

# Timing in Data Centers

Industry Connections Activity Policies and Procedures (individual)

*Approved by Industry Connections Committee (ICCom) on September 5, 2024*

- 1. Purpose.** The purpose and proposed deliverables of the Timing in Data Centers (“Activity”) are specified in the Activity’s Industry Connections Activity Initiation Document (“ICAID”), [available online](#).
- 2. Governing Laws and Documents.** The operations of this Activity shall be governed by the policies and procedures in this document (“P&P”) subject to oversight and review by the Industry Connections Committee (“ICCom”) of the IEEE Standards Association (IEEE SA) . All participants in the Activity (“Participants”) shall comply with applicable laws (nation-based and international), with the [IEEE Code of Ethics](#), with the [IEEE SA Industry Connections Committee Operations Manual](#), and with all documents and laws referenced therein.
- 3. Membership.** Membership shall be granted to any individual who requests member status via email to the Chair. The Activity shall maintain a membership roster with names, affiliations, and contact information of all members of the Activity (“Members”). Additional criteria for membership, including without limitation requirements for participation, may be approved by Activity. Any such criteria shall conform to the [Basic Principles of Standards Development](#).
- 4. Chair.** The Activity shall have a Chair, who shall be designated in the ICAID or elected by the Members in an election organized and presided over by an ICCom member and/or staff who is not a Member. ICCom may remove a Chair and shall have the sole authority to do so. ICCom may appoint an interim Chair until an election is held if a Chair resigns or is removed.
- 5. Other Officers.** The Activity or its Chair may create a Vice Chair, Secretary, and/or Editor as it sees fit. These officers shall be appointed by the Chair or elected if so determined when the position is created. Other officer positions may be created upon approval of ICCom.
- 6. Chair Responsibilities.** The Chair is responsible for conducting Activity meetings and ensuring that the Activity is conducted in accordance with the purpose, goals, and objectives of the ICAID and in compliance to these P&Ps. The Chair may delegate any required action but shall remain responsible for its completion.
- 7. Meetings and Decisions.** Meeting announcements shall be given at least 14 calendar days in advance of the meeting (30 calendar days if the meeting is in-person). Meetings shall have an agenda that is distributed at least 2 calendar days in advance (14 calendar days if the meeting is in-person) and should use Robert’s Rules of Order Newly Revised - Current Edition (RONR) as a guideline for parliamentary procedure. Minutes shall be taken at all meetings and distributed to all Members. Minutes shall follow IEEE SA guidelines. Decisions will normally be made by consensus. Formal voting shall follow RONR. Quorum shall consist of a Simple Majority of the membership. The affirmative vote of a Supermajority of the Members (whether present at the meeting or not) shall be required to approve any of the following actions: amendment of governance documents, removal of Activity Members or any of their representatives, approval of extra-fee support services

of other fees, approval of public statements, request to ICom for termination of the activity. All other decisions shall require the affirmative vote of a Simple Majority of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) at a meeting (including teleconferences) where quorum has been established. Guests may attend meetings at the discretion of the Chair.

### **7.1 Meeting Recordings**

Meetings and sessions of The Activity may be recorded and made publicly available. If the meeting will be recorded, meeting invitations shall clearly state that the meeting/session will be recorded and distributed. Notice of the recording shall also be announced prior to the start of each meeting/session being recorded, and participants shall be made aware that by attending the meeting, they are agreeing to be recorded.

- 8. Subcommittees.** The Activity may form subcommittees with membership criteria that conform to the Basic Principles of Standards Development. Each subcommittee shall have a documented scope and purpose. Each subcommittee shall be chaired by a person appointed by the Chair and shall conduct its meetings and make decisions in accordance with Clause 7. The subcommittee chair shall be responsible for conducting meetings and ensuring that the subcommittee acts in accordance with its scope and purpose. The Chair has the authority to remove the subcommittee chair.
- 9. Activity Termination.** The Activity and all of its then existing subcommittees may be dissolved at any time through an action of ICom. This shall be the only means of termination. Upon termination, all records of the Activity, including those of its subcommittees, shall remain the property of IEEE, and shall be returned to IEEE SA.
- 10. Standards Development.** ICom activities do not include the development of standards. Any standards development activity shall be proposed as an IEEE Standards project, unless otherwise approved by ICom.
- 11. Compliance with Laws.** All meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws. In the course of Activity business, participants shall not engage in fixing product prices, allocating customers, dividing sales markets, or other conduct that violates antitrust or competition laws.
- 12. Discussion of Litigation, Patents, and Licensing.** No discussions or other communications regarding the following topics shall occur during meetings and activities of the Activity or its subcommittees:
  - The status or substance of ongoing or threatened litigation
  - The essentiality, interpretation, or validity of patent claims
  - Specific patent license terms or other intellectual property rights
- 13. IPR and Confidentiality Policy.** Since ICom Activities do not include the development of standards, the IEEE SA Patent Policy does not apply. All Activity reports shall contain the [IC Activity Document Notice and Disclaimer of Liability](#). The copyright for all documents or other copyrightable output of the Activity shall be held by the IEEE, in accordance with the IEEE SA Copyright Policy as specified in Clause 7 of the [IEEE SA Standards Board Bylaws](#). Activity participants shall observe a rule of confidentiality during discussions of the Activity. Any information reasonably considered, or actually labeled, as being confidential shall be treated as such, including information that each Activity participant would treat as confidential based on the principles of their associated affiliation(s).

