

**Policies and Procedures for Standards Development for the:
IEEE Computer Society/Cloud Computing Standards Committee
All Entity Working Groups**

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Submitted to IEEE SA:

[Fill in date this revision was submitted]

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

1. Introduction

This clause shall not be modified except to identify this Working Group.

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.

These Policies and Procedures (P&P) outline the orderly transaction of standards activities of the IEEE Computer Society/Cloud Computing Standards Committee All Entity Working Groups, hereinafter referred to as "the Working Group."

1.1 Conduct

This clause shall not be modified.

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](#).

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 Policies and Procedures

This clause shall not be modified.

The Working Group may modify these procedures with the approval of its 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 long as that clause is not indicated as one that shall not be changed. The IEEE SA 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 P&P may be suspended.

1.3 Hierarchy

This clause shall not be modified except to identify insert the name of the Standards Committee and remove the brackets.

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over these procedures in the following order:

- [New York State Not-for-Profit Corporation Law](#)

- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution](#)
- [IEEE Bylaws](#)
- [IEEE Policies](#)
- [IEEE Board of Directors Resolutions](#)
- [IEEE Standards Association \(IEEE SA\) Operations Manual](#)
- [IEEE SA Board of Governors Resolutions](#)
- [IEEE SA Standards Board Bylaws](#)
- [IEEE SA Standards Board Operations Manual](#)
- [IEEE SA Standards Board Resolutions](#)
- [Policies and Procedures of the \[name\] Standards Committee](#)

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

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

1.4 Fundamental Principles of Standards Development

This clause shall not be modified.

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

This clause shall not be modified.

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

1.4.2 Confidentiality Statements and Copyright Notices on Communications

This clause shall not be modified.

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

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

1.4.3 Consensus

This clause shall not be modified.

The IEEE SA Standards Board (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

This clause shall not be modified except to include additional definitions.

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

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

Dominance is the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE SA activities, including but not limited to standards development activities (see *IEEE SA Standards Board Bylaws* clause on “Dominance”).

A **Designated Representative** (DR) is an individual that can only be designated by an Advanced 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 Advanced 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”).

Membership types:

- a) A *voting member* is a member who has satisfied the criteria for voting membership defined in Clause 4.
- b) A *non-voting member* is a member who has not satisfied the criteria for voting membership defined in Clause 4.
- c) A *member* is an Advanced Entity Member of the IEEE SA that has satisfied the criteria for membership defined in Clause 4.
- d) A *non-member* is an entity that has not satisfied the criteria for membership defined in Clause 4.

An **observer** is a non-member that is an Entity Member of the IEEE SA, or an entity that has chosen to observe at most one meeting of the Working Group per project (see *IEEE SA Standards Board Bylaws* “Membership requirements for standards developed under the entity method”).

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 or entity involved in the 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 and the Working Group.

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.

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

This clause shall not be modified except to include additional responsibilities.

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

- a) Completing the project from Project Authorization Request (PAR) approval to IEEE SASB approval as specified by the PAR, and in compliance with IEEE SA policies and procedures;
- b) Using the IEEE Standards document template format or the applicable template for standards jointly developed with, or adopted from, another international standards organization, for the draft development of IEEE standards;
- c) Submitting to the Standards Committee any documentation required by the Standards Committee, for e.g., a project schedule or a monthly status report;
- d) Notifying the Standards Committee of the draft development milestones;
- e) Notifying the Standards Committee when the draft is ready to begin an IEEE Standards Association ballot;
- f) Accessing and using IEEE’s data, including personal data, from IEEE systems when permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in

compliance with IEEE or IEEE SA Privacy and data privacy policies. See <https://www.ieee.org/security-privacy.html> and <https://www.ieee.org/ieee-data-access-and-use-policy.html>;

- g) Monitoring standards-developing activities and subgroups for signs of dominance. If dominance is suspected by any Working Group participant, the participant shall immediately notify a Working Group or, if necessary, Standards Committee officer.

2.1 Dominance

This clause shall not be modified.

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

2.2 Working Group Constitution

This clause shall not be modified.

Each entity shall be an Advanced Entity Member of the IEEE SA in order to be eligible for membership in the Working Group. There shall always be at least three members in the Working Group during the life of the project. 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.”

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.

3. Officers

This clause shall not be modified except to list additional officers.

There shall be a Chair and a Secretary, and there should be a Vice Chair. The office of Treasurer is required if funds are involved in the operation of the Working Group and/or its subgroups, or if the group has multiple financial reports to supply to the IEEE SA. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

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

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

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](#).

At the first organizational meeting, the Working Group shall elect its operating officers in accordance with the procedures of its Standards Committee, and, where necessary, Robert’s Rules of Order.

3.1 Election of Officers

This clause may be modified.

The Standards Committee that established this Working Group or the Working Group Chair initially appointed by the Standards Committee shall appoint an Elections Administrator, whose function is to gather nominations and conduct an election. The Elections Administrator shall not be a nominee in the election and shall not vote in the election. An election will seek to fill offices that are either vacant, have an official in temporary appointment, when an officer's entity affiliation has changed, or when the term of office has expired.

The Working Group members shall self-nominate or nominate one or more Designated Representative(s) 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 Designated Representative shall be nominated for no more than one office, except in the case of Treasurer, as per Clause 3. Upon written notification, the nominee shall indicate acceptance or rejection of the nomination within 14 calendar days. If no nomination is received for an office, a temporary appointment shall be made in accordance with subclause 3.3.

The Elections Administrator shall prepare and conduct the election by letter or electronic ballot, or a vote at a meeting. An electronic ballot shall conclude in a time determined by the Working Group, no less than 14 calendar days. Each voting member shall cast a single election ballot. Within the ballot, the voting member may vote for a single nominee for each office with the limit of one vote per nominee. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election. If a majority of votes is not received, the ballot can be extended or a new ballot will take place. Any tie votes will be broken by a runoff ballot, where eligible voters may cast only one vote in the election.

The election of the Chair and Vice Chair requires confirmation from the Standards Committee. If the Standards Committee does not confirm the Chair or Vice Chair, another election will be run or the Standards Committee 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 in his or her officer role until the close of the election. The election determines who will serve out the remainder of the existing term of office.

3.2 Term Limits

This clause shall not be modified, except (1) to reduce the term of office to one, two, or three years and (2) to select either 'shall' or 'should' in regards to consecutive terms.

The term of office for each officer shall be four years. An officer should 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 or Standards Committee works in good faith to fill the vacancy before or as soon as possible after the term expires. The term of office for a Working Group Officer can be extended to the expiration of that project's PAR by the Standards Committee.

3.3 Temporary Appointments to Vacancies

This clause may be modified.

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 Chair, the Standards Committee shall make the temporary appointment, with input from the Working Group. An election

for the vacated office shall be made in accordance with the requirements in Clauses 3 and subclause 3.1 at the earliest practical time.

3.4 Removal of Officers

This clause may be modified, but shall include an opportunity for rebuttal by the officer suggested for removal.

An officer may be removed by approval of two-thirds of the voting members of the Working Group meeting in Executive Session. The meeting shall not be Chaired by the officer suggested for removal. The officer suggested for removal shall be given an opportunity to make a rebuttal 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 notification to and affirmation by the Standards Committee.

3.5 Responsibilities of Officers

This paragraph shall not be modified.

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

- a) Shall not act:
 - 1) in bad faith;
 - 2) to the detriment of IEEE SA;
 - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
 - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
- b) Shall use reasonable efforts to ensure that participants of the Working Group conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE SA Standards Board Bylaws* clause on "Participation in IEEE standards development" (see also subclause 1.1).

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

The remainder of clause 3.5 may be modified to include subclauses at the end, (e.g., 3.5.6) for additional officers and their responsibilities.

3.5.1 Chair

This clause shall not be modified except to add additional responsibilities.

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

- a) Leading the activities according to all of the relevant policies and procedures;
- b) Forming subgroups, as necessary;
- c) Being objective;
- d) Entertaining motions, but not making motions;
- e) Not biasing discussions;
- f) Delegating necessary functions;
- g) Allowing all parties to have the opportunity to express their views;

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

3.5.2 Vice Chair

This clause may be modified to include additional responsibilities. If there is no Vice Chair, replace text with "Not applicable." If there are multiple vice chairs with different responsibilities, indicate plural in clause title and add them in additional subclauses after 3.5.5.

The responsibilities of 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 (i.e., 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 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

This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it shall be listed as the responsibility of one of the other officers.

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices in conformance with Clause 6;
- b) Distributing meeting agendas (including participation information and known potential actions) as per Clause 6;
- c) Documenting minutes of each meeting according to subclause 6.4;
- d) Creating and maintaining the participant list, as described in subclause 4.8 and submitting it to the Standards Committee (or SCC) Secretary annually;
- e) Being responsible for the management and distribution of Working Group documentation;
- f) Maintaining lists of unresolved issues, action items, and assignments;
- g) Recording attendance of all participants;

- h) Maintaining a current list of the names of the voting members of the Working Group and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.9;
- i) Distributing current list of Working Group voting members upon request;
- j) Being familiar with materials available through [IEEE Standards Development Lifecycle](#).

If the function of Secretary is fulfilled by IEEE staff via Professional Services contract, this shall be a non-voting position and the IEEE SA membership condition is not required. Otherwise, the Secretary shall be the Designated Representative of an IEEE SA Advanced Entity member.

3.5.4 Treasurer

This clause may be modified to include additional responsibilities. Remove the bracketed text or remove the brackets as applicable if there is no funding and no Treasurer, or if the responsibilities of the Treasurer are performed by another officer (see Clause 3).

The responsibilities of the Treasurer shall include:

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

3.5.5 Open Source Project Lead

This clause may be modified to include additional responsibilities. If there is no Open Source development by the Working Group, select “Not Applicable.” Remove the brackets from whichever text is selected for use.

When the Open Source Project Lead is not provided by the Standards Committee or when additional Open Source project leadership is needed, the Working Group can add an Open Source Project Lead as an officer of the Working Group by the procedures of subclause 3.1.

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 the 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

This clause shall not be modified, except to address the bracketed text.

Working Group membership is by entity. A member shall be an Advanced 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.

Voting membership is granted to those Advanced Entity Members of the IEEE SA attending the first meeting of a newly chartered Working Group upon their request to the Working Group Chair.

A non-voting member becomes a voting member by attending 2 of the last 4 meetings and upon sending a request for voting status to the Working Group Chair prior to the next meeting.

An entity non-member may become a non-voting member of the Working Group after:

- a) Becoming an Advanced Entity Member of the IEEE SA
- b) Providing DR/DRA contact information needed for the participant list as described in subclause 4.8
- c) Paying any service fee as indicated in subclause 4.6, and
- d) Attending at least one meeting of the Working Group , and
- e) Submitting a request for membership to the Working Group Chair.

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

A member shall be classified as a non-voting member or a voting member on the Working Group participant list.

4.1 Attendance at Meetings

The clause, including bracketed text, may be modified. Remove the brackets if the bracketed text is used. The entire contents may be replaced with “Not Applicable” if there is no attendance requirement.

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..

Attendance at a meeting via teleconferencing or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

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 Member Representatives

This clause shall not be modified.

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 can change throughout the life of the Working Group. It is the entity member’s responsibility to notify the Working Group Secretary of changes to the assignment of the DR or DRA(s).

Each DR or DRA can make or second motions, 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 he or she represents and that the representative’s voting shall be independent of any other entity.

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 except for a temporary proxy vote (see subclause 7.2).

4.3 Observers

This clause shall not be modified.

An Entity Member of the IEEE SA (either Basic Entity Member or Advanced Entity Member) 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 entity that is not a Member of the IEEE SA may observe (i.e., send one or more individuals to attend) at most one meeting per project of the Working Group. The Secretary shall record such attendances.

An observer may speak at a Working Group meeting, with the permission of the Chair.

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

4.4 Liaison Coordinator

This clause shall not be modified.

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.

4.5 Standards Committee Representative

This clause shall not be modified.

The Standards Committee Chair may appoint a Standards Committee Representative (SCR) to each of its entity-based working groups. The SCR shall identify their role when attending entity-based working group meetings. The SCR is responsible for providing input and guidance on behalf of the Standards Committee.

4.6 Service Fees

This clause may be modified.

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

An entity that loses membership is not eligible for a refund of any services fee paid.

A member that fails to pay any established services fee becomes a non-member. That entity can continue to participate as an observer.

4.7 Review of Membership

This clause shall not be modified, except to address the bracketed text.

The procedures for obtaining and retaining membership are specified in Clause 4 and payment of any service fees in subclause 4.6.

The Chair and Secretary should apply these procedures in a timely fashion, evaluating membership status in time for the next meeting.

4.8 Working Group Participant List

This clause may be modified with the exception of distribution of the participant list to include or delete the optional bracketed text. Either remove the brackets or delete the optional text. Insert plural if there are multiple Vice Chairs, etc.

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

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

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

- a) Title of the Standards Committee and its designation;
- b) Title of the Working Group and its designation;
- c) Working Group officers: Chair, Vice Chair, Secretary, Treasurer Open Source Project Lead;
- d) Member representatives
 - 1) Entity Name and Membership Status (e.g., voting member, non-voting member, etc.);
 - 2) Designated Representative (indicated by “DR”), name and email address;
 - 3) Designated Representative Alternate(s) (indicated by “DRA”) name(s) and email address(es);
- e) Observers including individual’s names, entity name, email addresses;
- f) Non-voting administrative positions including names and email addresses.

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

4.9 Working Group Membership List

This clause shall not be modified except to remove the bracketed text or remove the brackets.

A current and accurate Working Group membership list shall be maintained. The membership list may be posted on the Working Group web site and may be publicly distributed. The membership list may be derived from the participant list, but shall only contain and is limited to the following:

- a) Title of the Working Group and its designation;

- b) Officers: Chair, Vice Chair, Secretary/Treasurer, and Open Source Project Lead;
- c) Members: Entity Name, all DR/DRA names.

4.10 Open Source Maintainer

This clause may be modified to include additional responsibilities. If there is no Open Source development by the Working Group, select “Not Applicable.” Remove the brackets from whichever text is selected for use.

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 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* 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*.

5. Subgroups of the Working Group

This clause shall not be modified, except to select an option for the selection of the chair by removing the brackets and deleting the other option.

The Working Group may form subgroups, consisting of no less than two entity members, to conduct business. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of persons who are not Working Group members and specify the terms and conditions under which they participate in the subgroup. Any changes to the scope and duties of the subgroup will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group, unless previously or otherwise delegated to the subgroup.

Option 1: The Chair of the Working Group shall appoint, and may dismiss, the Chair of the subgroup.

5.1 Open Source Leadership Subgroup

This clause shall not be modified, except to add additional responsibilities for the Open Source Leadership subgroup. If there is no Open Source development by the Working Group, insert “Not Applicable.”

When Open Source projects are being developed within the Working Group, the Working Group shall form an Open Source Leadership subgroup to manage the Open Source project or multiple Open Source projects within the group.

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 defined in the *IEEE SA BOG Open Source Committee (OSCom) Operations Manual* and the *IEEE SA Standards Board Operations Manual* clause on “Open Source” and include:

- a) Verifying that each subgroup member has submitted a Contributor License Agreement (CLA) before making a contribution;
- 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;

Maintaining alignment of Open Source for the life of the standard or project.

6. Meetings

This clause shall not be modified except that the numeric values in brackets may be increased and text inside brackets may either be included or deleted. After revision remove brackets.

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

Working Group meetings shall be held, as decided by the Chair, or by petition of 5 or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.

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

Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

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

All IEEE Standards development meetings are open to anyone who has an interest and wishes to attend. However, some meetings may occur in Executive Session (see subclause 6.2).

Participants shall be asked to state their employer and affiliation at each Working Group meeting as required by the *IEEE SA Standards Board Operations Manual* clause on “Disclosure of affiliation.”

6.1 Quorum

This clause shall not be modified except to increase the value in brackets and remove the brackets or to state quorum definitions otherwise approved by the Standards Committee.

A quorum shall be identified before the initiation of Working Group business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in subclause 7.3, or at the next Working Group meeting. Unless otherwise approved by the Standards Committee, a quorum shall be defined as one-half of the Working Group members (i.e., the DR or DRA of each entity). Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Executive Session

This clause shall not be modified.

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, 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 Working Group, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

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

6.3 Meeting Fees

This clause may be modified or replaced by “Not Applicable.” Remove the bracketed text or remove the brackets.

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

6.4 Minutes

This clause shall not be modified, except to decrease the value in brackets and remove the brackets.

Minutes shall be published to meeting attendees within 30 calendar days of the end of the meeting. The minutes shall record the essentials in concise format, including the following:

- a) Name of group;
- 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;
- e) Establishment of quorum;
- f) Approval of agenda;

- g) The fact that the IEEE SA Patent Policy was presented, and that, the call for patents occurred and any such responses to such Call;
- h) The fact that the IEEE SA Copyright Policy was presented or made available prior to the meeting;
- i) Approval of minutes of previous meeting;
- j) Technical topics:
 - 1) Brief summary of discussion and conclusions;
 - 2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion;
- k) Action items;
- l) Any items reported out of Executive Session;
- m) Recesses and time of final adjournment;
- n) Next meeting: date, time, and location.

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

The following shall not be recorded in minutes:

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

7. Voting

7.1 Approval of an Action

This clause shall not be modified except to be compliant with the Standard Committee’s procedures.

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

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

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

7.1.1 Actions Requiring Approval by a Majority Vote

This clause shall not be modified except for (1) moving actions to 7.1.2 and (2) adding actions.

The following actions require approval by a majority vote:

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

- c) Approval of minutes.

7.1.2 Actions Requiring Approval by a Two-thirds Vote

This clause shall not be modified except to include additional voting actions.

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

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

7.2 Proxy Voting

This clause shall be included and shall not be modified.

Members of the Working Group may employ proxy voting only when other methods of participation have been exhausted. Each appointment of a proxy shall be sent to the Working Group Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy (an email is acceptable.) A proxy shall not be valid without written acknowledgment from the Working Group Chair and the member serving as proxy of receipt of the appointment. Members serving as proxies shall inform the Chair of their proxy prior to the start of the meeting in which the proxy is to be in effect.

Any one member of the Working Group may hold no more than two proxy votes in addition to his or her vote. Proxy voting shall be allowed only for those members who cannot attend the entire meeting; proxies may not be appointed for parts of meetings. A member may appoint a proxy for no more than two meetings of the Working Group within an established six-meeting period. Proxy voting shall not count towards maintenance of membership by the member who appoints a proxy. The Chair shall announce all proxy voting to the Working Group members at the start of the meeting in which the proxy is to be in effect. The DRA of one entity may serve as a proxy for another entity, to allow the DR to serve as the representative of its entity only.

Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the Chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter himself or herself may also choose to abstain prior to any formal decision of the Chair.

A person appointed as proxy may not appoint another person to act in his or her stead.

7.3 Voting Between Meetings

This clause shall not be modified.

The Working Group Chair shall conduct votes authorized by the Working Group in a timely fashion. The Working Group may conduct voting between meetings by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(5\)](#) (paragraph 2).

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

8. External Requests for Information

This clause shall not be modified.

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

9. Appeals

This clause shall not be modified.

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.