



By-Laws
April 15, 1999 – Revised June 19, 2023

1. Designation

This committee constitutes the Canadian National Committee of the International Council on Large Electric Systems, or *Conseil International des Grands Réseaux Électriques*, otherwise known as CIGRE. It shall be known as the Canadian National Committee of CIGRE or CIGRE Canada. The name may be abbreviated to CIGRE Canada. The name of the Central Office of CIGRE in Paris may be referred to as CIGRE headquarters, or CIGRE Paris.

2. Purpose of the Organization

The objectives of CIGRE Canada are defined in Article 16 of the CIGRE Statutes. In general CIGRE Canada is set up to further the interests of CIGRE in Canada. Examples of the particular functions which CIGRE Canada can perform are as follows:

- a) to act as an agency for the collection of the subscriptions of members for forwarding to CIGRE Paris,
- b) to encourage the presentation of papers to the Sessions and review and select submissions,
- c) to encourage membership of CIGRE, to organize the representation of Canada at Sessions and Symposia, and to select the principal representatives,
- d) to recommend persons to the Administrative Council for membership of Study Committees and to encourage the formation of expert committees within Canada for co-operation and exchange with the Study Committees,
- e) to assist in keeping its members informed of the activities of the Study Committees and of developments of particular interest arising in the Sessions, through such means as postal mail, e-mail and the Internet, and
- f) to put forward, if entitled, members for election to the Administrative Council and the Executive Committee in accordance with the Rules of Procedure.

3. Scope

According to the Statutes, CIGRE aims:

- a) to develop and facilitate the exchange of engineering knowledge and information in the field of electric power systems,
- b) to add value to the knowledge and information exchanged by synthesizing state-of-art and world practices,



- c) to make CIGRE's work available to the players of the Electric Power Industry: specialists as well as managers, decision-makers, regulators and academia,
- d) to promote and give direction to original research relevant to electric power systems.

More specifically, issues related to the development, operation and management of power systems, as well as the design, construction, maintenance and disposal of equipment and plants are at the core of CIGRE's mission.

4. Membership

The Canadian National Committee of CIGRE may consist of three (3) classes of members as defined in Article 4 of the CIGRE Statutes, as follows:

a) Collective Members:

- Category I: ordinary collective member
- Category II: academia collective member

Collective Members may be:

Category I (Corporate Members)

Administrative bodies, scientific and technical organizations, research institutes, public or private companies of and industrial and/or commercial nature, government departments, etc.

This classification shall also include individual engineers engaged in (consulting engineering) as professional engineers and interested in the work of electric systems.

Category II

Universities and educational institutions only.

Each Collective Member shall designate ***a single individual as its official representative***, preferably nominated from the highest level of an engineering or technical unit from within that organization, to whom CIGRE Canada correspondence shall be directed. This individual, or an alternate named by them, shall exercise the voting power for the Collective Member.

Collective Members I (Corporate Members) shall be entitled to five (5) votes and Collective Members II shall be entitled to two (2) votes. These numbers shall be revised by the Executive Committee from time to time, and shall be the minimum number necessary to make the combined voting strength of the Collective Members I (Corporate Members) greater than two-thirds of the total vote. Participation in CIGRE Meetings as representatives of CIGRE Canada shall be open to employees of a Collective Member I.

b) Individual Members:

- Category I: ordinary individual member
- Category II: young member
- Category III: student member



Individual Members may be:

Category I

Engineers, company managers, researchers, professors, etc. (personal and not transferable).

Category II

Young engineers under the age of 35, to have a reduced fee of 50% of the regular amount of the Individual Members, for a maximum of two (2) consecutive years. Young Members enjoy the same benefits as Individual Members.

Category III

Student members – this membership is free and not limited in duration, as long as the student member transmits a proof of student status every year.

Individual Members shall be individual Canadians with a special interest in the engineering of large electric systems who are not eligible for Collective Membership, and who wish to be independently associated with the work of CIGRE Canada. Each Individual Member shall have one (1) vote. Employees of a Collective Member who wish to be separately included on the CIGRE Canada mailing list shall become Individual Members.

c) Honorary Members

Honorary members who are individual members elected by the CIGRE Administrative Council in recognition of especially distinguished services to CIGRE.

Nominations every two (2) years with the CIGRE Administrative Council approval. Award attributed to outgoing Executive Committee members and outgoing SC Chairs and possibly one (1) or two (2) members of the Administrative Council for his/their outstanding contribution.

5. Officers

The officers of CIGRE Canada shall consist of the following:

- a) Chair: to be elected
- b) Vice-Chair: to be selected by the Executive Committee
- c) Secretary-Treasurer: to be selected by the Executive Committee

The Chair, or in his absence, the Vice-Chair, shall preside over all meetings of CIGRE Canada or the Executive Committee.

6. Executive Committee

The activities of CIGRE Canada shall be directed by an Executive Committee consisting of the Chair, the immediate Past Chair, the Vice-Chair, the Secretary-Treasurer, and a minimum of five (5) and a maximum of fourteen (14) other elected members, with the proviso that not more than three (3) members of the Executive may be Individual Members. A quorum for a meeting of the Executive Committee shall consist of the Chair, or the Vice-Chair, and sufficient other members to comprise a minimum of 50% of the Executive Committee membership.



6.1 Executive Leadership Team (ELT)

The CIGRE Canada will have an ELT (Executive Leadership Team) tasked with steering the Executive Committee and Staff. The ELT will consist of five members: the Chair, the immediate Past Chair, the Vice-Chair, the Secretary-Treasurer. The fifth member of the ELT will be appointed by the Chair and Past Chair at their discretion.

7. Terms of Office

The terms of office of the Chair and the Vice-Chair shall be four (4) years with the option to extend a further two (2) or four (4) years with the election of a majority of the Executive Committee, commencing between January 1st and beginning of a CIGRE biennial session year and ending between January 1st and the beginning of the second following CIGRE biennial session year.

8. Elections

Election of Chair shall be by letter-ballot and conducted by the Secretary-Treasurer within the three (3) months preceding the termination of the term of office of the Chair, unless the requirement for the letter-ballot is specifically canceled by the Executive Committee in the event that there is only one (1) candidate. Vice-Chair and Secretary-Treasurer shall be appointed by the Executive Committee.

9. Nomination of Executive Members

Collective Members that have had historic membership on the Executive Committee of CIGRE Canada, assuming they maintain their CIGRE membership, will first be afforded the opportunity to nominate a replacement on the Executive Committee.

Resumes of nominees to the Executive Committee from the respective Collective Member vacancy would be circulated for voting and acceptance by the existing members of the Executive Committee. If an agreed to nominee is not put forward within six (6) months (or a Collective Member is no longer interested or able to provide a nominee) a Nomination Task Force will be initiated to begin a nomination process for other individual and collective members.

Nominations for members of the Executive Committee shall then be prepared by a Nominating Committee of three (3) appointed by the Executive Committee. One of the three members of the Nominating Committee shall be appointed Chair.

The names of all those nominated for the respective offices shall be submitted to the voting of the Executive Committee members for their selection and acceptance.

10. Dues

Dues shall be payable to the Secretary-Treasurer by all Members on the first of January of each year. The dues payable by Collective Members I and II and Individual Members respectively shall be determined by the Executive Committee from time to time to enable CIGRE Canada, to pay the annual membership subscription to CIGRE, meet any other necessary CIGRE expenditures such as



website, sponsorship of colloquia, and at the same time fulfill its obligations to its membership in Canada.

CIGRE Canada shall assume no responsibility whatsoever for expenses incurred by any member, whether Collective Members I and II or Individual Members, in attending CIGRE Canada meetings, those of the Executive Committee, or the CIGRE Congresses, except as may be specifically authorized by the Executive Committee.

11. General Meetings

A General Meeting may be called at the discretion of the Executive Committee or by the request of any five (5) members in writing to the Executive Committee.

All Member and Executive meetings are conducted under Robert's Rules of Order.

12. Executive Committee Meetings

CIGRE Canada Executive Committee meetings may be called at the discretion of the Chair or, in his absence, by the Vice-Chair, but should be so arranged as to give adequate time for the proper planning of Canadian participation in the next CIGRE Executive or Administrative Council meeting. As a minimum it is expected that CIGRE Canada Executive Committee meeting will take place twice a year.

13. Banking Arrangements

The Secretary-Treasurer shall maintain the funds of CIGRE Canada in its banking accounts as directed by the Executive Committee. In order to avoid delays in the payments of accounts, all cheques not exceeding an amount of \$500 may be signed by the Secretary-Treasurer only, and all cheques for amounts over \$500 shall be signed by the Secretary-Treasurer (or in their absence, someone designated by them) and one (1) of the following:

- a) Chair,
- b) Vice-Chair,
- c) Designated member of the Executive Committee,
- d) CIGRE Canada Operations Coordinator

In case it is not possible for the Chair or Vice-Chair to sign, they can give their written approval by email to the Controller (who ideally resides in the same company as the Secretary-Treasurer) to sign on their behalf.

Exceptions to these banking arrangements include:

- a) transfer of membership fees to Paris in accordance with the fee schedule issued by CIGRE headquarters,



- b) other payments so approved by the CIGRE Canada Executive Committee and so stated in the minutes.
- c) payments that are directly related to the CIGRE Canada Conference, from funds that are held in an In-Trust Account between CIGRE Canada and the contracted event management company.

The (ELT) Executive leadership Team's discretionary spend is \$10,000 total per fiscal year. All amount above this number must be brought to the Board.

14. Financial Period

The financial period of CIGRE Canada shall be from January 1st to December 31st.

15. Audit

The books of CIGRE Canada shall be audited every time the Secretary-Treasurer position changes, by an auditor appointed by the Executive Committee. The Secretary-Treasurer will determine the appropriate frequency for any other financial audits in support of the financial statements and regulatory requirements.

16. Mailing Address

The official mailing address of CIGRE Canada, to be registered with CIGRE headquarters, shall be the mailing address of the CIGRE Canada Coordinator (permanent staff), or a post office box, which they may obtain specifically for CIGRE Canada mail.

17. Amendments of By-Laws

Additions or amendments to these By-Laws, at any time after they have been in effect for one calendar year, may be proposed by any five (5) Collective or Individual Members in writing. The proposed additions or amendments shall be referred to the Executive Committee for study and shall then be submitted to the voting membership by the Secretary-Treasurer, with or without comment from the Executive Committee for letter-ballot. A two-thirds majority of the ballots returned shall be necessary for approval of the proposed amendments.