

**Policies and Procedures for Standards Development for the
Broadcast Technology Standards Committee**

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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 the Standards Committee 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 outline the orderly transaction of standards activities of the Broadcast Technology Standards Committee, hereinafter referred to as "the Standards Committee."

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 [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](#).

1.2 Modifications to these Procedures

The official policies of this Standards Committee are those that have been accepted by the IEEE SA Standards Board (IEEE SASB) 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 Standards 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 SASB.

None of the rules or requirements in these policies and procedures (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 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](#)

For matters pertaining to Open Source, the *IEEE SA Board of Governors 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, which means that any person with an interest 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 the person has a 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 should 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” and *IEEE SA Standards Board Bylaws* clause on “Dominance”).

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

The IEEE SASB 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.

An **Administrative Subgroup** (e.g., Administrative Committee (AdCom) or Executive Committee (ExCom) is an optional subgroup of the Standards Committee responsible for specified activities and decisions. An Executive Committee can include all the voting members of the Standards Committee.

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 coordination 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.
- e) An *ex-officio member* is a member of the Standards Committee by virtue of holding another office.

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 **Responsible Subcommittee** is an optional subgroup of the Standards Committee with delegated responsibilities as defined in subclause 5.2. Responsible Subcommittees assist the Standards Committee in the control and management of a large scope of work involving multiple Working Groups. A PAR study group or a Working Group is not a Responsible Subcommittee.

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

A **Standards Committee Representative** (SCR) is a Standards Committee member designated to attend meetings of one or more of the Standards Committee’s entity-based Working Groups in a non-voting role.

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

1.6 IEEE Standards Committee Scope

The Scope of the Broadcast Technology Standards Committee shall be the standardization and documentation of devices, equipment, techniques, and systems related to the production, distribution, wired and wireless transmission, propagation aspects, and reception of video, audio, and/or data services in which the one-to-many transmissions are intended for direct reception by the general public or a target audience.

This Scope shall be adjusted from time to time to match the Field of Interest of the IEEE Broadcast Technology Society as that Field of Interest is modified.

2. Responsibilities of the Standards Committee

The Standards Committee shall consist of Officers as defined in Clause 3 and other members as defined in Clause 4.

The Standards Committee is responsible for the development and coordination of one or more standards projects including their maintenance after their approval as standards by the IEEE SASB. Specifically, the Standards Committee is responsible for those IEEE SASB approved projects for which the Standards Committee has been identified or assigned as either the sole Standards Committee or the primary Standards Committee.

2.1 Specific Responsibilities

The Standards Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Standards Committee
 - 1) Approving Project Authorization Requests (PARs) submitted by individuals, subgroup(s) or the Standards Committee to the IEEE SASB;
 - 2) Submitting a proposed PAR to the IEEE SASB for consideration;
 - 3) Following approval of the PAR, submitting necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE SA Standards Board Operations Manual*;
 - 4) Approving the initiation of, and overseeing Standards Association Ballots of proposed IEEE standards within its scope;
- b) Maintaining the standards assigned to the Standards Committee;
- c) Developing, governing, and maintaining any Open Source projects within the Standards Committee or its Working Groups;
- d) Establishing and disbanding Working Groups and assigning projects to existing or new Working Groups;
- e) Developing liaison relationships with other standards development organizations if needed;
- f) Protecting against actions taken in the name of the Standards Committee without proper Standards Committee authorization;
- g) Limiting distribution of the participant list to appropriate parties;
- h) Communicating with the IEEE SASB on specific Standards Committee activities as needed;
- i) Handling appeals as described in Clause 9;
- j) 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>;
- k) Acting on other matters requiring Standards Committee effort as provided in these procedures, e.g., approval of public statements.

2.2 Dominance

The Standards Committee shall monitor standards-developing subgroups, Working Groups and duly authorized IEEE SA activities for signs of dominance. If dominance is suspected by the Standards Committee, the Standards Committee shall immediately notify the Secretary of the IEEE SASB and should recommend corrective action(s).

The IEEE SASB 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 Standards Committee shall implement only the specific corrective action(s) that have been approved by the IEEE SASB (see *IEEE SA Standards Board Bylaws* clause on “Dominance”).

The following proposed corrective action(s) are recommended for consideration by the IEEE SASB when specifying corrective action(s):

None.

3. Officers

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

When IEEE Open Source Standards Project(s) are included in the Standards Committee activities, there shall be an IEEE Open Source Project Lead. The Open Source Project Lead shall be designated as an officer of the Standards Committee (or as an officer of the Working Group). The Open Source Project Lead may also serve as an 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 be members of any grade of the IEEE, except Student grade, or IEEE Society affiliates, and also members of the IEEE SA (see *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”). The officers shall organize the Standards Committee, oversee the Standards Committee’s compliance with these Policies and Procedures, and submit proposed documents approved by the Standards Committee (with supporting documentation) for appropriate review and approval by the IEEE SASB. Officers shall read the relevant training material available through [IEEE Standards Development Lifecycle](#).

3.1 Appointment of Officers

The Standards Committee Chair shall be appointed in accordance with the procedures of the IEEE Broadcast Technology Society AdCom. After appointment of the Standards Committee Chair by the IEEE Broadcast Technology Society AdCom, the Standards Committee Chair shall appoint other officers. The officers shall include at least a Vice Chair, and a Secretary, and may also include other officers.

3.2 Term Limits

The term of office for each officer shall be three years, with terms being aligned with those of members of the Broadcast Technology Society AdCom. An officer should serve no more than two consecutive terms in the same office. To provide for continuity, the terms of the officers shall be staggered, but an officer may serve until a successor is selected, provided the Standards Committee works in good faith to fill the vacancy before or as soon as possible after the related term expires.

Staggering of terms shall be accomplished by appointments of the Chair, Vice Chair, and Secretary in successive years, respectively. Should an officer leave office prior to completion of a term, a replacement shall be appointed for the remainder of the uncompleted term and be eligible for two full terms thereafter. Initial appointments of the Vice

Chair and the Secretary shall be treated as completing uncompleted terms, with those appointed to the respective offices being eligible for two full terms after the initial partial terms. If an Open Source Project Lead is appointed, the term of that office shall parallel that of the Vice Chair and its occupant shall be eligible to hold the office for two full terms plus an initial partial term if the initial appointment is not made in the same year as appointment of the Vice Chair.

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. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3 and subclause 3.1.

3.4 Removal of Officers

An elected officer or appointed officer other than the Chair may be removed by a two-thirds vote of the voting members of the Standards Committee 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 officers requires prior notification to and affirmation by the IEEE Broadcast Technology Society AdCom.

3.5 Responsibilities of Officers

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Standards 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 Standards Committee conduct themselves in accordance with applicable P&P 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 Standards Committee shall manage the day-to-day work of the Standards Committee. The officers are responsible for implementing the decisions of the Standards Committee and managing the activities that result from those decisions.

3.5.1 Chair

The responsibilities of the Chair shall include:

- a) Leading the activity 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 Standards Committee as a means of resolving issues;
- k) Prioritizing work to best serve the Standards Committee 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 Bylaws* clause on "Patents" and *IEEE SA Standards Board Operations Manual* clause 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) When requested, submitting approved Standards Committee P&P and a selected Working Group P&P to the IEEE SASB Audit Committee (AudCom – see <https://standards.ieee.org/about/sasb/audcom/index.html>);
- n) Confirming that all Working Groups have a set of P&P approved by the Standards Committee;
- o) Confirming the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development committees (e.g., Working Groups, task groups);
- p) Ensuring that Standards Committee officers and Working Group Chairs under the Standards Committee are accurately assigned in the myProject system;
- q) Being familiar with materials available on [IEEE Standards Development Lifecycle](#).
- r) Appointing a Standards Committee Representative to its entity Working Groups, if applicable and communicating about the appointment to the Working Group Chair.

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 on [IEEE Standards Development Lifecycle](#).
- e) Serving in the role of Treasurer when the Standards Committee is funded and the role of Secretary is filled by a BTS staff member.

3.5.3 Secretary

The role of Secretary may be assigned to and performed by a member of the IEEE Broadcast Technology Society staff upon agreement by the IEEE Broadcast Technology Society AdCom.

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices and agendas 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 4.9;
- e) Being responsible for the management and distribution of Standards 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 voting members of the Standards Committee and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.10;
- i) Distributing current list of Standards Committee voting members upon request;
- j) Being familiar with training materials available on [IEEE Standards Development Lifecycle](#).

3.5.4 Treasurer

During any periods when the Standards Committee is funded, the responsibilities of Treasurer are performed by the Secretary, except when the role of Secretary is filled by a BTS staff member, in which case the role of Treasurer shall be performed by the Vice Chair.

The Treasurer shall:

- a) Maintain a budget, if applicable;
- b) Control all funds, including any into and out of the Standards Committee’s bank account, if applicable;
- c) Follow IEEE policies concerning standards meetings and finances;
- d) Confirm that the Standards Committee adheres to the [IEEE Finance Operations Manual](#) and the clause on “Annual Financial Report” in the [IEEE SA Standards Board Operations Manual](#);
- e) Be familiar with materials available on [IEEE Standards Development Lifecycle](#).

3.5.5 Responsible Subcommittee Chair

The responsibilities of the Responsible Subcommittee Chair include:

- a) Monitoring the current status and scope for all standards for which the Standards Committee has responsibilities and projects jointly developed with another technical group, avoiding scope overlap;
- b) Reporting status for projects assigned by the Standards Committee to the Responsible Subcommittee;
- c) Coordinating activities with the IEEE SASB and other Responsible Subcommittee Chairs of the Standards Committee, as appropriate;
- d) Checking that documentation for opening a standards Project Authorization Request (PAR) and for submitting a draft standard for Standards Association ballot is complete and correct by performing a review prior to submission;
- e) Assisting in the creation of Working Groups and authorizing the Working Group Chair through the IEEE SA myProject process;
- f) Attending meetings of the Standards Committee and reporting any standards requiring immediate or urgent action;
- g) Fulfilling responsibilities of the Standards Committee Chair as in subclause 3.5.1, except for submitting the Standards Committee’s P&P.

3.5.6 Open Source Project Lead

The responsibilities of the Open Source Project Lead(s), are defined in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* and include the following:

- a) Leading the Open Source subgroup(s) of either the Standards Committee or Working Group;
- b) Serving as the official point of communication with the IEEE SA Open Source Committee (OSCom) and the IEEE Open Source Community Manager (see *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “IEEE Staff Roles”);
- c) Coordinating the organization, development, evaluation, operation, security and maintenance of an IEEE Open Source Project.

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.

Participants shall notify the Chair if they choose to be a non-member or decline voting rights.

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

There are no attendance or voting requirements for ex-officio members.

Voting membership shall be granted, upon request, to those participants attending the first meeting of a newly chartered Standards Committee. A participant becomes a voting member on receiving notification from the Standards Committee Chair or designee.

A participant becomes a voting member by attending 2 of the last 4 meetings, by making a request to the Standards Committee Chair or designee, and receiving notification of its approval.

4.2.1 Requirements to Maintain Voting Membership

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

A voting member is required to participate in 2 of the last 4 ballots of the Standards Committee.

4.3 Non-voting Membership

After the inaugural meeting of the Standards Committee, a participant becomes a non-voting member at the conclusion of the first meeting the participant attends and makes a request for membership to the Chair.

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

A non-voting member is obliged to attend 1 of the last 4 meetings to retain membership.

4.4 Ex-officio Voting Membership

The following individuals are ex-officio voting members of the Standards Committee:

- a) Its Officers;
- b) Chairs of the Standards Committee's Working Groups;
- c) Chairs of the Standards Committee's other subcommittees;

An ex-officio voting member is not subject to attendance or ballot requirements, if any.

4.5 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 subclause 1.1 of these Policies and Procedures).

The following rules in this clause do not apply to ex-officio voting members.

The Chair shall review the list of voting and non-voting members at least annually. Voting and non-voting members are expected to fulfill the requirements of active participation as defined in subclause 4.2. When a voting or non-voting member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include a change in membership status and the loss of voting and membership 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.

The Chair shall obtain the approval of the Broadcast Technology Standards Committee meeting in Executive Session with a two-thirds vote to revoke an individual’s non-voting or voting membership.

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.

4.6 Standards Committee Representative

The Standards Committee Representative (SCR) shall act as a liaison between the Standards Committee and an Entity Working Group providing input and guidance on behalf of the Standards Committee, and providing feedback to the Standards Committee.

4.7 Open Source Maintainer

Open Source Maintainers shall be members of the Standards Committee or Working Group responsible for the OS project. They are appointed by the Standards Committee chair or the Working group chair and may also be the Open Source Project Lead for a project. Prior to the election or appointment of the OS maintainer, the Standards Committee or Working Group shall determine if the Open Source Maintainer is an officer within their group. The Standards Committee may remove an Open Source Maintainer of any subgroup, whether an officer or not, as described in subclause 3.4 Removal of Officers.

The responsibilities of the Open Source Maintainer(s) are defined in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* and *IEEE Open Source Maintainers Manual* and include the following:

- a) Committing and releasing code;
- b) Obtaining appropriate Contributor License Agreements (CLAs) for all Open Source Contributions;
- c) Managing the access controls on the IEEE Open Source Projects repository;
- d) Assigning Committers who have the ability to commit code to a project;
- e) Complying with the *IEEE Open Source Maintainers Manual*.

4.8 Other Membership Classes

Not Applicable.

4.9 Participant List

A 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>>).

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

- a) Title of the Standards Committee and its designation;
- b) Scope of the Standards Committee;
- c) Officers: Chair, Vice Chair, Secretary, Open Source Project Lead
- d) Participants: name, email address, affiliation and membership status (e.g., voting member, non-voting member, etc.);
- e) For each subgroup other than Working Groups: subgroup title, Chair, and names, email addresses, and affiliations of participants.

4.10 Membership List

A current and accurate Standards Committee membership list shall be maintained. The membership list may be posted on the Standards Committee 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 Standards Committee and its designation;
- b) Scope of the Standards Committee;
- c) Officers: Chair, Vice Chair, Secretary, Open Source Project Lead
- d) Members: Name, affiliation, membership status;
- e) For each subgroup except Working Groups, name of the subgroup, its Chair, and names and affiliations of members.

5. Subgroups Created by the Standards Committee

The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR study groups, Working Groups, and other subgroups, such as writing groups) require approval by a majority vote of the Standards Committee as described in subclause 7.1. Standards Committee subgroups other than Working Groups and their subgroups operate under these Standards Committee P&P.

The Standards Committee shall approve the scope of work of the subgroup, its expected activities, duration if not a standing subgroup, deliverables, membership criteria, and voting procedures. All subsequent changes in subgroup scope or duties shall also require approval by a majority vote of the Standards Committee. The scope, duties, and membership of all subgroups shall be reviewed at least annually by the Standards Committee.

The Chair of a subgroup may be appointed by the Standards Committee Chair.

The Standards Committee may remove any officer of any subgroup as described in subclause 3.4 Removal of Officers.

5.1 Administrative Committee (AdCom) or Executive Committee (ExCom)

Not Applicable.

5.2 Responsible Subcommittee

The Standards Committee delegates authority to Responsible Subcommittees for the following, as referenced in this P&P:

- a) Formation, modification, and disbandment of subgroups, including Working Groups (items a) and b) of subclause 7.1.1);
- b) Approval of Project Authorization Requests (PARs) (item a) of subclause 2.1);
- c) Submission of a proposed PAR to the IEEE SASB for consideration. Following approval of the PAR, submitting the necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE SA Standards Board Operations Manual* (item a) of subclause 2.1);
- d) Submission of draft standards from a Working Group to the IEEE SA for Standards Association ballot. (subclause 7.2.2);
- e) Change in scope of a standards project with accompanying PAR modification (subclause 7.2.1).

A Responsible Subcommittee shall have a Chair and at least one other officer. The chair of a Responsible Subcommittee appoints other officers or appoints an election officer to conduct an election for other officers of the Responsible Subcommittee. Additional officers (e.g., Vice Chair, Secretary, Treasurer) should be chosen, depending on the scope of work and whether the Responsible Subcommittee is funded.

Members of the Responsible Subcommittee consist of its Officers and other members of the Standards Committee who request membership or are appointed by the Standards Committee.

Responsible Subcommittees, in activities associated with development, maintenance, or other activities associated with standards, shall adhere to the requirements of these Policies and Procedures, substituting Responsible Subcommittee for Standards Committee, specifically with respect to:

- a) Removal of Officers (subclause 3.4);
- b) Responsibilities for Officers (subclause 3.5);
- c) Voting Membership (subclause 4.2);
- d) Review of Membership (subclause 4.5);
- e) Participant List (subclause 4.9);
- f) Membership List (subclause 4.10);
- g) PAR Study Group (subclause 5.5);
- h) Other Subgroups (subclause 5.7);
- i) Meetings (Clause 6);
- j) Quorum (subclause 6.1);
- k) Minutes (subclause 6.4);
- l) Approval of an Action (subclause 7.1);
- m) Actions Requiring Approval by a Majority Vote (subclause 7.1.1, for item a – formation of a working group, item b – disbanding of a working group, and item c – approval of minutes);
- n) Proxy Voting (subclause 7.3);

- o) Voting between Meetings (subclause 7.4).

The Standards Committee remains responsible for oversight of actions taken by the Responsible Subcommittee and its conformance with these P&P.

5.3 Working Groups – Individual Method

Individual Method Standards Working Groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working Groups shall maintain a participant list and shall comply with the provisions for preparing standards.

If a Working Group being formed has individual-based membership, the Standards Committee shall require that the individual standards Working Group adopt procedures consistent with the IEEE SA Baseline Policies and Procedures for IEEE Standards Working Groups—Individual Method. In addition, the Standards Committee shall review proposed amendments from its Working Groups to the Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE SA Standards Board Operations Manual* or with each other. A Standards Committee may adopt one set of Working Group P&P—Individual Method, and require that it shall be used by all its individual working groups. If there is no P&P yet approved by the Standards Committee for use by the Working Group, the Working Group will operate under the baseline Simplified Individual Working Group P&P, until the Working Group and Standards Committee approves official policies and procedures.

The Standards Committee Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request.

5.4 Working Groups – Entity Method

Entity Method Standards Working Groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working Groups shall maintain a participant list and shall comply with the provisions for preparing standards.

If a Working Group being formed has entity-based membership, the Standards Committee shall require that the entity standards Working Group adopt procedures consistent with the IEEE SA Baseline Policies and Procedures for IEEE Standards Working Groups—Entity Method. In addition, the Standards Committee shall review proposed amendments from its Working Groups to the Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE SA Standards Board Operations Manual* or with each other.

A Standards Committee may adopt one set of Working Group P&P—Entity Method, and require that it shall be used by all its entity standard Working Groups. If there is no P&P yet approved by the Standards Committee for use by the Working Group, the Working Group will operate under the Standards Committee Policies and Procedures until the Working Group and Standards Committee approves official policies and procedures.

The Standards Committee Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those entities attending the first meeting of a newly chartered Working Group upon their request, provided they fulfill the requirements of *IEEE SA Standards Board Bylaws* clause on “Participation in IEEE standards development”, as applicable for Working Groups using the entity method.

5.5 PAR Study Group

A PAR Study Group is formed as a subgroup of the Standards Committee, tasked to a Working Group (or Working Group Subgroup) and is subject to all relevant operating procedures concerning subgroups of the Standards Committee and parent bodies, including the IEEE SASB. A PAR Study Group shall have a defined scope with specific output and a specific time frame established by the Standards Committee.

No formal activity shall take place after six months from the day of the first meeting of the Working Group or PAR Study Group without formal submittal of a PAR to the IEEE SASB and assignment of a project number, unless a single extension of six months for that activity is provided by the Standards Committee. (See *IEEE SA Standards Board Operations Manual* clauses on “Project Authorization” and “Mandatory Requirements”).

The PAR Study Group shall have an elected or appointed chair, and should have a Secretary to maintain the participant list of PAR Study Group participants, establish a distribution list for electronic communications, and prepare and distribute records of meetings.

Any participant in attendance (for a PAR Study Group or Working Group developing a PAR under the individual method) or entity, as defined in the *IEEE SA Standards Board Bylaws* clause on “Membership requirements for standards developed under the entity method” (for a PAR Study Group or Working Group developing a PAR under the entity method) may vote on motions in a PAR Study Group or Working Group related to development of a PAR. Approval shall be by a majority approval vote of those present and voting either “approve” or “disapprove.”

The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the Standards Committee. The deliverable from the PAR Study Group or Working Group to the Standards Committee should be a report addressing the criteria for consideration (see subclause 7.2.1) and, if appropriate, a draft PAR. The report should include a participant list and minutes. As appropriate, the PAR Study Group should also report on available information concerning intellectual property, recommendation for liaisons with other organizations, and a preliminary project schedule.

After the PAR Study Group recommendations have been considered by the Standards Committee, and the PAR approved by the IEEE SASB (if applicable), the Standards Committee should disband the Study Group.

5.6 Open Source Leadership Subgroup

When Open Source projects are being developed within the Standards Committee, the Standards Committee shall form an Open Source Leadership subgroup to manage the Open Source project or multiple Open Source projects of its working groups. Alternatively, the Standards Committee may delegate the formation of the Open Source Leadership subgroup to the Working Group(s). The Standards Committee may have Open Source Leadership subgroups at both the Standards Committee and Working Group levels.

The Open Source Leadership subgroup shall consist of the Open Source Project Lead(s) and Maintainer(s), and may include Working Group participants.

The responsibilities of the Open Source Leadership subgroup are described in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on “Project Governance” and the *IEEE Open Source Maintainers Manual* and include:

- a) Verifying that each subgroup member has submitted a Contributor License Agreement (CLA) before making a contribution (i.e., a CLA for all Open Source Projects or for all Contributions to the applicable IEEE Standards Project(s));
- b) Recommending to OSCom, for approval, any changes to Open Source licenses or outputs by a Working Group prior to release;
- c) Aligning IEEE Open Source functionality with specific standards projects of the Standards Committee or its Working Groups;
- d) Maintaining alignment of Open Source for the life of the standard or project.

5.7 Other Subgroups

The Standards Committee may form and disband other subgroups (e.g., Technical advisory groups, ad hocs, and standing committees) with approval by a majority vote of the Standards Committee. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- a) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a participant list and shall comply with the provisions for preparing standards.
- b) The subgroup is responsible for assisting the Standards 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. Meetings

Standards Committee meetings may be conducted via electronic means or in-person or in-person with one or more participants contributing via electronic means.

Standards Committee meetings shall be held, as decided by the Standards Committee Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among 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.

All Standards Committee 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 employers and affiliations at each Standards Committee meeting as required by the *IEEE SA Standards Board Operations Manual* clause “Disclosure of affiliation.”

6.1 Quorum

A quorum shall be identified before the initiation of Standards 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 subclause 7.4. 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 Sessions 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 Standards Committee or members of the Executive Committee of the Standards Committee, officers of the technical group that established the Standards Committee, members of the IEEE SASB or IEEE 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 Standards 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.

6.3 Meeting Fees

The Standards Committee may charge a meeting fee to cover the expenses of the Standards Committee. The fee shall not be used to restrict participation by any interested parties. The Standards Committee officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting shall pay the meeting fee. In the event that a member of the Standards Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Standards Committee 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 30 calendar days of the end of the meeting. The minutes shall concisely record the essential business of the Standards Committee, 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(s);
- 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 responses to such Call;
- h) The fact that the IEEE SA Copyright Policy presentation was presented or made available prior to the meeting;
- i) Approval of minutes of previous meeting;
- j) 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;
- 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:

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.

- a) 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 Standards Committee 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;
- d) Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or initiation of Standards Association balloting;
- e) Approval to jointly develop (i.e. share Standards Committee responsibilities for) a project (PAR).

7.1.2 Actions Requiring Approval by a Two-thirds Vote

The following actions require approval by a two-thirds vote and once approved, items a), b), and c) require notification to the IEEE SASB, and item d) requires notification and affirmation by the IEEE Broadcast Technology Society AdCom:

- a) Adoption of new or revised Standards Committee procedures;
- b) Approval of change of the Standards Committee scope;

- c) Approval of termination of the Standards Committee or subgroup;
- d) Removal of an officer (see subclause 3.4);
- e) Approval of public statements (see Clause 8).

7.2 Standards Committee Approvals

7.2.1 PAR Approval

The *IEEE SA Standards Board Operations Manual* states, under “Duties of the Standards Committee” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE SASB approval within six months of the first decision to initiate the project.”

The following should be considered when evaluating or approving a new or revised PAR:

- a) Potential market impact or creation, including technical feasibility;
- b) Relationship to other standards, if known;
- c) Identified leadership and participation;
- d) Appropriateness of the scope and purpose to the scope of the Standards Committee.

7.2.2 Moving a Draft Standard to Standards Association Ballot

Moving a draft standard to Standards Association ballot requires approval of the Standards Committee. Approval by the Standards Committee shall be limited to conducting a procedural review. The Standards Committee may delegate this approval authority to a subgroup.

7.3 Proxy Voting

A subgroup chair that is an ex-officio member of the Standards Committee by virtue of that office may designate another officer of the subgroup to act as their proxy when they are unable to attend a meeting of the Standards Committee.

The subgroup chair shall inform the Standards Committee chair of this proxy assignment prior to the meeting at which it is in effect. The Standards Committee chair shall announce the proxy assignment at the start of the meeting. The proxy assignment lasts for the duration of that meeting.

The proxy may vote on behalf of the subgroup chair during that meeting.

7.4 Voting Between Meetings

At the discretion of the Chair, the Standards Committee shall be allowed to conduct voting 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 Bylaws I-300.4\(5\) \(paragraph 2\)](#).

For standards-developing committees within the IEEE Standards Association, unless a more restrictive requirement is specified in the governing documents of the Standards Committee, majority consent of those participating, provided a majority of the voting members of the committee 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 Standards Committee.

8. Communications

All written communication on behalf of the Standards Committee shall contain identification of the Standards Committee as the source of the communication.

8.1 Formal Internal Communication

If communication between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup Chairs and the Standards Committee officers.

8.2 External Communication

Inquiries relating to the Standards 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.

8.3 Public Statements for Standards

All Standards Committee public communications shall comply with the policies of the *IEEE SA Standards Board Operations Manual* clause on “Statements to external bodies.”

Individuals making public statements that have not been approved by the Standards Committee shall state that they are speaking as individuals, and their views do not necessarily represent the views of the Standards Committee, IEEE SA, or IEEE (see *IEEE SA Standards Board Bylaws* clause on “Official statements”).

8.3.1 Standards Committee Public Statements

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

8.3.2 Subgroup Public Statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Standards Committee.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup, and do not necessarily represent the views of the Standards Committee, IEEE SA, or IEEE. These statements shall be issued by the subgroup Chair and shall include the Standards Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE SA, or the Standards Committee logos.

8.3.3 Public Statements to be Issued by other Entities

If the Standards 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 SASB and approval from the IEEE SA Board of Governors. Upon Standards Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE SASB 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 Standards Committee.

8.5 Standards Publicity

The Standards Committee is encouraged to prepare press releases and other forms of publicity to promote its activities. Please see *IEEE SA Standards Board Operations Manual* clause on “Standards publicity” for further instructions.

9. Appeals

Technical discussions and decisions occur within the Standards Committee subgroup (e.g., Working Group, Open Source Leadership Subgroup, etc.). Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Standards Committee recognizes the right of appeal on procedural grounds. Procedural concerns within a Standards Committee subgroup shall be first presented to the subgroup or Working Group for resolution. If the procedural concern is not resolved after presentation to the subgroup for resolution, the complaint regarding any procedural action or inaction on the part of the Standards Committee, or a Standards Committee’s subgroup, shall be presented to the Standards Committee for resolution. If the party bringing the complaint determines that the Standards Committee’s proposed resolution is unacceptable, such party can file a procedural appeal with the Standards Committee.

Appeals to the Standards Committee shall be addressed as follows:

The appellant shall file a written appeal to the Standards 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 or Working Group that is responsible for the standard 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 Standards Committee Chair shall form an Appeal Committee consisting of at least five members of the Standards 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 Appeal Committee Chair shall be an officer of the Standards 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 Standards 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, (iii) the appeal deals with issues outside the scope of the Standards Committee, or (iv) the appellant has not attempted to first resolve the issue informally with the subgroup that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the Standards Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Standards 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 Standards Committee. The appeal may be conducted in person or by telephone conference. 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 Appeal Committee Chair and the Standards Committee Chair.

Standards 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 Standards 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 Standards 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 Standards 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 Standards 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 Standards Committee Appeal Panel may address questions to individuals. The Standards 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 Standards Committee Appeal Panel may convene to review the ground rules before the participants appear.

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