Common Policies and Procedures for Standards Development – Simplified Entity Method - for

Entity-based Working Groups of

the IEEE SA Entity Collaborative Activities Governance Board (CAG) Standards Committee

Approved by the IEEE SA Entity Collaborative Activities Governance Board (CAG) Standards Committee: 03 April 2025

Consult Working Group – Entity Method – Policies and Procedures Template Instructions.
See: http://standards.ieee.org/about/sasb/audcom/bops.html

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, Working Group, or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

This document provides the policies and procedures for the orderly transaction of standards activities of entity-based working groups of the IEEE SA Entity Collaborative Activities Governance Board (CAG) Standards Committee, hereinafter referred to as "the Working Group." The activities of the Working Group are overseen by the IEEE SA Entity Collaborative Activities Governance Board (CAG) 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 toward IEEE Staff 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 all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly requested, paid for, or otherwise sponsored such individual's participation, 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*. (see *IEEE SA Standards Board Operations Manual* clauses on "Disclosure of affiliation," "Nondisclosure and false or misleading disclosure," "Standards development meetings," "Legal compliance and other issues," "Copyright," "Commercial terms and conditions," "Patents").

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

1.2 Modifications to these Procedures

The Working Group may modify these procedures with the approval of the Standards Committee. The Standards Committee may modify these policies and procedures. Modification in this context means that material in these procedures may be modified as per the red instructional text in each clause heading based on the baseline policies and procedures and are not in conflict with any higher-level governance documents listed in the hierarchy in Clause 1.3. The IEEE Standards Association Standards Board Audit Committee (AudCom) strongly recommends that all subjects included in these procedures are addressed by the Working Group or Standards Committee.

None of the rules or requirements in these policies and procedures 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:

1. New York State Not-for-Profit Corporation Law
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws

5. IEEE Policies
6. IEEE Board of Directors Resolutions
7. IEEE Standards Association (IEEE SA) R
8. IEEE SA Board of Governors Resolutions
9. IEEE SA Standards Board Bylaws
10. IEEE SA Standards Board Operations Manual
11. IEEE SA Standards Board Resolutions
12. IEEE SA Standards Board Accepted Policies and Procedures of the Standards Committee

For matters pertaining to Open Source, see 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. 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 (SA) 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

IEEE standards are developed through consensus- based processes. In general, consensus in the Working Group is established when the following conditions have been met:

a) A concerted attempt is made to involve all interested parties;
b) The appropriate approval thresholds have been met;
c) Agreement means at least 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.

For specific approval thresholds, please see subclause 7.1.

(See *IEEE SA Standards Board Bylaws* clause on "Role of IEEE Standards.")

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.

See subclause 1.4.3 for the definition of **Consensus.**

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").

A **Designated Representative** (DR) is an individual that can only be designated by an Entity Member of the IEEE SA to represent the entity in the Working Group.

A **Designated Representative Alternate** (DRA) is an individual that can only be designated by an Entity Member of the IEEE SA to represent the entity in the Working Group when the DR is not available.

An **Entity Member Representative** is an individual identified by the Entity Member of the IEEE SA as responsible for managing the membership of that entity under the IEEE SA Corporate Membership program (see https://standardsmembership.ieee.org).

A **Liaison Coordinator** is an individual appointed by an organization external to IEEE and may attend and observe Working Group meetings (see *IEEE SA Standards Board Operations Manual* clause on "Liaisons with organizations external to IEEE").

Letter or Electronic Ballot is a vote conducted via paper or electronic means.

Membership types:

a) A *member* is an Entity Member of the IEEE SA that has met the criteria for membership defined in Clause 4.
b) A *voting member* is a member who has met the criteria for voting membership defined in subclause 4.1.
c) A *non-voting member* is a member who has not met the criteria for voting membership defined in subclause 4.2.

An **observer** is a participant that is:

- an Entity Member of the IEEE SA that is, or has chosen to be, a non-member of the working group, or
- an entity that is not an Entity Member of the IEEE SA and therefore a non-member of the working group.

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 entity involved in the entity standards development process (see *IEEE SA Standards Board Bylaws* on "Participation in IEEE standards development"). Participants can be members or non-members of IEEE, IEEE SA, the Standards Committee, and the Working Group.

A **Responsible Subcommittee** is an optional subgroup of the Standards Committee with delegated responsibilities as defined in subclause 5.1.4 of the Standards Committee Policies and Procedures. 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.

Standards Committee is a committee that is responsible for the development, coordination, and maintenance of standards as approved by the IEEE SA Standards Board (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.

A **technical expert** is an individual who is invited by the Working Group to attend at most three meetings of the Working Group during the lifetime of a particular project (see *IEEE SA Standards Board Bylaws* clause on "Membership requirements for standards developed under the entity method").

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

2. Responsibilities of the Working Group

The Working Group shall consist of Officers as defined in Clause 3 and other members as defined in Clause 4.

The Working Group is responsible for the execution of tasks assigned to it by the Standards Committee (in accordance with *IEEE SA Standards Board Operations Manual* 5.2 Project Authorization). These tasks may include Project Authorization Request (PAR) drafting, standards draft development, conducting Working Group balloting of draft standards and associated comment resolution, conducting Standards Association balloting of draft standards and associated comment resolution, and maintenance of published standards. The Working Group is responsible for the definitive content of one or more documents and for responding to views and objections thereon and shall also maintain a participant list.

The Working Group shall comply with the provisions in these policies and procedures for preparing standards.

2.1 Specific Responsibilities

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

a) Completing the standards development project(s) addressing the Project Authorization Request(s) (PAR(s)) approved by the IEEE SA Standards Board and assigned to the Working Group by the Standards Committee in compliance with IEEE SA policies and procedures;
b) Using the IEEE SA draft standards document template format or the applicable template for standards jointly developed with, or adopted from, another organization, for the draft development of an IEEE standard(s);

c) Submitting to the Standards Committee any documentation required by the Standards Committee; e.g., a project schedule, participant list, a monthly status report; draft standards, or comment resolution documents;
d) Maintaining the standards assigned to the Working Group by the Standards Committee;
e) Developing, governing, and maintaining any Open Source projects within the Working Group;
f) Establishing and disbanding Working Group subgroups;
g) Establishing liaison relationships with other standards development organizations if needed (See *IEEE SA Standards Board Operations Manual* clause on "Liaisons with organizations external to IEEE");
h) Protecting against actions taken in the name of the Working Group without Working Group authorization and Standards Committee authorization;
i) Limiting distribution of the participant list to appropriate parties (see subclause 4.6);
j) Notifying the Standards Committee of the draft development milestones;
k) Notifying the Standards Committee when the draft is ready to begin an IEEE Standards Association (SA) Ballot and requesting approval from the Standards Committee to start the SA Ballot;
l) 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;

2.2 Dominance

The Working Group shall monitor, in conjunction with the Standards Committee and the assigned IEEE SA staff, standards development, standards-developing Working Group subgroups (see Clause 5), and duly authorized IEEE SA activities for signs of dominance.

If a participant suspects any dominance, the participant shall immediately notify a Working Group Officer, Standards Committee Officer, or the appropriate IEEE SA Program Manager. (See Dominance and Signs of Potential Dominance – https://standards.ieee.org/faqs/dominance.html).

The Standards Committee responsibilities regarding dominance are outlined in *IEEE SA Standards Board Operations Manual* Clause 5.1.2.1.

2.3 Working Group Constitution

Each entity shall be an Entity Member of the IEEE SA to be eligible for membership in the Working Group.

In the event that, through merger or acquisition or other similar event, an entity member of the IEEE SA has its assets totally or substantially transferred to another entity, membership in the Working Group may be transferred to the new entity, if the new entity is not already a member of the Working Group.

There shall be at least three members in the Working Group to conduct standards development activities.

For other information on participation in the Working Group, see *IEEE SA Standards Board Bylaws* clause on "Membership requirements for standards developed under the entity method."

3. Officers

Officers shall be Designated Representatives of Entity members of the IEEE SA.

There shall be a Chair and a Secretary. If desired, the Working Group may have more than one Secretary.

The Standards Committee Chair shall appoint the initial Chair of a new entity-based Working Group as outlined in the Standards Committee Policies and Procedures.

The Working Group should have a Vice Chair. If desired, the Working Group may have more than one Vice Chair.

If the Working Group, or its subgroups, have any financial transactions that are not managed by the Standards Committee, there shall be a Treasurer.

If the Working Group, or its subgroups, have IEEE Open Source Projects there shall be an Open Source Project Lead. The Open Source Project Lead shall be designated as an officer of the Working Group or as an officer of the Standards Committee. If the Standards Committee has an Open Source Project Lead, the Standards Committee Open Source Project Lead is the Working Group's Open Source Project Lead.

The Open Source Project Lead may also serve as the Open Source Maintainer for an Open Source Project.

A person may hold more than one office, except that the Chair shall not also be the Treasurer.

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 Election of Officers

The Working Group shall elect the initial officers, other than the Chair, in accordance with the procedures of its Standards Committee, its Standards Committee's approved common working group policies and procedures, or, where necessary, the IEEE SASB AudCom Simplified Entity WG Baseline policies and procedures.

The Working Group Chair shall appoint an Elections Administrator whose function is to gather nominations for all officers and conduct an election. The Elections Administrator shall not be a nominee in the election. The election for officers shall be conducted every four years.

Within 14 calendar days of the call for nominations, Working Group voting members may self-nominate or nominate one or more Designated Representatives to the Elections Administrator for each office to be filled at the election.

Nominees shall be eligible to hold the office if and when they are elected as per Clause 3. A nominee can be nominated for more than one office, but cannot accept both Working Group Chair and Treasurer, as per Clause 3. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office other than the Working Group Chair, the Working Group Chair may appoint the Designated Representative of a voting member for the office. If no nomination is received or accepted for Working Group Chair, the current Working Group Chair or, if none, the Standards Committee Chair may appoint the Designated Representative of a voting member for the office.

The Elections Administrator shall prepare and conduct the election by letter or electronic ballot or a vote at a meeting where a quorum has been established (see Clause 6). All votes cast shall remain anonymous.

When the election is conducted by letter or electronic ballot, voting concludes at a time determined by the Working Group, but no less than 14 calendar days. Each voting member shall cast a single election ballot to the Elections Administrator. Within the balloting period, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee. The nominee with the greatest number of votes shall win the election, provided responses are returned by a majority of the voting members for that election.

When the election is conducted by a vote at a meeting where a quorum has been established, each voting member shall cast a single election ballot to the Elections Administrator during the balloting period at the meeting. Within

the balloting period, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee. The nominee with the greatest number of votes shall win the election.

The election of the Chair and Vice Chair(s) requires confirmation from the Standards Committee. If the Standards Committee does not confirm the Chair or Vice Chair(s), either another election may be conducted, or the Standards Committee Chair may make a temporary appointment per subclause 3.3.

If any officer's entity affiliation changes, that officer shall be subject to re-election by a majority of the members of the Working Group. If additional candidates are interested in serving in the officer role, they may run against the current officer at this time. The current officer continues to serve as an officer until the close of the election. The election determines who shall serve out the remainder of the current term of office.

3.2 Term of Office

The term of office for each officer shall be four years. An officer shall serve no more than two consecutive terms in the same office, but an officer may serve until a successor is selected provided the Working Group and Standards Committee work in good faith to fill the vacancy. The term of office for a Working Group Officer can be extended to the expiration of a designated 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, removal, lack of nomination at an election, a temporary appointment shall be made by the Chair for a period of up to 12 months. In the case of the Chair, the Standards Committee shall make the temporary appointment. An election for the vacated office shall be made in accordance with the requirements in Clauses 3 and subclause 3.1.

3.4 Removal of Officers

An officer may be removed by approval of two-thirds of the voting members of the Working Group meeting in Executive Session (see subclause 6.2).

The Executive Session 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 an appointed or elected Working Group Chair or Vice Chair requires approval 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:
    i. in bad faith;
    ii. to the detriment of IEEE SA;
    iii. to further the interest of any party outside IEEE over the interest of IEEE; or
    iv. 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).

All Working Group Officers shall successfully complete all training as required by the IEEE SA Standards Board for Working Group Officers or as assigned.

All Working Group Officers 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 shall include:

a) Leadership Responsibilities
   i. Leading the activities according to all of the relevant policies and procedures;
   ii. Being objective;
   iii. Not biasing discussions;
   iv. Delegating necessary functions;
   v. Allowing all parties to have the opportunity to express their views;
   vi. Prioritizing work to best serve the Working Group and its goals;
   vii. Setting goals and deadlines and adhering to them;
   viii. Entertaining motions, but not making motions;
   ix. Seeking consensus of the Working Group as a means of resolving issues;

b) Policy Responsibilities
   i. Complying with the IEEE SA Intellectual Property Rights Policies, including but not limited to
      1. the IEEE SA Patent Policy (see *IEEE SA Standards Board Bylaw*s clause on "Patents" and *IEEE SA Standards Board Operations Manual* clauses on "Patents" and "Call for patents")
      2. Copyright Policy (see IEEE SA Standards Board Bylaws clause on "Copyright" and *IEEE SA Standards Board Operations Manual* clause on "Copyright");
   ii. Being familiar with participant behavior as presented in the Participant Behavior slides and ensuring that the participants act accordingly;
   iii. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed;
   iv. Reviewing the list of members at least annually (see subclause 4.3);
   v. Being familiar with materials available on the IEEE Standards Development Lifecycle;
   vi. Confirming Working Group policies and procedures has been approved by the Standards Committee;
   vii. Monitoring standards-developing activities and subgroups for signs of dominance and reporting signs of dominance to the Standards Committee;
   viii. Fulfilling any financial reporting requirements of IEEE;
   ix. Participating as needed in meetings of the Standards Committee to represent the Working Group;

c) myProject Responsibilities
   i. Ensuring that Working Group Officers and ballot designees are accurately assigned in the myProject system;
   ii. Ensuring all myProject responsibilities are completed.

3.5.2 Vice Chair(s)

The responsibilities of Vice Chair shall include:

a) Carrying out the Chair's duties if the Chair
   i. is temporarily unable to do so (e.g., not present at a meeting),
   ii. chooses to recuse themselves due to a potential conflict of interest, or
   iii. chooses to relinquish the chair to minimize perceived bias (e.g., to give a technical opinion);
b) Carrying out those duties specifically delegated by the Chair to the Vice Chair; (Note: some myProject duties are required to be completed by the Chair or Standards Representative);
c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in helping to ensure that the processes and procedures are followed;
d) Being familiar with training materials available through IEEE Standards Development Lifecycle.

3.5.3 Secretary(s)

The responsibilities of the Secretary shall include:

a) Scheduling meetings in coordination with the Chair and distributing meeting notices and agendas (including participation information and known potential actions) in conformance with Clause 6;
b) Documenting minutes of each meeting in coordination with the Chair according to subclause 6.4 and making the minutes available publicly or upon request;
c) Being responsible for the management and distribution of Working Group documentation;
d) Maintaining lists of unresolved issues, action items, and assignments;
e) Recording attendance of all participants;
f) Creating and maintaining current participant and membership lists, referred to in subclause 4.6;
g) Forwarding all membership status changes to the Chair and affected participants;
h) Distributing the current membership list of the Working Group upon request;
i) Managing and maintaining all web-based tools used by the Working Group such as the website, distribution list(s), and document repository;
j) Being familiar with materials available through IEEE Standards Development Lifecycle.

If the role of Secretary is fulfilled by IEEE staff via a Professional Services contract, the Secretary shall be a non-voting position and there is no requirement to be affiliated with an IEEE SA entity member .

3.5.4 Treasurer

The responsibilities of the Treasurer, if applicable, shall include:

a) Maintaining a budget, if applicable;
b) Managing all funds into and out of the Working Group's IEEE-provide banking account, if applicable;
c) Follow IEEE policies and procedures concerning standards meetings and finances;
d) Confirm that the Working Group adheres to the *IEEE Finance Operations Manual* and the *IEEE SA Standards Board Operations Manual*;
e) Be familiar with materials available through IEEE Standards Development Lifecycle.

3.5.5 Open Source Project Lead

There is only one Open Source Project Lead in a Standards Committee and its subgroups (this includes the Working Group). If the Standards Committee has an Open Source Project Lead, the Standards Committee Open Source Project Lead is the Open Source Project Lead for all Working Group Open Source Projects. If the Working Group is the only subgroup of the Standards Committee that has Open Source incorporated into an IEEE standard(s), then the Open Source Project Lead may be an officer of the Working Group and not an officer of the Standards Committee.

The Open Source Project Lead is also an Open Source Maintainer.

The responsibilities of an Open Source Project Lead, when Open Source is being developed by the Working Group, are defined in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual*.

4. Membership

Membership privileges may be lost through violation of the fundamental principles of standards development (see clause 1.4) or disregard of standards of conduct (see clause 1.1).

Working Group membership is by entity. A member shall be an Entity Member of the IEEE SA. See *IEEE SA Standards Board Bylaws* clause on "Membership requirements for standards development under the entity method" for entity member qualifications.

The Working Group has the following membership types:

a) Non-members
b) Members
c) Non-voting Members
d) Voting Members

Attendance or lack of attendance at a meeting (see Clause 6) shall be counted towards any attendance requirements, independent of whether or not a quorum was achieved.

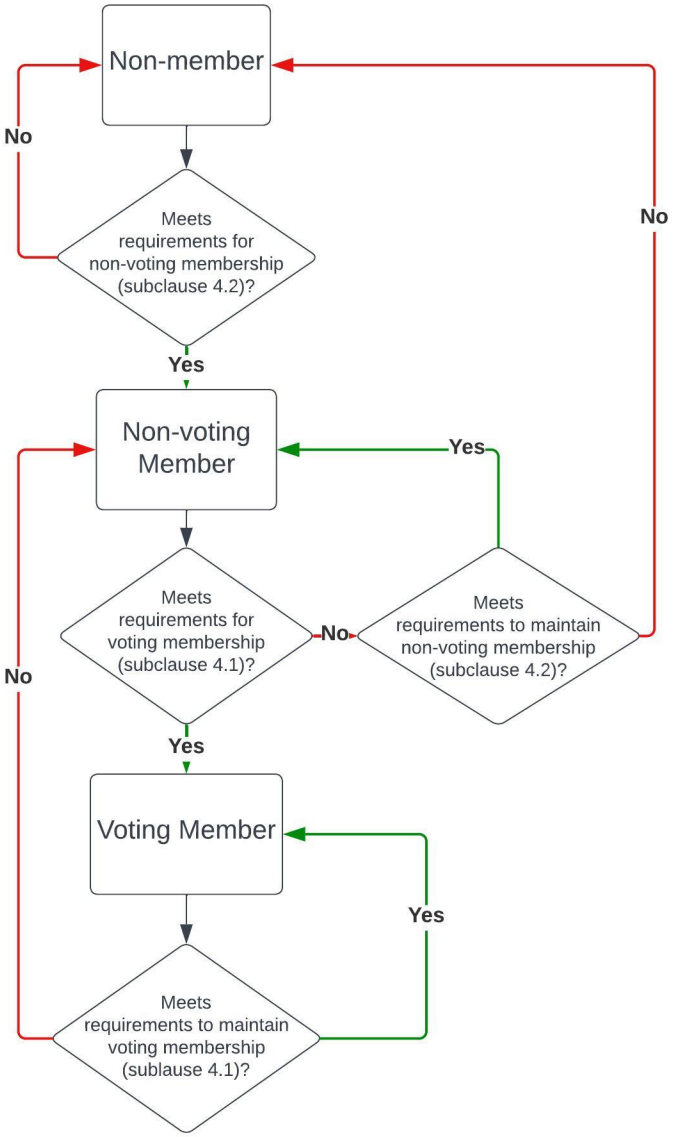
An IEEE SA entity member is eligible to become a member of the Working Group after providing DR/DRA contact information needed for the participant list as described in subclause 4.6 and paying any service fees as indicated in subclause 4.5.

4.1 Voting Membership

Voting membership in the Working Group shall be granted, upon request, to those IEEE SA entity members attending the first meeting (see Clause 6) of a newly established Working Group.

An IEEE SA entity member becomes a voting member upon receiving notification from the Working Group Chair or designee.

Diagram 1: Voting and Non-voting Membership Progression Flowchart



For an IEEE SA entity member's meeting attendance to count towards gaining voting membership, the IEEE SA entity member 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.

An IEEE SA entity member becomes a voting member by making a request to the Working Group Chair or designee and by attending 2 of the last 4 meetings. An IEEE SA entity member maintains voting membership status by attending 2 of the last 4 meetings.

The Working Group Chair shall confirm voting membership status with the IEEE SA entity member.

The Working Group Chair may take action if a voting member does not meet the requirements to maintain voting membership status.

4.2 Non-voting Membership

An IEEE SA entity member becomes a non-voting member at the end of the first meeting attended, other than the first meeting of a newly established Working Group, by making a request for membership to the Working Group Chair and receiving confirmation of membership.

A voting member becomes a non-voting member by not meeting the criteria to maintain voting membership described in subclause 4.1, if any, or requesting to become a non-voting member.

A non-voting member becomes a non-member by not meeting the criteria to attend 1 of the last 4 meetings to retain non-voting membership, where applicable. See Diagram 1 in subclause 4.1.

4.3 Review of Membership

Members are expected to fulfill the requirements as defined in subclauses 4.1 and 4.2. When a member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include a change in membership status and/or the loss of voting and, where applicable, membership rights.

The Working Group Chair may "specially maintain" a 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 Working Group Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.

4.4 Other Roles

4.4.1 Member Representatives

A member shall have one DR and may have one or more DRAs participating in the Working Group. The Entity Member Representative of the entity determines the DR and DRA(s) for the Working Group. The assignment of a DR or DRA(s) can change throughout the life of the Working Group. It is the IEEE SA entity member's responsibility to notify the Working Group Chair and Secretary of changes to the assignment of the DR or DRA(s).

Each DR or DRA can make a motion or second a motion, except for the Chair (or presiding officer). A motion made by a DR or DRA representing one entity shall not be seconded by a DR or DRA representing the same entity. Each representative shall declare what entity they represent.

Only the DR is eligible to vote on behalf of the member, except that if the DR is unable to vote, the Chair shall recognize one DRA to vote on the DR's behalf; no individual can represent the interests of more than one member of the Working Group.

4.4.2 Observers

An Entity Member of the IEEE SA may become an observer of the Working Group by attending a Working Group meeting and stating that they are attending in the role of observer.

An observer may speak at a Working Group meeting, with the permission of the Chair (see *IEEE SA Standards Board Bylaws* Membership requirements for standards developed under the entity method).

Observers present in a meeting shall be recorded in the minutes.

4.4.3 Liaison Coordinator

A liaison coordinator may attend as a non-member and observe Working Group meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

A liaison coordinator may speak at a Working Group meeting, with the permission of the Chair. Liaison coordinators present in a meeting shall be recorded in the minutes.

4.4.4 Open Source Maintainer(s)

The Open Source Maintainer(s) , if applicable, shall be voting members of the Working Group responsible for the Open Source project.

Prior to the election or appointment of the Open Source Maintainer(s), the Working Group shall determine if an Open Source Maintainer(s) is also the Open Source Project Lead within their group (see subclause 3.5.5). The Open Source Maintainer(s) is appointed by the Working Group Chair.

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

4.4.5 Standards Committee Representative(s)

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

The Standards Committee may appoint or elect one SCR per Entity Working Group that they oversee. An alternate may carry out the responsibilities of the SCR when necessary. Each Standards Committee Chair should inform the Entity Working Group of the alternate's attendance prior to the meeting.

The responsibilities of the SCR shall include:

1. Providing Standards Committee communications, input, feedback, updates, and reports to the Entity Working Group
2. Providing Entity Working Group communications, input, feedback, updates, and reports to the Standards Committee

4.5 Service Fees

A Working Group may establish fees to cover its operation ("service fees"), in addition to meeting fees as described in subclause 6.3.

An IEEE SA entity member that does not maintain membership in the working group is not eligible for a refund of any service fees paid.

A member that fails to pay any established service fees becomes a non-member and may continue to attend working group meetings as an observer.

4.6 Working Group Participant and Membership Lists

The participant and membership lists are vital aspects of standards development. They are initial tools 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*).

The Secretary shall maintain the current Working Group participant and membership lists. Due to privacy concerns, the participant list shall not be distributed except to the Standards Committee, 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) The name of the Working Group and its short name used in myProject (e.g., XYZ/SC);
b) All officers including the Chair, Vice Chair(s), Secretary(s), Treasurer, Open Source Project Lead and any additional officers (see Clause 3)
c) Member Representatives
    a. IEEE SA Entity Member Name and Membership;
    b. Designated Representative (indicated by "DR"), name and email address;
    c. Designated Representative Alternate(s) (indicated by "DRA") name(s) and email address(es);
d) Observers including individual's names, entity name, email addresses;
e) For each subgroup other than Working Groups, include subgroup title, Chair, and names, email addresses, and affiliation(s) of all participants.

The membership list may be derived from the participant list, and may include participants' name and some or all the same information from above, but shall not include e-mail addresses and other personal information (see https://www.ieee.org/ieee-data-access-and-use-policy.html).

The membership list may be posted on the Working Group web site and may be publicly distributed.

5. Subgroups

The Working Group may form subgroups for the conduct of its business.

The formation and disbandment of subgroups requires a vote of the Working Group as described in subclause 7.1.1. Subgroups of the Working Group operate under these Working Group policies and procedures.

The Working Group shall approve the scope of work of the subgroup, its expected activities, deliverables, membership criteria (if any), voting procedures, and duration. The scope, duties, and membership of all subgroups shall be reviewed at least annually by the Working Group.

The Chair of a subgroup shall be appointed by the Working Group Chair. There may be additional officers (e.g., Vice Chair, Secretary, Treasurer), depending on the scope of work.

The Working Group may remove any officer of any subgroup as described in subclause 3.4 Removal of Officers.

Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup in accordance with Clause 6.

5.1 Open Source Leadership Subgroup

When Open Source projects are being developed within the Working Group or its subgroups, the Working Group shall form an Open Source Leadership subgroup to manage the Open Source project or multiple Open Source projects of the Working Group and its subgroups. An Open Source Leadership subgroup may exist at both the Standards Committee and Working Group levels.

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

The responsibilities of the Open Source Leadership Subgroup are defined in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* clause on "Project Governance" and the *IEEE SA Standards Board Operations Manual* clause on "Open Source."

5.2 PAR Study Groups

A PAR Study Group is formed as a subgroup of the Standards Committee and may be tasked to a subgroup including a Working Group, that is responsible for evaluating whether a standard should be developed and, if so, to complete a PAR form for Standards Committee consideration.

A PAR Study Group is subject to all relevant operating procedures.

See the Standards Committee policies and procedures clause on PAR Study Groups for additional information.

6. Meetings

Working Group meetings may be conducted via electronic means, in-person, or in-person with one or more participants attending via electronic means.

Working Group meetings shall be held, as decided by the Working Group Chair, or by petition of 3 or more of the voting members.

All meeting notices shall be distributed or made available by notification to members at least 30 calendar days in advance of an in-person meeting and at least 7 calendar days in advance for an electronic meeting. A meeting agenda (see subclause 6.4 for required items on the agenda that are included in minutes), 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 an in-person meeting, and at least 5 calendar days in advance for an electronic meeting.

All Working Group 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 provide their affiliation(s), including employer, at each Working Group meeting as required by the *IEEE SA Standards Board Operations Manual* clause on "Disclosure of affiliation."

Meetings shall only be recorded by the Working Group Officers for the purposes of creating minutes and shall not be distributed as required by the *IEEE SA Standards Board Operations Manual* subclause 5.3.3.2, "Recordings of the proceedings of standards development meetings."

6.1 Quorum

When the voting membership (see subclause 4.1) 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 when determining if a quorum exists.

A quorum shall be identified before the initiation of Working Group business at a meeting, including taking any actions. Once a quorum is identified, a quorum is assumed unless it is identified that quorum has been lost. If a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.

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 officers of the Working Group, officers of the Standards Committee, members of an Administrative Subgroup of the Standards Committee, officers of the Standards Committee's Overseeing Body that established the Standards Committee, members of the IEEE SA Standards Board, 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 Working Group during or in a read out of the Executive Session, 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 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 as a means of offsetting the costs of meeting administration, logistics, and other similar costs of standards development.

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.

All meeting attendees 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

Draft minutes shall be distributed or made available to meeting attendees within 60 calendar days of the end of the meeting and no later than 2 calendar days before the next meeting. The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

a) Name of the Working Group or subgroup;
b) Date and location of meeting and when the meeting was called to order;
c) Officer presiding, including the name of the secretary who wrote the minutes;
d) Meeting participants, including affiliation(s);
e) Whether or not a quorum was established;
f) Approval of the agenda;
g) Approval of the minutes of the previous meeting(s) (if applicable);

h) The fact that the IEEE SA Patent Policy was presented, that the call for patents occurred, and any such responses to such Call;
i) The fact that the IEEE SA Copyright Policy was presented or distributed with the agenda prior to the meeting;
j) The fact that the IEEE SA Participant Behavior – Entity Method presentation was presented or distributed with the agenda prior to the meeting;
k) Report of any action(s) between meetings, including the voting results;
l) Subgroup reports and record of actions taken (if applicable);
m) Technical topics:
    i. Brief summary of discussion and conclusions;
    ii. Motions exactly as they are stated, including the names of the mover and seconder and the outcome of each motion;
n) Any action items;
o) Any items reported out of Executive Session;
p) Next meeting: date, time, and location (if determined);
q) Recesses and time of final adjournment.

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 Standards Board Operations Manual* subclause 5.3.3.2 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 with specific actions described in subclauses 7.1.1 and 7.1.2.

Prior to the start of a vote during a meeting where a quorum has been established or a letter or electronic ballot, the Chair, or presiding officer, shall notify the members of the required approval threshold for the action to be taken and whether comments may be submitted.

At a meeting, as defined in Clause 6, where a quorum has been established, a vote carried by a majority or two-thirds approval of the votes cast, i.e., Approve/Yes and Disapprove/No votes excluding Abstain votes, shall be made by the voting members in attendance.

At the discretion of the Chair, the Working Group shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. A vote between meetings may be carried by a majority or two-thirds of the votes cast, i.e., Approve/Yes and Disapprove/No votes excluding Abstain votes, provided a majority of all the voting members of the Working Group have cast a vote.

For a letter or electronic ballot held between meetings, the Working Group Chair shall establish and include the duration of the balloting period in the notification of the letter or electronic ballot to the voting members. Unless modified by the Working Group Chair, the duration of the balloting period shall be a minimum of 5 calendar days to align with the minimum time of the distribution of an agenda of an electronic meeting as defined in Clause 6.

For a letter or electronic ballot held between meetings that does not permit comments to be submitted, meaning only Approve/Yes, Disapprove/No, or Abstain votes may be cast, a quorum is established by the inclusion of all voting members in the notification of the letter or electronic ballot. Therefore, at the discretion of the Working Group Chair the letter or electronic ballot is permitted to be concluded when the number of votes cast to establish the outcome of the motion is obtained.

The Working Group Chair, or presiding officer, may vote only when it could affect the outcome or when the vote is by letter or electronic ballot.

7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:

a) Formation, modification, or disbandment of a subgroup, including its procedures, scope, and duties (see Clause 5);
b) Approval of the meeting agenda;
c) Approval of meeting minutes.

7.1.2 Actions Requiring Approval by a Two-thirds Vote

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

a) Approval to submit a PAR to the Standards Committee for
    1. a New IEEE Standard
    2. a Revision to an existing IEEE Standard
    3. a Corrigendum to an existing IEEE Standard
    4. an Amendment to an existing IEEE Standard
    5. the Adoption of a Non-IEEE Standard or Specification
    6. the modification, extension, or withdrawal of an active PAR;
b) Request approval from the Standards Committee to initiate the IEEE SA ballot process for a draft standard, including comment resolution and recirculation ballots;
c) Removal of an officer (see subclause 3.4).
d) Establishment of meeting fees (see subclause 6.3);
e) Approval of public statements (e.g., Clause 8).

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 the Standards Committee or IEEE SA. These communications shall make it clear that the response is from the Working Group and shall not be released without prior approval as per subclause 7.1.2.

Informal communications by the Working Group Officers or participants shall state that they are speaking as individuals and shall not imply 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 can be brought to the Standards Committee for resolution.