

**Policies and Procedures for Standards Development for the  
Learning Technology Standards Committee  
All Working Groups**

**Approved by Standards Committee: April 9, 2021**

**In this baseline document: “Simplified Working Group Individual Policies and Procedures for Standards Development,” the only edits allowed are to bracketed text ([....]) in this document. Specifically, on the title page the [Name], [All Working Groups OR Name Working Group], [Fill in date], and [Fill in date this revision was submitted]; in Clause 1 [Name of Working Group]; and in subclause 1.3 [Name]. If additional edits or additions are desired, do not use this simplified baseline document; instead please use the “Baseline Working Group Individual Policies and Procedures for Standards Development.”**

## **1. Introduction**

In today’s technological environment, standards play a critical role in product development and market competitiveness. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Standards Committee. It is essential in the management of a standard’s development to avoid any actions by a Standards Committee, Working Group or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

These Policies and Procedures (P&P) outline the orderly transaction of standards activities of All Working Groups, hereinafter referred to as “the Working Group.”

### **1.1 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 development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the [IEEE Code of Conduct](#), the [IEEE Code of Ethics](#), and with the [IEEE SA Standards Board Bylaws](#) (see *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”) and [IEEE SA Standards Board Operations Manual](#).

A Working Group Chair who suspects persistent violation of these principles or standards by an individual shall refer the matter to the Standards Committee.

### **1.2 Modifications to These Procedures**

None of the rules or requirements in these P&P may be suspended.

### **1.3 Hierarchy**

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over these procedures 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](#)
- [Policies and Procedures of the Learning Technology Standards Committee](#)

For matters pertaining to Open Source, the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual*.

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

## 1.4 Fundamental Principles of Standards Development

For the development of standards, openness and due process shall be applied. Openness and due process mean that any person with an interest who meets the requirements of these procedures, has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if the person has direct and material interest and has been or will be adversely affected.

### 1.4.1 Due Process

Due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests, and not to be dominated by any single interest category, interest(s), or organization(s). However, for the IEEE Standards Association ballot, there shall be a balance of interests without dominance by any single interest category (see *IEEE SA Standards Board Bylaws* clause on “Standards Association balloting group”).

### 1.4.2 Confidentiality Statements and Copyright Notices on Communications

IEEE standards development is an open, voluntary consensus process. As such, no material submitted during IEEE standards development activities will be accepted or considered if it contains any statement that places any burden on the recipient(s) with respect to confidentiality. Any communication, including electronic mail, containing language with such restrictive wording will not be accepted or considered.

It should be noted that this policy does not apply to IEEE copyrighted materials, such as draft standards, or to materials to or from IEEE counsel appropriately classified as attorney-client privileged.

### 1.4.3 Consensus

**This clause shall not be modified.**

The IEEE SA Standards Board will consider that consensus is established when substantial agreement has been reached by all directly and materially affected interest categories. Consensus provides that the following conditions have been met:

- a) A concerted attempt is made to involve all interested parties;
- b) Substantial agreement is reached by directly and materially affected interest categories;
- c) Substantial agreement means more than a majority but not necessarily unanimity;
- d) All views and objections have been considered;
- e) A concerted effort is made to resolve views and objections.

## 1.5 Definitions

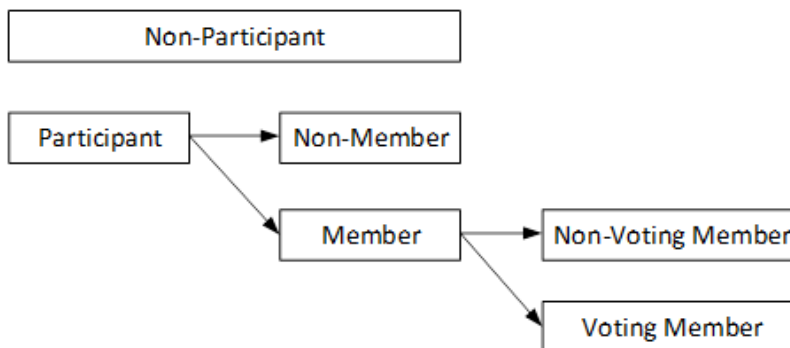
The following list of definitions is provided to establish a common understanding of the meaning of these terms. Not all terms defined below are used within this document, however, these additional terms are provided to promote a clear understanding of the terms generally used in standards activities.

**Consensus** is substantial agreement among directly and materially affected interest categories (see *IEEE SA Standards Board Bylaws* clause on “Role of IEEE Standards”).

**Dominance** is 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 development activities (see *IEEE SA Standards Board Bylaws* clause on “Dominance”).

**Membership** types:

- a) A *voting member* is a member who has satisfied the criteria for voting membership defined in subclause 4.2.
- b) A *non-voting member* is a member who has satisfied the criteria for non-voting membership defined in subclause 4.3.
- c) A *member* is a participant who has satisfied the criteria for membership defined in Clause 4.
- d) A *non-member* is a participant who has not satisfied the criteria for membership defined in Clause 4.



**Open Source** is digital work for which the human-readable source code or hardware design is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “IEEE Open Source Concepts”).

An **Open Source Maintainer** has authority to commit (save changes) to the IEEE code and document repository associated with an IEEE Open Source Project (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “Maintainer”).

An **Open Source Project Lead** is responsible for the vitality, organization, development, evaluation, operation, security, and maintenance of an IEEE Open Source Project, and is the official point of communication for the project (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “IEEE Open Source Project Lead”).

A **participant** is an individual involved in the standards development process (see *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”). Participants can be members or non-members of IEEE, IEEE SA and the working group.

A **Standards Committee** is a committee that is responsible for the development, coordination, and maintenance of standards project as approved by the IEEE SASB (see *IEEE SA Standards Board Bylaws* clause on “Standards Committees”).

**Written Communication** includes but is not limited to meeting minutes, letters, email, and fax.

## 2. Responsibilities of the Working Group

The Working Group shall be responsible for at least the following:

- a) Completing the project from Project Authorization Request (PAR) approval to IEEE SA Standards Board approval as specified by the PAR, and in compliance with IEEE SA policies and procedures;
- b) Using the IEEE Standards document template format or the applicable template for standards jointly developed with, or adopted from, another international standards organization, for the draft development of IEEE standards;
- c) Submitting to the Standards Committee any documentation required by the Standards Committee; e.g., a project schedule, participant list, or a monthly status report;
- d) Notifying the Standards Committee of the draft development milestones;
- e) Notifying the Standards Committee when the draft is ready to begin an IEEE Standards Association ballot;
- f) Accessing and using IEEE’s data, including personal data, from IEEE systems when permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies. See <https://www.ieee.org/security-privacy.html> and <https://www.ieee.org/ieee-data-access-and-use-policy.html>;
- g) Monitoring standards-developing activities and subgroups for signs of dominance. If dominance is suspected by any Working Group participant, the participant shall immediately notify a Working Group officer or, if necessary, Standards Committee officer.

### 2.1 Dominance

If a participant suspects any dominance, the participant shall immediately notify a Working Group officer or Standards Committee officer (see Dominance and Signs of Potential Dominance – <https://standards.ieee.org/faqs/dominance.html>).

## 3. Officers

There shall be a Chair, Vice Chair, Treasurer (if the Working Group has any funding), and a Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

When Open Source is included in the approved project, there shall be an IEEE Open Source Project Lead. The Open Source Project Lead shall be designated as an officer of the Working Group or may be an officer of the Standards Committee. The Open Source Project Lead may also serve as the Open Source Maintainer for an Open Source Project. A person may simultaneously hold the position of Open Source Project Lead and another office.

The officers (and any person designated to manage the Standards Association ballot) shall each be IEEE members of any grade except Student grade, or IEEE Society affiliates, and also be members of IEEE SA (see *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”). The officers shall organize the Working Group, oversee the Working Group’s compliance with these Policies and Procedures, and submit proposed documents approved by the Working Group (with supporting documentation) for appropriate review and approval by the Standards Committee. Officers shall read the relevant material available through [IEEE Standards Development Lifecycle](#).

### **3.1 Appointment of Officers**

The Working Group Chair shall be appointed in accordance with the Standards Committee's procedures. After appointment of the Working Group Chair by the Standards Committee that established this Working Group, the Working Group Chair shall appoint a Vice Chair, Treasurer, and Secretary.

### **3.2 Term Limits**

The term of office for each officer shall be four years, with no more than two consecutive terms in the same office, but an officer may serve until a successor is appointed provided the Working Group or Standards Committee works in good faith to fill the vacancy before or as soon as possible after the term expires. The term of office for a Working Group Officer can be extended to the expiration of that project's PAR by the Standards Committee.

### **3.3 Temporary Appointments to Vacancies**

If an office other than the Chair is vacant for any reason (such as resignation or removal), a temporary appointment shall be made by the Chair for a period of up to 12 months. In the case of Chair, the Standards Committee shall make the temporary appointment, with input from the Working Group. An appointment for the vacated office shall be made in accordance with the requirements in Clause 3 and subclause 3.1 at the earliest practical time.

### **3.4 Removal of Officers**

An officer may be removed by a two-thirds vote of the voting members of the Working Group meeting in Executive Session. The meeting shall not be chaired by the officer suggested for removal. The officer suggested for removal shall be given an opportunity to make a rebuttal during the Executive Session, and shall leave the Executive Session directly after responding to questions pertinent to the rebuttal, and prior to the discussion and vote on the motion for removal.

Removal of appointed officers requires notification to and affirmation by the Standards Committee.

### **3.5 Responsibilities of Officers**

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

- 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 Working Group conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE SA Standards Board Bylaws* clause on "Participation in IEEE standards development" (see also subclause 1.1).

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

#### **3.5.1 Chair**

The responsibilities of the Chair or his or her designee shall include:

- a) Leading the activities according to all of the relevant policies and procedures;
- b) Forming subgroups, as necessary;
- c) Being objective;
- d) Entertaining motions, but not making motions;
- e) Not biasing discussions;
- f) Delegating necessary functions;
- g) Allowing all parties to have the opportunity to express their views;
- h) Setting goals and deadlines and adhering to them;
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and helping ensure that the processes and procedures are followed;
- j) Seeking consensus of the Working Group as a means of resolving issues;
- k) Prioritizing work to best serve the Working Group and its goals;
- l) Complying with the Chair's responsibility with respect to the IEEE SA Intellectual Property Policies, including but not limited to the IEEE SA Patent Policy (see *IEEE SA Standards Board Bylaw* clause on "Patents" and *IEEE SA Standards Board Operations Manual* clauses on "Patents" and "Call for patents") and Copyright Policy (see *IEEE SA Standards Board Bylaws* clause on "Copyright" and *IEEE SA Standards Board Operations Manual* clause on "Copyright");
- m) Monitoring standards-developing activities and subgroups for signs of dominance and reporting suspicions of dominance to the Standards Committee;
- n) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer;
- o) Participating as needed in meetings of the Standards Committee to represent the Working Group;
- p) Ensuring that Working Group officers and ballot designees are accurately assigned in the myProject system;
- q) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

### 3.5.2 Vice Chair

The responsibilities of the Vice Chair 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);
- b) Carrying out those duties specifically delegated by the Chair to the Vice Chair;
- c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in helping ensure that the processes and procedures are followed;
- d) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

### 3.5.3 Secretary

The responsibilities of the Secretary shall include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices in conformance with Clause 6;
- b) Distributing meeting agendas (including participation information and known potential actions) as per Clause 6;
- c) Documenting minutes of each meeting according to subclause 6.4;
- d) Creating and maintaining the participant list, referred to in subclause 4.6, and submitting it to the Standards Committee (or SCC) Secretary annually;
- e) Being responsible for the management and distribution of Working Group 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 voting members of the Working Group and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.7;
- i) Distributing current list of Working Group voting members to members upon request;
- j) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

### **3.5.4 Treasurer**

The responsibilities of the Treasurer shall include:

- a) Maintaining a budget, if applicable;
- b) Managing all funds into and out of the Working Group's bank account, if applicable;
- c) Following IEEE policies concerning standards meetings and finances;
- d) Confirming that the Working Group adheres to the [IEEE Finance Operations Manual](#) and the [IEEE SA Standards Board Operations Manual](#) clause on "Annual Financial Report";
- e) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

### **3.5.5 Placeholder**

## **4. Membership**

### **4.1 Attendance at Meetings**

For a participant's attendance to count towards gaining or maintaining voting membership, the participant shall attend either the duration of the meeting or at least 50% of the planned duration of the meeting as stated in the notice or agenda for the meeting, whichever is less, and satisfy any requirements of subclause 6.3 regarding any registration fee for the meeting.

A participant shall notify the Chair if they choose to be a non-member.

Attendance or lack of attendance at a meeting as defined in Clause 6 shall be counted towards the attendance requirements, independent of whether quorum was achieved.

### **4.2 Voting Membership**

Voting membership shall be granted, upon request, to those participants attending the first meeting of a newly chartered Working Group.

The participant becomes a voting member on receiving notification from the Working Group Chair or designee.

A participant becomes a voting member by attending 2 of the last 4 meetings.

The participant becomes a voting member at the end of the second meeting the participant attended.

#### **4.2.1 Requirements to Maintain Voting Membership**

A voting member is required to attend 2 of the last 4 meetings.



### **4.3 Non-voting Membership**

A participant becomes a non-voting member by attending one meeting and making a request for membership to the Chair.

A voting member becomes a non-voting member by not meeting the requirements for voting membership described in subclause 4.2 or requesting to become a non-voting member.

### **4.4 Review of Membership**

Membership privileges may be lost through persistent violation of the fundamental principles of standards development or disregard of standards of conduct (see Clause 1 of these P&P).

The Chair shall review the list of voting and nonvoting members at least annually. Voting and non-voting members are expected to fulfill the requirements of active participation as defined in Clause 4. When a voting or non-voting member does or does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include a change of membership status and loss of voting rights.

The Chair may “specially maintain” a voting or non-voting member’s status that would otherwise be lost by failing to meet their obligations. Reasons for such an action might include consideration of personal hardship, medical emergency, or outstanding contributions.

The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.

An individual becomes a non-voting member upon loss of voting rights.

An individual becomes a non-member upon loss of membership rights.

When the Chair takes action regarding an individual’s membership status, the Chair shall notify the individual of their new status, along with the reason the action was taken.

### **4.5 Placeholder**

### **4.6 Working Group Participant List**

A Working Group participant list is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development (see *IEEE Bylaws I-300.3* and *IEEE Standards and Indemnification: What You Need to Know* <<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/indemnification.pdf>>).

A copy of the Working Group participant list shall be supplied to the IEEE SA at least annually by a Working Group officer or designee and shall not be stored on any personal or work-related electronic devices. A copy of the Working Group Participant List may be stored on an IEEE-provided electronic storage space (See IEEE Privacy Policy – <https://www.ieee.org/security-privacy.html> and IEEE Data Access and Use Policy – <https://www.ieee.org/ieee-data-access-and-use-policy.html>).

The Secretary shall maintain a current Working Group participant list. Due to privacy concerns, the participant list shall not be distributed except to the IEEE SA Board of Governors, IEEE SA Standards Board, the Standards Committee for the Working Group, and IEEE SA staff, unless everyone on the participant list has submitted written approval for such distribution. The participant list shall include at least the following:

- a) Title of the Standards Committee and its designation;

- b) Title of the Working Group and its designation;
- c) Working Group officers: Chair, Vice Chair, Secretary, Treasurer (if applicable);
- d) Working Group participants: Name, email address, affiliation, and membership status (e.g., voting member, non-voting member, etc.).

All Working Group members are required to review their information contained in the participant list during or following each meeting they attend. If a Working Group meets only virtually, it shall determine a schedule to check the accuracy of the participant list periodically. Inactive participants should be removed from the participant list after three years.

#### **4.7 Working Group Membership List**

A Working Group officer or designee shall maintain a current and accurate membership list. The membership list may be posted on the Working Group web site and may be publicly distributed.

The membership list may be derived from the participant list, but shall only contain and is limited to the following:

- a) Title of the Working Group and its designation;
- b) Officers: Chair, Vice Chair, Secretary, Treasurer (if applicable), Open Source Project Lead (if applicable).
- c) Members: Name, affiliation.

### **5. Subgroups of the Working Group**

The Working Group may form subgroups for the conduct of its business. Membership in the subgroup is granted to any Member of the Working Group. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of persons who are not Working Group members and specify the terms and conditions under which they participate in the subgroup. Such formation shall be explicitly noted in the meeting minutes. Any changes to the scope and duties of the subgroup will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group, unless previously or otherwise delegated to the subgroup.

The Chair of the Working Group shall appoint, and may dismiss, the Chair of the subgroup.

#### **5.1 Placeholder**

### **6. Meetings**

Working Group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 5 or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.

All meeting notices shall be distributed or made available by notification to members at least 30 calendar days in advance of a face-to-face meeting and at least 7 calendar days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information and known potential actions) shall be distributed or made available by notification to members at least 10 calendar days in advance of a face-to-face meeting, and at least 5 calendar days in advance for an electronic meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

While having a balance of all interested parties is not an official requirement for a Working Group, it is a desirable goal. As such, the officers of the Working Group should consider issues of balance and dominance that may arise and discuss them with the Standards Committee.

All IEEE standards development meetings are open to anyone who has an interest and wishes to attend. However, some meetings may occur in Executive Session (see subclause 6.2). Participants shall be asked to state their employer and affiliation at each Working Group meeting as required by the *IEEE SA Standards Board Operations Manual* clause on “Disclosure of affiliation.”

## **6.1 Quorum**

A quorum shall be identified before the initiation of Working Group 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 subclause 7.2, or at the next Working Group meeting. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

## **6.2 Executive Session**

Executive Session shall only be held during meetings that have met the requirements for a quorum as defined in subclause 6.1.

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 the officers of the Working Group, officers of the Standards Committee, officers of the technical group that established the Standards Committee, members of the IEEE SASB or IEEE SA Board of Governors unless they have a conflict of interest with respect to a matter to be discussed in Executive Session, in which case they may not attend until discussion of the matter is concluded; 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. Persons who are determined to have a conflict of interest and other individuals may be invited to the Executive Session to provide pertinent information and then excused prior to any discussions or decisions. In each case, except as authorized by the Working Group, 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.

## **6.3 Meeting Fees**

The Working Group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties. The Working Group Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Working Group has a financial difficulty and is unable to pay the meeting fee, the

member may apply to the Working Group Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

## 6.4 Minutes

Minutes shall be published to meeting attendees within 60 calendar days of the end of the meeting. The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

- a) Name of group;
- b) Date and location of meeting and when the meeting was called to order;
- c) Officer presiding, and the name of the secretary who wrote the minutes;
- d) Meeting participants, including affiliation;
- e) Establishment of quorum;
- f) Approval of agenda;
- g) The fact that the IEEE SA Patent Policy was presented, and that, the call for patents occurred and any such responses to such Call;
- h) The fact that the IEEE SA Copyright Policy was presented or made available prior to the meeting;
- i) Approval of minutes of previous meeting;
- j) Technical topics:
  - 1) Brief summary of discussion and conclusions;
  - 2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion;
- k) Action items;
- l) Any items reported out of Executive Session;
- m) Recesses and time of final adjournment;
- n) Next meeting: date, time, and location.

All submissions, presentations, and reports considered during the meeting shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible. See <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/stdslaw.pdf> and *IEEE SA Operations Manual* clause on “Recordings of the Proceedings of Standards Development Meetings” for additional information.

The following shall not be recorded in minutes:

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

## 7. Voting

### 7.1 Approval of an Action

Approval of an action requires approval by a majority (or two-thirds) vote as specified in subclauses 7.1.1 (majority) and 7.1.2 (two-thirds) and may occur in the following instances:

- 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 voting 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 voting members of the Working Group responded.

The Chair (or presiding officer) may exercise their vote only when it could affect the outcome or when the vote is by electronic or letter ballot.

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

The following actions require approval by a majority vote:

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

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

The following actions require approval by a two-thirds vote. Once approved, items a) and b) require approval by the Standards Committee or their designee and items c) and e) require approval by the Standards Committee:

- a) Beginning an IEEE Standards Association ballot for a draft standard. (Separate approvals are not required for recirculation ballots.);
- b) Modification to a Project Authorization Request (PAR);
- c) Modification to the Working Group Policies and Procedures;
- d) Establishment of fees;
- e) Removal of an officer (see subclause 3.4).
- f) Approval of public statements (see Clause 8).

## **7.2 Voting Between Meetings**

The Working Group Chair shall conduct votes authorized by the Working Group in a timely fashion. The Working Group Chair may conduct votes between meetings by the 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\(5\)](#) (paragraph 2).

For Working Groups within the IEEE Standards Association, unless a more restrictive requirement is specified in the governing documents of the Working Group, majority consent of those participating, provided a majority of the voting members of the Working Group respond, shall be required to approve an action taken without a meeting. The action and written confirmations shall be filed with the minutes of the Working Group.

## **8. External Requests for Information**

All external requests for information relating to the Working Group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair, unless otherwise specified by IEEE SA. These communications shall make it clear that they are responses from the Working Group. Informal communications shall not imply that they are a formal position of the IEEE, the IEEE SA, the Standards Committee, or the Working Group. Communications shall be in compliance with the Standards Committee's communication requirements.

## **9. Appeals**

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

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern may be brought to the Standards Committee for resolution.