

**Policies and Procedures for Standards Coordination**  
**for the**  
***SCC18 National Fire Protection Association***  
***Standards Coordinating Committee***

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## ***SCC18 National Fire Protection Association Standards Coordinating Committee Policies and Procedures for Standards Coordination***

### **1.0 Introduction**

#### **1.1 Role of Standards Development and these Procedures**

In today's technological environment, standards play a critical role in product development and market competitiveness. In the IEEE, the responsibility for coordinating and establishing IEEE Positions on an external standard is managed through a Standards Coordinating Committee (SCC Type 1). It is essential in the coordination of IEEE participation in an external standard's development to avoid any actions by the Committee or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

#### **1.2 Conduct**

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards coordination activities, all participants shall act in accordance with all applicable laws (nation-based and international), the [IEEE Code of Conduct](#), the [IEEE Code of Ethics](#), and with [IEEE-SA Standards Board Bylaws](#) (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development") and [IEEE-SA Standards Board Operations Manual](#).

#### **1.3 Modification to these Procedures**

The official policies of this Committee are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom) and are available online on the [IEEE-SA Standards Board AudCom website](#). No other copy shall be designated as the official copy. Any changes that the Committee desires to make to the procedures shall not be valid until revised policies have been recommended for acceptance by AudCom and accepted by the IEEE-SA Standards Board.

None of the rules or requirements in these policies and procedures may be suspended.

#### **1.4 Hierarchy**

Participants engaged in standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

[New York State Not-for-Profit Corporation Law](#)  
[IEEE Certificate of Incorporation](#)  
[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association \(IEEE-SA\) Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE-SA Standards Board Resolutions](#)

*Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

## **1.5 Fundamental Principles of Standards Development**

These Policies and Procedures outline the orderly transaction of business of *SCC18 National Fire Protection Association Standards Coordinating Committee*, a Type 1 Standards Coordinating Committee, hereinafter referred to as ‘the Committee’, which shall act as coordinator for NFPA standards projects.

For coordinating and establishing IEEE Positions openness and due process shall be applied, which means that any person with a direct and material interest and who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the Committee position development process should strive to have a balance of interests and not to be dominated by any single interest category).

## **1.6 Definitions**

An *Amendment* is a recommended change to a proposed NFPA Standard adopted by the NFPA membership through the passage of an amending motion at an NFPA Technical Meeting.

A *Type 1 Standards Coordinating Committee (SCC)* serves as a forum for the exchange of information between and among standards-developing activities of the IEEE, and coordinating the development of IEEE Positions, in the technical area of relevance to the SCC. This type of SCC does not develop standards. (See Clause 4.3.1 of the *IEEE-SA Standards Board Bylaws*.)

*Written communication* includes but is not limited to meeting minutes, letter, email, and fax.

*Standards Committees* of IEEE standards projects are committees that are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board. (See *IEEE-SA Standards Board Bylaws* Clause 5.2.2 on “Standards Committee”).

*Administrative subgroup* (e.g., AdCom or ExCom) is an optional subgroup of the Committee responsible for specified activities and decisions.

An *Item* is any document, portion of a document, ballot, or issue that IEEE may make a written or verbal statement or comment about, or may submit a ballot on, that is within scope of SCC18. Examples of an Item include, but are not limited to, chapters of NFPA standards, articles of NFPA standards, a Tentative Interim Amendment (TIA), a Notice of Intent to Make a Motion (NITMAM), and a Certified Amended Motion (CAM).

A *participant* is an individual involved in the standards development process (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”).  
NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the Committee.

A *member* is a participant who has satisfied the criteria for membership defined in Clause 4.1. A member is eligible to be listed on the Committee roster.

A *Position*, within this document, is the IEEE consensus established by SCC18 with respect to an Item. A Position must first be established with respect to an Item before any written or verbal statement can be made, or any vote submitted, on behalf of IEEE with respect to that Item. Examples of a Position include, but are not limited to, Public Input to be submitted on behalf of the IEEE, a Vote and any supporting comment(s), and the direction given to an ER in respect to an Item or Items.

A *Proposed Position* is a draft Position that has been proposed by either an SCC18 member, an SCC18 Subgroup, an IEEE Technical Committee, or IEEE Technical Committees, that has not been endorsed by SCC18.

An *IEEE Technical Committee* is an IEEE Society, IEEE Council, IEEE Committee, IEEE Standards Committee, or an approved subgroup of one of the aforementioned, with a direct interest in the scope of SCC18.

An *External Representative* (ER) is a member volunteer who has been appointed by the IEEE-SA to represent the IEEE on standards matters to an organization, committee, or entity external to the IEEE, and where a voting position on behalf of the IEEE is explicitly required (see *IEEE Standards Association Operations Manual* Clause 7.1.1). The ER shall be an IEEE member of any grade except Student Grade, and a member of the IEEE-SA. The ER is identified by SCC18 and confirmed by the IEEE-SA BOG, participates in SCC18 and NFPA meetings and represents the IEEE Position at NFPA meetings.

*Dominance* is normally defined as the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE-SA activities, including but not limited to standards coordination activities.

*NFPA 70* is the National Electrical Code®, the responsibility of the National Fire Protection Association (NFPA) National Electrical Code Technical Committee, a standards development body external to the IEEE.

### **1.7 IEEE Committee Scope**

If the scope of this Committee changes, the rules in the *IEEE-SA Standards Board Operations Manual* 4.3.1 concerning change of scope shall be followed.

As delegated by the IEEE-SA, SCC18 is the Committee responsible for coordinating and establishing the IEEE position on certain NFPA technical committees. SCC18 is the Owning Board/Committee (OBC) for IEEE ERs to NFPA, as defined in the Standards Association Operations Manual Clause 7.1.1.

### **1.8 Organization of the Committee**

The Committee shall consist of officers (see Clause 3.0) and other members.

### **1.9 Dominance**

The Committee Position development and coordination process shall not be dominated by any single interest category, individual(s), or organization(s). Such dominance is contrary to open and fair participation by all interested parties and is unacceptable.

If dominance is suspected by the Committee, the Committee shall immediately notify the Secretary of the IEEE-SA Standards Board and should recommend corrective action(s).

The IEEE-SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Committee shall only implement the specific corrective action(s) that have been approved by the IEEE-SA Standards Board.

The IEEE-SA Standards Board shall continually monitor the efficacy of corrective action(s) taken and may impose further corrective action(s) if previous corrective action(s) prove to be insufficient. The IEEE-SA Standards Board may, at its discretion, instruct the Committee to cease specific corrective action(s) or to implement other corrective action(s).

## 2.0 Responsibilities of the Committee

### 2.1 General Responsibilities

The Committee shall be responsible for at least the following:

- a) Acting as a peer review body for industry technical documents within the scope of the Committee to be published by the NFPA.
- b) Coordinating and establishing the IEEE Position on issues within its scope submitted by IEEE Technical Committees.
- c) Establishing the IEEE position on NFPA actions when there has been no Proposed Position from an IEEE Technical Committee.
- d) Acting on other matters requiring Committee effort as provided in these procedures.
- e) Protecting against actions taken in the name of the Committee without Committee authorization.
- f) Limiting distribution of the membership roster to appropriate parties.
- g) Reporting annually to the IEEE-SA Standards Board.
- h) Communicating with the IEEE-SA Standards Board on specific SCC activities as needed (see *IEEE-SA Standards Board Bylaws* Clauses 4.1.2 and 4.3.1, and *IEEE-SA Standards Board Operations Manual* Clause 4.5).
- i) Handling appeals as described in Clause 9.
- j) Accessing and using IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical coordination work, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.
- k) Developing liaison relationships with other Technical Committees within IEEE that would have interest in positions taken by the ER under SCC18's responsibility; keeping liaisons informed on positions taken by the ER. (See *IEEE Standards Association Operations Manual* Clause 7.1.5.3)
- l) Ensuring that positions taken by an ER represent consensus views of SCC18 and the IEEE-SA. (See *IEEE Standards Association Operations Manual* Clause 7.1.1)

### 2.2 Obtaining and Submitting Proposed Positions

IEEE Technical Committees may independently submit Proposed Positions to SCC18 on NFPA documents. In order for this coordination to occur, the SCC18 Chair, or designee, will notify IEEE members that releasable technical documents from NFPA are available to members and to liaisons of interested IEEE Technical Committees within five days of their release by NFPA. Notification will occur by emailing the established SCC18 distribution list and, when possible, posting on the SCC18 web site. An IEEE Technical Committee may submit Proposed Positions to SCC18 that outline their position, proposed changes, or additions to the applicable NFPA document.

Technical expertise in IEEE resides in the IEEE Technical Committees. Therefore, Proposed Positions from an IEEE Technical Committee shall be considered in formulating the IEEE

position. To ensure that IEEE Positions taken within the NFPA are representative of IEEE interests, a mechanism is needed for the development and coordination of IEEE Positions.

### **2.3 Establishing an IEEE Position**

There are two stages in the development of an IEEE Position, the first is the development of the Proposed Position, and the second is the SCC18 endorsement process for the Proposed Position. There are three different processes for the development of a Proposed Position on an Item depending on the number of IEEE Technical Committees that submit Proposed Positions on that Item by the established deadline. IEEE Technical Committees are encouraged to coordinate with SCC18 in the preparation of Proposed Positions. Any Proposed Position submitted by an IEEE Technical Committee shall be in written form and shall include the statement that it has been developed in accordance with the policies and procedures of the submitting IEEE Technical Committee.

A Position may be established in very broad terms, for example to achieve a general goal in respect to an Item, or in very narrow terms with specific instruction, for example when establishing the IEEE vote and comment(s) on an Item. In general, a position should always be established in the broadest terms possible to allow the ER the maximum degree of freedom to achieve the desired outcome when representing IEEE within the NFPA.

#### **2.3.1 No IEEE Technical Committee Proposed Positions**

When no IEEE Technical Committee submits a Proposed Position by the established deadline for an Item the IEEE Position will be developed as follows.

In the case of an Item related to an NFPA technical committee other than NFPA 70, if there is a Technical Committee subgroup aligned to that NFPA committee, that Technical Committee subgroup establishes the IEEE Position for that item.

In the case where the Item is an NFPA 70 Amendment, the ER will establish the IEEE Position in alignment with any previous SCC18 established Position on the second draft and ballot accordingly. If, based on new information, the ER believes that the IEEE Position should be modified, the ER may submit a Proposed Position that will then be balloted by SCC18 as defined in 2.3.4.

In all other cases, any SCC18 member or Subcommittee may submit a Proposed Position for that item. The Proposed Position will then be balloted by SCC18 as defined in 2.3.4. In practice, these two steps may be carried out in a single step by an SCC18 member or Subcommittee making a motion as defined in 2.3.4 to endorse a Proposed Position described in the motion.

#### **2.3.2 One IEEE Technical Committee Proposed Position**

When a Proposed Position is submitted from one IEEE Technical Committee on an Item by the established deadline, this Proposed Position shall be the only Proposed Position considered by

SCC18 in relation to that Item. If the Proposed Position is not in the correct form for submission to the NFPA, SCC18 will work with the IEEE Technical Committee to present the substance of the Proposed Position in acceptable form, but in all cases the IEEE Technical Committee that submitted the Proposed Position retains the ultimate authority over the content of the Proposed Position.

The Proposed Position shall then be balloted by SCC18 as defined in 2.3.4.

### **2.3.3 Two or more IEEE Technical Committee Proposed Positions**

When a Proposed Position is submitted from two or more IEEE Technical Committees on the same Item by the established deadline, SCC18 has the responsibility to bring the IEEE Technical Committees together so that they may establish a consensus between them on a single Proposed Position for the Item by the established deadline. If the IEEE Technical Committees fail to agree on a single Proposed Position by the deadline, the IEEE has not achieved a consensus Position (see 2.3.5).

If the IEEE Technical Committees do agree on a single Proposed Position for an item, this Proposed Position shall be the only Proposed Position considered by SCC18 in relation to that Item. If the Proposed Position is not in the correct form for submission to the NFPA, SCC18 will work with the IEEE Technical Committee to present the substance of the Proposed Position in acceptable form, but in all cases the IEEE Technical Committees that submitted the Proposed Position retain the ultimate authority over the content of the Proposed Position.

The Proposed Position shall then be balloted by SCC18 as defined in 2.3.4.

### **2.3.4 SCC18 Position endorsement process**

The Position endorsement ballot shall be to endorse the Proposed Position verbatim and shall be conducted with sufficient time to establish the IEEE Position prior to any NFPA established deadline for the Item. If the endorsement is approved, the IEEE Position has been established; if the endorsement is not approved, the IEEE has not achieved a consensus Position on the Item (see 2.3.5). In the latter case a rationale shall be provided to any IEEE Technical Committee(s) involved.

### **2.3.5 No consensus IEEE Position**

Where IEEE has not achieved a consensus Position on an Item, the IEEE is to remain silent on the Item, written or verbal statement shall not be made or submitted on behalf of IEEE with respect to that Item. Where the Item relates to a ballot the IEEE vote shall be Abstain and the vote shall be accompanied by the comment “IEEE has not reached consensus on this item” only.

## **2.4 IEEE Technical Committee contributions to NFPA**

A IEEE Technical Committee may always provide any input it chooses directly to the NFPA, either in writing or by attending a NFPA meeting, on an Item under the IEEE Technical Committee name (see subclause 5.1.3 “Statements to external bodies” in the [\*IEEE-SA Standards Board Operations Manual\*](#)).

## **2.5 Timelines**

Proposed Positions for Public Input from IEEE Technical Committees, shall be submitted to the Committee at least 75 days prior to the NFPA deadline for submission of input. An IEEE Technical Committee that submits a Proposed Positions for Public Input on an Item shall be informed by SCC18 if another Technical Committee has submitted a Proposed Position for Public Input that relates to the same Item a maximum of 5 days after the established submittal deadline. When a Proposed Position is submitted from two or more IEEE Technical Committees related to the same Item for Public Input, the IEEE Technical Committees have until 35 days prior to the NFPA deadline to submit a single Proposed Position. If that does not occur by this deadline the IEEE has not achieved a consensus Position (see 2.3.5) on that Item. If a single Proposed Position is submitted for Public Input on an Item, or where only one Technical Committee submits a Proposed Positions for Public Input on an Item, notification of the result of the ballot to endorse the Proposed Position shall be provided to the submitter(s) no less than 15 days prior to the NFPA deadline for such submittals. Accepted positions are submitted under the name of the SCC18 Chair and in the name of the IEEE. Rejected positions shall be returned to the submitter with the reason for rejection.

Proposed Positions a First Revision ballot, a Public Comment, a Second Revision ballot, a Tentative Interim Amendment (TIA), endorsing a Notice of Intent to Make a Motion (NITMAM), supporting or opposing a Certified Amending Motion (CAM), or on making a statement in respect to a pending action on a NFPA Correlating Committee or NFPA Standards Council agenda Item from IEEE Technical Committees shall be submitted to the Committee 7 days prior to the respective deadline for the Item.

To ensure the establishment of an IEEE Position IEEE Technical Committees are encouraged to coordinate with SCC18 in the preparation of Proposed Positions as early in the process as practical.

## **3.0 Officers**

There shall be a Chair, a Vice-Chair, Secretary, Membership officer, and Elections officer. SCC18 does not have any funding and does not have a Treasurer.

The Officers (and any person designated as an ER) shall be members of any grade, except Student grade, of the IEEE, or IEEE Society affiliates, and also members of the IEEE-SA (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1, Participation in IEEE standards development). The officers shall organize the Committee, oversee the Committee's compliance with these

Policies and Procedures. Officers shall read the relevant training material available through [IEEE Standards Development Online](#).

The IEEE-SA Standards Board Chair appoints the Chair and the IEEE-SA Standards Board Chair has the authority to remove any officer.

An officer may serve any number of consecutive terms.

### **3.1 Election or Appointment of Officers**

The Committee Chair shall be appointed annually by the IEEE-SA Standards Board Chair.

The Committee Chair (or in the absence of a Committee Chair, the Chair of the Standards Board) shall appoint an Elections Officer whose function is to gather nominations for other officers and conduct an election. The Elections Officer shall not be a nominee in the election. The election for officers shall be conducted every three years. If there is a retirement or vacancy of an officer position other than Chair, the election process to fill the position will take place at the time of the occurrence.

Committee members shall nominate to the Elections Administrator one or more members for the positions of Vice-Chair, Secretary, and Membership Officer. Nominees shall be eligible to hold the office, if and when they are elected (see Clause 3.0). A person shall be nominated for no more than one office as per Clause 3.0. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the current Committee Chair may appoint a member for the office.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Committee, but no less than 14 calendar days. Each member shall cast a single election ballot. Within the ballot, the member may vote for multiple nominees for each office with the limit of one vote per nominee. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

The term of office for each officer other than the Chair shall be three years, preferably aligned with an NFPA revision cycle, but an officer may serve until a successor is selected. An officer may serve an unlimited number of terms.

### **3.2 Temporary Appointments to Vacancies**

If an office other than the Chair is vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and subclause 3.1.

### 3.3 Removal of Officers

An officer (other than the Chair) may be removed by a two-thirds vote of the members of the Committee meeting in Executive Session. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal. Upon removal of an officer, notification shall be provided to the IEEE-SA Standards Board Chair. The IEEE-SA Standards Board Chair may remove any officer.

### 3.4 Responsibilities of Officers

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Committee:

- a) shall not act:
  - 1) in bad faith;
  - 2) to the detriment of IEEE-SA;
  - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
  - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
- b) shall use reasonable efforts to ensure that participants of the Committee conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development" (See subclause 1.2.)

The officers of the Committee shall manage the day-to-day work of the Committee. The officers are responsible for implementing the decisions of the Committee and managing the activities that result from those decisions.

#### 3.4.1 Chair

The responsibilities of the Chair shall include:

- a) Leading the activity according to all of the relevant policies and procedures.
- b) Being objective.
- c) Entertaining motions, but not making motions.
- d) Not biasing discussions.
- e) Delegating necessary functions.
- f) Ensuring that all parties have the opportunity to express their views.
- g) Setting goals and deadlines and adhering to them.
- h) Being knowledgeable in IEEE and NFPA standards processes and parliamentary procedures and ensuring that IEEE processes and procedures are followed.
- i) Seeking consensus of the Committee as a means of resolving issues.
- j) Prioritizing work to best serve the Committee and its goals.
- k) Submitting Committee-approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom – see <http://standards.ieee.org/board/aud/index.html>).

- l) Submitting the Committee's annual report to the IEEE-SA Standards Board SCC Coordinator.
- m) Ensuring the submission of an annual financial report(s) for the operation of the Committee and all of its subgroups.
- n) Being familiar with training materials available through [IEEE Standards Development Online](#).
- o) Notifying the IEEE-SA Standards Board of any officer election/appointment, removal, and changes in status.
- p) Periodically communicating activities of the Committee to the membership.
- q) Review membership roster as stated in clause 4.4.

### **3.4.2 Vice-Chair**

The responsibilities of the Vice-Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice-Chair.
- b) Being knowledgeable in IEEE and NFPA standards processes and parliamentary procedures and assisting the Chair in ensuring that IEEE processes and procedures are followed.
- c) Assist processing applications for ERs and alternate ERs and maintaining a list of such for each NFPA technical committee.
- d) Being familiar with training materials available through [IEEE Standards Development Online](#).

### **3.4.3 Secretary**

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice in conformance with Clause 6.0.
- b) Distributing the agenda before the meeting (see Clause 6.0), Notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to subclause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>) and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster, referred to in 4.6, and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Committee documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all participants.
- h) Maintaining a current list of the names of the members and distributing it to the members upon request.

- i) Forwarding all changes to the roster of members to the Chair.
- j) Maintain a list of nominations to the committee with disposition of each nomination.
- k) Being familiar with training materials available through [IEEE Standards Development Online](#).

#### **3.4.4 Elections Officer**

The responsibility of the Elections Officer is to gather nominations and conduct elections in accordance with Subclause 3.1

#### **3.4.5 Membership Officer**

The responsibility of the Membership Officer is to guide applicants through the membership application process in accordance with Subclause 4.1.

### **4.0 Membership**

The membership composition should ensure that NFPA's organizational categorization of the IEEE remains primarily 'User' based on NFPA's categorization of each IEEE SCC18 member.

#### **4.1 Obtaining Membership**

Any IEEE Technical Committee may nominate individuals to be members of SCC18. The nomination is made by the IEEE Technical Committee submitting a letter of nomination, supported by a letter from the nominee, to the SCC18 Membership Officer.

The letter from the IEEE Technical Committee nominating the individual shall confirm the nominee's active participation in the IEEE Technical Committee, as well as detail the relevant technical knowledge the nominee will bring to SCC18 through their membership.

The letter from the nominee shall include a statement that he or she is willing to actively participate in SCC18 including attending meetings, reviewing necessary documents, and responding promptly to ballots.

The nominee shall also complete the IEEE-SA Requirements for Declaration of Affiliation and Conflict of Interest (see *IEEE-SA Standards Board Bylaws*, Subclause 5.2.1.5, Disclosure of Affiliation and IEEE-SA FAQ, <https://standards.ieee.org/faqs/affiliation.html>)

Once the Membership Officer has received complete letters from the nominating IEEE Technical Committee and the nominee, and has confirmed that the nominee has met the IEEE-SA requirements for Declaration of Affiliation and Conflict of Interest the Membership Officer shall forward the application to the Chair. The Chair shall consider the nomination. If the Chair has concerns about the suitability of an individual nominated by a Technical Committee, the Chair

should consult with the Chair of the Technical Committee to resolve the concerns. If resolution is not achieved, the Chair shall bring the matter to the IEEE-SA Standards Board for resolution. Once a nomination is accepted by the Chair the individual becomes a member of SCC18. The Secretary adds the individual to the membership roster.

#### **4.2 Attendance at Meetings**

SCC18 membership includes the responsibility to attend SCC18 meetings where the members establish IEEE Positions and any SCC18 meetings where information is shared from IEEE Technical Committees related to a Proposed Position. Attendance by electronic means meets the requirements.

Additionally, an ER has the responsibility to attend applicable NFPA meetings for review of changes (e.g., NFPA First Revision and Second Revision meetings). Electronic participation is typically not available, and the ER is expected to attend in person where required. The Alternate ER should also participate in SCC18 meetings and NFPA meetings to be prepared in case the ER is unable to attend.

#### **4.3 Losing Membership**

Failure to attend SCC18 meetings can be considered as cause for termination of membership.

In Executive Session, the Chair shall obtain approval of the committee with a two-thirds vote to terminate an individual's member status. Failure to attend two consecutive SCC18 meetings for committee members', failure to attend two consecutive NFPA committee meetings for an ER, and failure to follow an IEEE established Position (see 4.5.1) shall be considered as grounds for termination.

Any committee member may request that absence from an SCC18 meeting be classified as 'excused' through written request to the Chair. Requesting excused status is no guarantee that it will be granted.

The Chair shall notify the terminated individual of their new status, along with the reason.

#### **4.4 Review Membership**

The Chair shall review the membership roster at least annually. Members are expected to fulfill the requirements of active participation as defined in Clause 4.2. When a member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

## 4.5 External Representatives

Any Committee member except the Chair can be nominated as the IEEE ER to serve as a Principal or Alternate on an NFPA technical committee. Candidates for the IEEE ER may be nominated by a Technical Committee or any member of the Committee.

The Executive Committee will vote to select the members to be nominated for approval by the IEEE-SA BOG to serve as IEEE ER to NFPA. The criteria to be considered include:

- a) Professional experience, IEEE experience, qualifications, work products, and education related to the scope of the Committee;
- b) Current active participation in IEEE Technical Committee(s) related to the NFPA Technical Committee's to which they have been nominated;
- c) Ability to act in the best interest of the IEEE at all times;
- d) Willingness to participate actively in SCC18.

An ER represents IEEE on an NFPA Technical Committee. The ER should not represent another organization in the NFPA (see *IEEE Standards Association Operations Manual* 7.1.2). In such situations, the individual serving as an ER shall recuse himself/herself from voting on issues that would result in a conflict between his/her duty to the IEEE-SA and his/her duty to the other organization. The ER shall report such situations to the Chair at the earliest practical time.

Each term of an IEEE ER to the NFPA will be a maximum of three-years, aligned to the NFPA document development/revision cycle. All terms shall end at the end of the NFPA document revision cycle. An ER to NFPA may serve an unlimited number of terms. Nominations for subsequent code cycle will be solicited towards the end of the previous code cycle with sufficient time to assure that an ER that is reappointed does not need to reapply to the NFPA.

If the position of principal ER is vacant for any reason (such as resignation, removal, lack of nomination), the alternate, if any, will be recognized as acting on behalf as the principal. Nominations and approval for the full-term successors to vacated positions shall be made in accordance with requirements in this clause.

### 4.5.1 ER Duties

An ER shall act in the best interests of the IEEE at all time. An ER is chartered to negotiate on behalf of the IEEE to achieve the established IEEE Position on a particular Item. As a result, it is recognized a degree of freedom is required for an ER to achieve this goal, and IEEE Positions should be established in the broadest terms possible to enable this. Under no circumstances, however, shall an ER speak against, or in any other way seek to undermine, the established IEEE Position. In addition, an ER shall not participate in, or advocate any position for, an Item where the IEEE was not able to achieve a consensus Position (see 2.3.5). In the case where IEEE does not have a Position on an Item because no Proposed Position was submitted by an IEEE Technical Committee, an ER may advocate a position for the Item.

To ensure effective coordination with IEEE Technical Committees, an ER should work with IEEE-SA Staff to identify IEEE Technical Committees that may potentially be interested in the activities of the NFPA Technical Committee in which they serve so that the IEEE Technical Committees have the opportunity to set up a liaison with SCC18. An ER shall work with IEEE-SA Staff to contact any IEEE Technical Committee that is specifically mentioned in an NFPA activity that an ER is involved in.

#### **4.6 Membership Roster**

The Secretary shall make reasonable efforts to maintain a current Committee roster. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless everybody on the roster has submitted their written approvals for such distribution. The roster shall include the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice-Chair, Secretary
- d) Members: (for all) Name, e-mail address, affiliation, and membership status. For principal and alternate ER, list the applicable NFPA committee.
- e) For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members.

#### **4.7 Membership Public List**

A current and accurate membership list shall be maintained. The membership list may be posted on the Committee web site and may be publicly distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice-Chair, Secretary
- d) Members: (for all) Name, affiliation

#### **5.0 Subgroups Created by the Committee**

The formation and disbandment of subgroups (e.g., Executive committees (ExCom), Administrative committees (AdCom), and other subgroups,) requires approval by a majority vote of the Committee as described in clause 7.1.1. Committee subgroups operate under these Committee P&P.

The Committee shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, voting in the subgroup, and use of parliamentary procedures for approval to move any deliverables to the Committee for action. The charge to the subgroup shall clearly state which activities are appropriate. The scope and duties

delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Committee. The scope, duties, and membership of all subgroups shall be reviewed annually by the Committee.

The Chair of a subgroup, unless already defined by position, may be appointed by the Chair of the Committee, or nominated and elected by the Committee, or nominated and elected by the subgroup. The Committee may remove an officer of any subgroup by a two-thirds vote.

### **5.1 Executive Committee**

The Committee designates an Executive Committee (ExCom) to assist in the operation of the Committee. The ExCom consists of at least five but no more than seven members of the Committee, including the Chair, Vice Chair, Secretary, Membership officer, and Election Officer, who exercise some of the responsibilities of the Committee. Other Executive Committee members may be appointed by the Chair where there is a vacancy or need for additional expertise, and the total number does not exceed seven. The Committee Chair is the chair of the Executive Committee.

### **5.2 Technical Committee Subgroups**

With approval by a majority vote of the Committee, the Committee shall establish Technical Committee subgroups aligned with NFPA committees, including the NFPA 70 CMP and groups other than the NFPA 70 technical committee. Technical Committee Subgroups shall consider IEEE Technical Committee input in accordance with subclause 2.2. The subgroup shall be chaired by the ER for that NFPA committee. The subgroup shall consist of at least five members, including, as available, the alternate ER. The Technical Committee subgroup may recommend Proposed Positions on Items for consideration by the Committee in absence of a Proposed Position on the Item from an IEEE Technical Committee. For NFPA 70 CMPs, subgroups may be formed to cover multiple CMPs. In that case, the Chair of the subgroup shall be one of the ERs of the CMPs, and shall be appointed by the Chair of the Committee.

### **5.3 Other Subgroups**

The Committee may form and disband other subgroups (e.g., subcommittees; technical advisory groups; ad hocs to consider out-of-cycle input, Tentative Interim Amendments (TIAs), and emergency changes) with approval by a majority vote of the Committee. The subgroup may be responsible for assisting the Committee (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

## **6.0 Meetings**

Committee meetings may be conducted exclusively via electronic means, or in-person, or in-person with one or more participants contributing via electronic means. Committee meetings shall be held, as decided by the Committee Chair, or by petition of 5 or more members, to

conduct business, such as making assignments, receiving reports of work, progressing draft documents, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of an in-person meeting and at least 15 days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information) shall be distributed to all members at least 10 days in advance of an in-person meeting, and at least 5 days in advance for an electronic meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

All SCC18 meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.2).

## **6.1 Quorum**

A quorum shall be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.3. When the membership is less than 50 members, a quorum shall be defined as a majority of the current total membership. When the membership is 50 or more members, a quorum shall be defined as 10% of the current total membership or 26, whichever is greater. Members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

## **6.2 Executive Session**

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

The matters discussed in Executive Session are confidential, and therefore, attendance at the Executive Session shall be limited to Committee Members, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the Committee, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in-person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed and agree that they will

participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

In the event that a member of the Committee is deemed to be conflicted, the member may be asked to leave the Executive Session.

### **6.3 Meeting Fees**

Not applicable.

### **6.4 Minutes**

The minutes shall record the essentials in concise format, including the following:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding and the name of the secretary who wrote the minutes
- d) Meeting participants, including affiliation and member status at the end of the meeting
- e) Call to order, Chair's remarks
- f) Reminders of IEEE policies
- g) Approval of minutes of previous meeting
- h) Technical topics
  - 1) Brief summary of discussions and conclusions
  - 2) Motions exactly as they are stated, including the names of mover and seconder, and the outcome of each motion
- i) Action items
- j) Items reported out of Executive Session
- k) Recesses and time of final adjournment
- l) Next meeting - date, time, and location

All submissions, presentations, and reports considered during the meeting by the Committee shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions
- Attributions of comments to specific participants

### **7.0 Voting**

## **7.1 Approval of an Action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds). Vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the members of the Committee responded.

### **7.1.1 Actions Requiring Approval by a Majority Vote**

The following actions require approval by a majority vote:

- a) Approval of minutes
- b) Formation or modification of a subgroup, including its procedures, scope, and duties
- c) Disbandment of subgroups

### **7.1.2 Actions Requiring Approval by a Two-thirds Vote**

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Committee procedures\* or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Committee scope\*
- d) Approval of termination of the Committee\*
- e) Removal of an officer except the Chair
- f) Approval of an IEEE Position.

\* Following Committee approval, items a), c), and d) require approval by the IEEE-SA Standards Board.

## **7.2 Proxy Voting**

Not Applicable.

## **7.3 Voting Between Meetings**

At the discretion of the Chair, the Committee shall be allowed to conduct voting between meetings by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(5\)](#).

#### **7.4 Change of Vote on Recirculation**

For Items for which there was no Proposed Positions submitted by an IEEE Technical Committee, if an ER deems there are circumstances that warrant reconsideration of an IEEE vote during the recirculation of an NFPA ballot, the ER shall obtain direction using one of the following means:

- a) If it is an NFPA 70 ballot, the ER shall discuss the issue and obtain direction from the Executive Committee.
- b) If it is other than an NFPA 70 ballot, the ER shall discuss the issue and obtain direction from the subgroup.

#### **8.0 Communications**

All correspondence on behalf of the Committee shall contain identification of the Committee as the source of the correspondence.

##### **8.1 Formal Internal Communication**

NFPA draft documents under review shall be released to other IEEE groups for purposes of review and comment. Such documents shall be protected from general IEEE member access or public access.

SCC18 will make ER reports available to its members and liaisons of IEEE Technical Committees within three business days of their receipt by the Committee or any officer or subgroup. Communication to members and liaisons of IEEE Technical Committees may be through the SCC18 listserv, direct email to known interested IEEE members and committees, and/or through the SCC18 IEEE-SA liaison.

Members who are IEEE ERs to NFPA technical committees may correspond directly with applicable IEEE Technical Committees for the development of consensus on technical positions.

##### **8.2 External Communication**

Inquiries relating to the Committee shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair. If the Chair is unavailable for a period of time, the Vice-Chair or Secretary may be designated to respond.

Members who are IEEE ERs to NFPA technical committees may correspond directly with NFPA technical committees for Committee business and meeting attendance notices.

### **8.3 Public Statements**

All Committee public communications shall comply with the policies of the *IEEE Standards Association Operations Manual* (see Clause 6.5, Position statements).

Individuals making public statements must have IEEE-SA approval (see Clause 5.2.1.6 “Official statements” in the *IEEE-SA Standards Board Bylaws*).

#### **8.3.1 Committee Public Statements**

Committee public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

#### **8.3.2 Public Statements to be Issued by Other Entities**

If the Committee wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policies*) to have that entity offer a public statement on a standards matter, they shall do so only after agreement from the IEEE-SA Standards Board and after approval from the IEEE-SA Board of Governors. Upon Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

### **8.4 Informal Communications**

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Committee.

## **9.0 Appeals**

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the group that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Committee recognizes the right of appeal on procedural grounds for actions or inactions on the part of the Committee, a subgroup, an officer, or an ER. Procedural concerns within a Committee’s subgroup shall be first presented to the subgroup for resolution. If the procedural concern is not resolved after presentation to the subgroup for resolution, the complaint shall be presented to the Committee for resolution. If the party bringing the complaint determines that the Committee’s proposed resolution is unacceptable, such party can file a procedural appeal with the Committee.

Appeals to the Committee shall be addressed as follows:

The appellant shall file a written appeal to the Committee Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any

adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve the issue with the subgroup, including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the Committee Chair shall form an Appeal Committee consisting of at least five members of the Committee, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Committee, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Committee that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with the subgroup. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. The Appeal Panel shall have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Committee. The appeal may be conducted in-person or by teleconference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Committee Chair.

Committee procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Committee's Appeal Panel or either

of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Committee Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Committee Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Committee Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Committee Appeal Panel may address questions to individuals. The Committee Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Committee Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Committee's appeals process, the party bringing the complaint determines that the Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in the clause on "Appeals" of the *IEEE-SA Standards Board Operations Manual*.

### Annex I (Informative) IEEE Position development overview

The following figures provide an informative overview of the IEEE Position development process defined in 2.3.

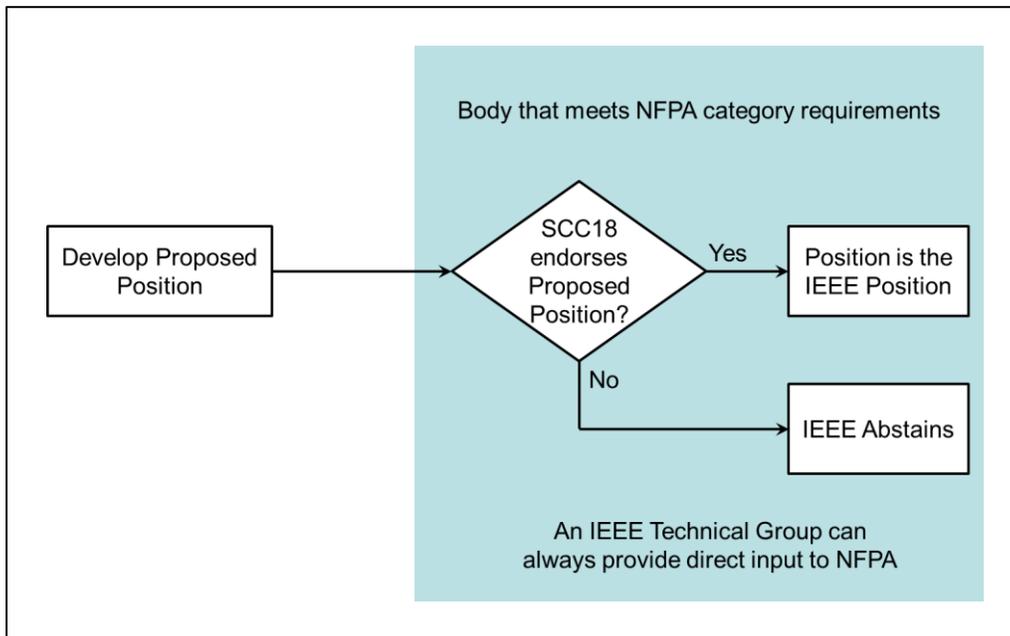


Figure 1 Position development process overview

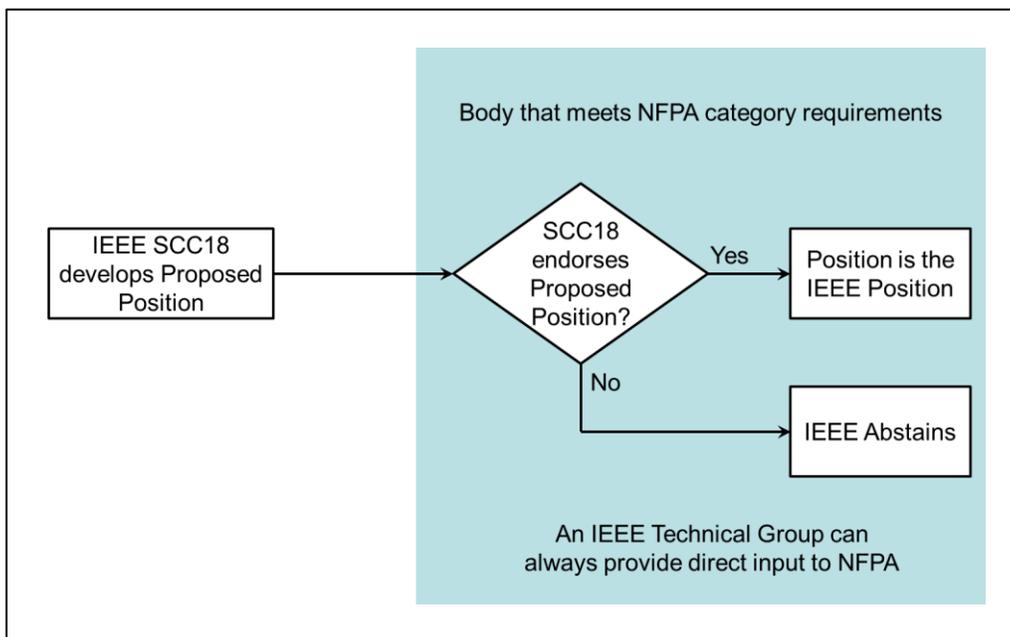


Figure 2 No IEEE Technical Committee Proposed Position

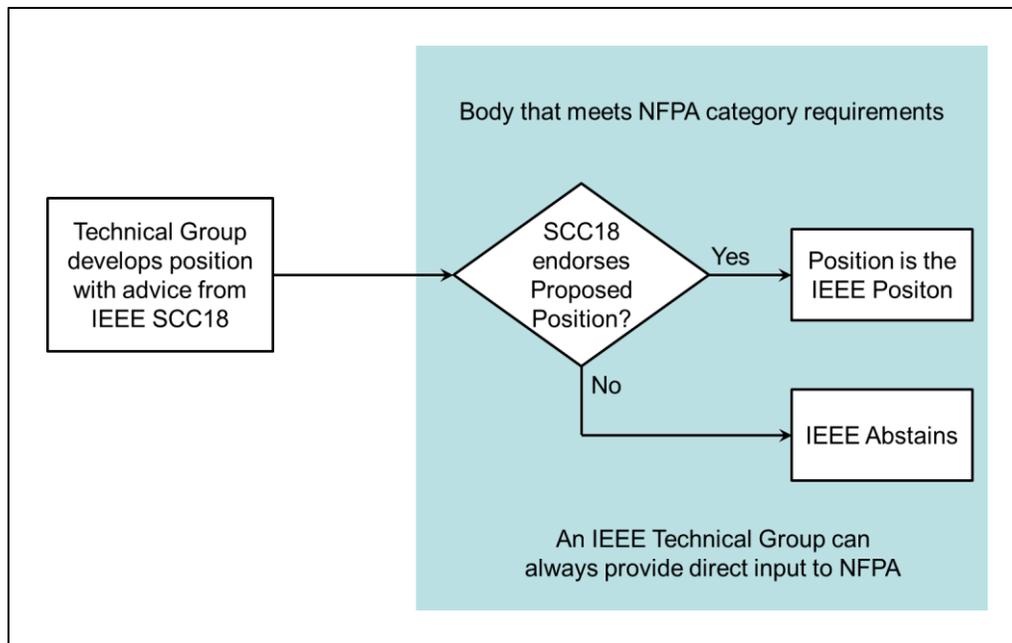


Figure 3 One IEEE Technical Committee Proposed Position

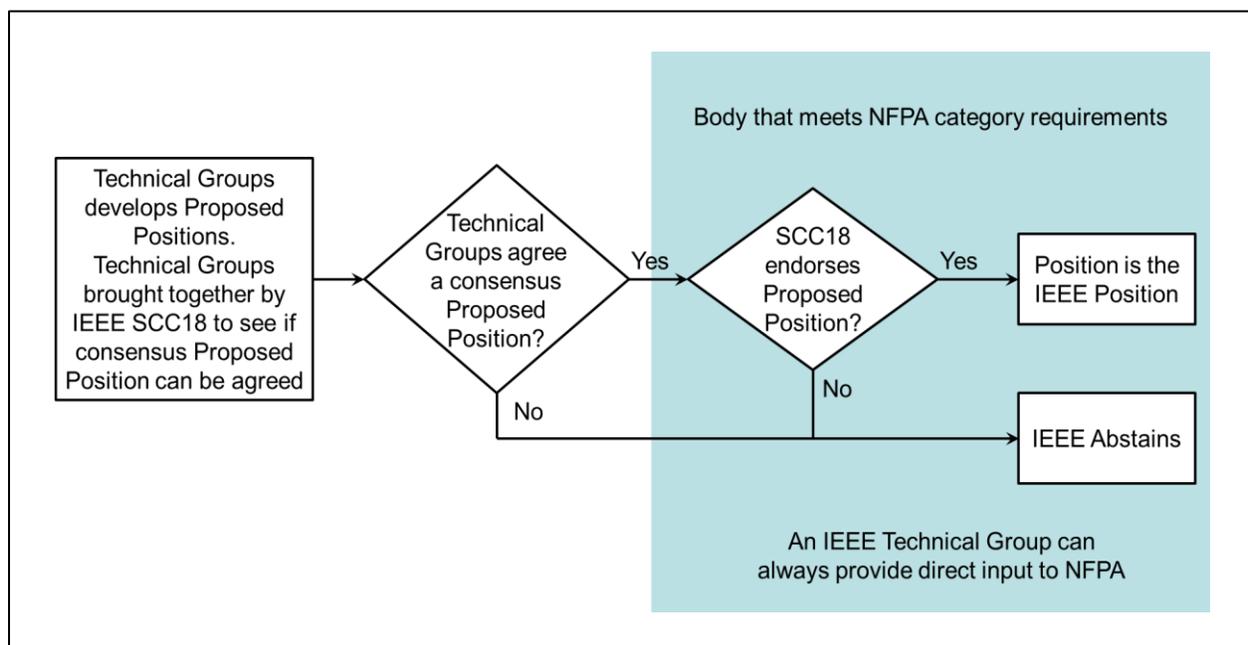


Figure 4 Two or more IEEE Technical Committee Proposed Position