

IEEE SA

STANDARDS
ASSOCIATION

SA BALLOT INVITATION/ MEC PROCESS

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STANDARDS DEVELOPMENT LIFECYCLE



This presentation provides an overview of Stage 4 of the standards development lifecycle –Balloting the Standard

AGENDA

- Overview
- Mandatory Editorial Coordination (MEC)
- Ballot Invitation Process
- Formation of the Ballot Group
- Review of the Ballot Group

OVERVIEW

A project is ready for the IEEE Standards Association Ballot (SA Ballot) when the Working Group (WG) has completed its draft development.

Steps before the SA ballot invitation opens:

- Voting members of the WG vote to move the draft to SA Ballot (two-thirds vote)
- Voting members of Standards Committee (SC) vote to move the draft to SA Ballot (majority vote)

The first step is to form the ballot group in myProject™ system by sending out an invitation (announcement) on the formation of the ballot group.

- At a minimum, invitations are sent to participants who have indicated an interest in myProject™ for the project, to receive ballot invitations and other notifications.
- Individuals must enroll during the invitation period (or open ballot formation period) to participate in the SA Ballot.
- A Mandatory Editorial Coordination (MEC) needs to be completed prior to initiating the SA ballot. This process typically takes 30 days and can run concurrently with the invitation to ballot.

WHAT IS A MEC?

MEC standards for Mandatory Editorial Coordination

MEC is a preliminary review of the draft by IEEE SA editorial staff to identify items that would prevent the document from moving forward into the IEEE SA balloting process. MEC is required prior to the start of an IEEE SA Ballot in order to ensure conformance with IEEE requirements.

- MEC takes approximately 30-days to complete IEEE SA Editor will review and provide comments or guidance to the WG Chair (WGC), copying the Program Manager (PM).
 - If the WG has identified borrowed material, copyright permission letters shall be submitted at this time.
 - If a legal review is needed, the WGC will be informed.

BALLOT INVITATION PROCESS

- The invitation is initiated by the Working Group Chair, or designated individual with authority in myProject
- Invitation period is typically 30 days, but can be adjusted in accordance with the [*IEEE SA Standards Board Operations Manual*](#).
- Any interested participants who has indicated interest in this project, Standards Committee, or WG will receive an invitation.

For information on how to express an interest in a project see:

- myProject User Guide Clause 3.1 *“Follow/Register as an Interested Party (Standards Committee, Working Group, Project)”*
- *Training Video:* <https://ieeetv.ieee.org/ieee-products/ieee-sa-user-guide-setting-preferences-and-logging-interest?>

FORMATION OF THE BALLOT GROUP

- Interested participants must join the ballot group in myProject system during the invitation period.
- IEEE SA membership or a per-ballot fee is required
- Information about obtaining membership or the per-ballot fee can be found here. <https://standards.ieee.org/about/membership/index.html>
- The participant selects their classification based on the scope of the draft standard (e.g. producer, user, academic, government).
- WG officers and members are **not** automatically added to the ballot group.

REVIEW OF THE BALLOT GROUP

Upon close of the ballot invitation, the ballot group shall be reviewed by the WG Chair to ensure:

- It is balanced. No one interest classification constitutes more than one-third (33%) or more of the balloting group.
 - If balance, or minimum number of members, is not achieved, the invitation period may be extended.
- A minimum of 10 individual members for an individual based ballot group.
- Ballot group is fixed once the SA ballot is initiated.
- Balloting group members have an obligation to respond during the balloting period.

Balloting must begin within 6 months of the initial close of the ballot invitation. If not, the ballot group must be terminated and an invitation sent to form a new ballot group.

ADDITIONAL RESOURCES

- [My Project User Guide:](#)
- [Ops Man 5.4 Standards Association Ballot](#)
- [Working Group Chair Fundamentals Course: Module 9 & 10](#)

QUESTIONS?

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