Chair. The distribution and counting of ballots issued to all members of the Voting Community shall be entrusted to IEEE Headquarters. The Secretary of the Committee shall report the results to the Committee at their next regular meeting.

**2.10** Forty-five days after distribution of the ballots, the IEEE Headquarters shall count and tabulate the votes received and report the results to the Secretary of the Committee, who, in turn, shall notify the Chair.

**2.11** The Chair of the Committee shall submit to the Secretary of the NPSS AdCom the names of the candidates elected to fill the designated vacancies.

**2.12** All terms of office of elected members-at-large of the Executive Committee shall begin January 1 of the year immediately following their election.

### **3. Election of Chair and Vice Chair**

**3.1** The Chair of the Committee is elected by written ballot in odd-numbered years. The ballot will indicate two choices: 1) the current Vice Chair, and 2) an indication that an open election is desirable. The Secretary of the Committee shall send written ballots to all voting Committee members at least three weeks prior to the final meeting of the calendar year. The Chair shall designate tellers to verify and count the ballots during the meeting. Should the Vice Chair fail to receive a majority of the ballots cast, then the Committee will itself determine candidates for Chair from among elected members of the Committee and vote during the meeting. The term of office of Chair shall begin January 1 of the year immediately following the election.

**3.2** The Vice Chair shall be nominated and elected from among the eligible elected members of the Committee. Nominations and seconds shall be solicited by the Chair prior to or during the final meeting of the calendar year in odd-numbered years. The Chair will accept nominations and seconds up to one month prior to the meeting. The slate of candidates for Vice Chair will appear on the same ballot as the election for Chair, and the same tabulation procedures shall be followed. After the election of the Chair, the vote for Vice Chair shall be announced and the nominee receiving a majority of votes cast shall be declared elected. In the event that no candidate receives a majority of the votes cast, runoff elections shall be conducted by secret ballot between the candidates receiving the two highest numbers of votes until one candidate receives a majority of the votes cast. The term of office of Vice Chair shall begin January 1 of the year immediately following the election.

### **4. IEEE International Pulsed Power Conference (IEEE PPC)**

**4.1** This Meeting is an official IEEE Nuclear and Plasma Science Society Conference that is conducted by the Committee in odd numbered years. This Conference is the main forum for exchange of information in pulsed power science, engineering, technology and applications of that technology. The IEEE PPC Committee and the IEEE PPC Technical Program Committee of each conference organize and manage the conference, plan and conduct the technical program and publish the digest of technical papers for the conference.

**4.2** The digest of technical papers of each conference is made available to the attendees of the Conference.

**4.3** The chairs of the IEEE PPC Committee and the IEEE PPC Technical Program Committee present their plans for their Conference to the Committee for review and approval. The budget for each conference is



presented to the Committee for preliminary approval and to the NPSS President and Treasurer for final approval. The budget must follow IEEE and NPSS guidelines and be presented in the IEEE format.

## 5. Awards

**5.1** The IEEE TAB has approved three NPSS Pulsed Power Technical Committee Awards for the Committee to administer. Each of these awards will be presented at the IEEE PPC if a suitable recipient is identified. These awards are the Erwin Marx Award, the Peter Haas Pulsed Power Award and the Arthur Guenther Outstanding Pulsed Power Student Award. To change an award or award criteria, PPST must petition NPSS AdCom and IEEE TAB through the NPSS Awards Chair. The IEEE TAB approved criteria for each award are as follows:

**5.2. Erwin Marx Award:** To recognize outstanding technical achievements in pulsed power engineering, science and technology by an individual over an extended period of time. Individuals who have made outstanding technical contributions to pulsed power technology for at least ten years are eligible.

**5.2.1** Award administered by the NPSS with a cash award consistent with NPSS policy. A plaque is provided by the PPST Committee.

**5.2.2** The Award is in consideration for outstanding technical accomplishments. The nominee is not required to be a member of the NPSS or IEEE but, where candidates have otherwise equal qualifications, preference shall be given to the candidate who is a member of the IEEE. Basis for Judgment is as follows:

- a. Importance of the individual's technical contributions to pulsed power research, development or engineering. (50 percent)
- b. Importance of technical contributions made by teams led by the candidate (20 percent)
- c. Quality and significance of publications and patents (20 percent)
- d. Technical distinction over an extended period of time (10 percent)

**5.2.3** Nominations will be requested by e-mail and in the NPSS Newsletters in June one year before the biennial award presentation. All nominations shall be due by December 1 prior to the IEEE PPC and selection will be made by the Awards Subcommittee and approved by the Committee (see Section 5.5) on or before March 1 prior to the IEEE PPC.

**5.2.4** The biennial award will be presented in odd numbered years at the IEEE PPC Awards Banquet.

**5.2.5** The presentation of the award will be featured in the NPSS Newsletter. The recipient will be a featured speaker at the Pulsed Power Conference. A picture of the recipient and an article describing the recipient's accomplishments will be in the foreword of the Digest of Technical Papers of the Pulsed Power Conference in which the award was received.

**5.2.6** Unsuccessful nominations for the award will be automatically considered by the committee once for the following cycle pending the nominators consent and approval. An application that is unsuccessful for a second time will not be further considered unless it is resubmitted by the nominator as a new proposal.

**5.3. Peter Haas Pulsed Power Award:** To honor individuals whose efforts, over an extended period of time resulted in important the pulsed power programs and the growth of important areas of activity including research, education, applications and information exchange. Any individual who has

demonstrated sustained contributions to developing, managing or influencing programs, education or information exchange that has led to important advances in the field of pulsed power is eligible.

**5.3.1** Award administered by the NPSS with a cash award consistent with NPSS policy. A plaque is provided by the PPST Committee.

**5.3.2** The Award will consider the total benefit conferred on pulsed power by the individual. The nominee is not required to be a member of the NPSS or IEEE but, where candidates have otherwise equal qualifications, preference shall be given to the candidate who is a member of the IEEE. Basis for Judgment (with relative weights) is as follows:

- a. Importance of contributions to Pulsed Power through developing, managing or influencing programs, education, or information exchange. (40 percent)
- b. Demonstrated leadership and service to the field of pulsed power. (30 percent)
- c. Importance of the technical program contributions to pulsed power research or development. (20 percent)
- d. Technical distinction in advancing or enlarging the field of pulsed power over an extended period of time (10 percent)

**5.3.3.** Nominations will be requested by e-mail and in the NPSS Newsletters in June one year before the biennial award presentation. All nominations shall be due by December 1 prior to the IEEE PPC and selection will be made by the Awards Subcommittee and approved by the Committee (see Sec 5.5) on or before March 1 prior to the IEEE PPC.

**5.3.4** The biennial award will be presented in odd numbered years at the IEEE PPC Awards Banquet.

**5.3.5** The presentation of the award will be featured in the NPSS Newsletter. The recipient will be the featured speaker at the IEEE International Pulsed Power Conference. A picture of the recipient with an article describing the recipient's accomplishments will be in the foreword of the Digest of Technical Papers of the Pulsed Power Conference in which the award was received.

**5.3.6** Unsuccessful nominations for the award will be automatically considered by the committee for the following cycle pending the nominators consent and approval. An application that is unsuccessful for a second time will not be further considered unless it is resubmitted by the nominator as a new proposal.

**5.4 Arthur H. Guenther Outstanding Pulsed Power Student Award:** To recognize outstanding contributions as a student in pulsed power engineering, science or technology. Candidates for this Award will be solicited annually and the selection process will be completed each year. Awards will be presented at the next IEEE PPC. Any full time undergraduate or graduate university student in pulsed power engineering or science is eligible. The nominee must be a student when nominated.

**5.4.1** Award administered by the NPSS with a cash award consistent with NPSS policy. A plaque is provided by the PPST Committee.

**5.4.2** Basis for Judgment – relative weights:

- a. Quality of research contributions. (40 percent)
- b. Quality of educational accomplishments. (30 percent)
- c. Quality and significance of publications and patents. (30 percent)

**5.4.3** Nominations will be requested by e-mail and in the NPSS Newsletter each June. All nominations shall be due by December 1 prior to the IEEE PPC and selection will be made by the Awards Subcommittee and approved by the Committee (see Sec 5.5) on or before March 1 of every year.

**5.4.4** Awards will be announced immediately following approval of the awardee and will be formally honored in odd numbered years at the IEEE PPC.

**5.4.5** The presentation of the award will be featured in the NPSS Newsletter. The Award presentation will be described in the foreword of the Digest of Technical Papers of the Pulsed Power Conference in which he/she received the award.

**5.5** The next Awards Subcommittee Chairperson shall be elected by the Awards Subcommittee members from their own current membership. Members of the Awards Subcommittee will serve for two years. No Awards Subcommittee member can serve more than two consecutive terms. The Awards Subcommittee Chairperson, in consultation with the Committee Chair, shall select an Awards Subcommittee comprised of at least 7 members and not more than 10 members. The Awards Subcommittee should be a diverse and balanced mix of members with different research experiences, different research interests and different international backgrounds. In addition to the Awards Subcommittee Chairperson, members should represent the following groups:

- a. at least 2 members should be previous Marx award or Haas award winners;
- b. at least 2 members should be PPST Committee elected or voting members;
- c. at least 2 members should be respected members of the Pulsed Power community who were not previous award winners and not current members of the PPST Committee.

The Awards Subcommittee Chairperson will submit the proposed composition of the subcommittee to the Committee for approval. The Awards Subcommittee shall take office in the January following the IEEE PPC. The Awards Subcommittee Chairperson will ensure that the publicity for the Award is completed in a timely fashion. The announcement for the Award will identify the Awards Subcommittee Chairperson and request that nominations be mailed directly to the Awards Subcommittee Chairperson. The Chairperson will collate the nomination material, prepare a rating sheet for the subcommittee members to use in judging the nominees, and mail the material with instructions to all Awards Subcommittee members. Opportunities will be provided for the Awards Subcommittee members to discuss the selection process and answer questions about the nominees either in a meeting or by phone or email conference. Each Awards Subcommittee member will judge whether nominees meet the qualifications, rate each qualified nominee and provide the judging and rating information to the Awards Subcommittee Chairperson. The Chairperson will tabulate the ratings and the qualified nominees that have the highest point total will be finalists for the award and will notify the Awards Subcommittee members of the results of the voting and request comment. Discussion and voting will continue until at least a two thirds majority of the Subcommittee agrees on the recipient of the Award. The Awards Subcommittee Chairperson will notify the Chair of Committee of the results and request Committee approval. The Awards Subcommittee Chairperson and the members of the subcommittee will strive to complete the selection of awardees by the end of the calendar year preceding the Pulsed Power Conference. If a qualified candidate is not selected, the award will not be presented for that biennial period. The Committee Chair will secure a vote from the members of the Pulsed Power Science and Technology Committee on the motion either in one of the meetings of the Committee or by phone or mail vote. If the Committee approves the selection the Award will be presented at the next IEEE PPC. If they do not approve the selection for a given award, the award will not be presented for that biennial period.