

Policies and Procedures for Standards Development for the
Standards Coordinating Committee 20 (SCC20)

Date of Submittal: 3/20/2015

Date of Acceptance: to be filled in by AudCom

Standards Coordinating Committee 20 (SCC20) Policies and Procedures for Standards Development

1.0 Introduction

Standards Coordinating Committee 20 (SCC20) is an organization of multiple Working Groups (WGs). This document outlines the orderly transaction of business for SCC20. The SCC20 Working Group policies and procedures document outline the orderly transaction of business for any SCC20 Working Group which has an active Project Authorization Request (PAR). WGs without an active PAR are inactive.

1.0.1 Role of Standards Development

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 Committee. It is essential in the management of a standard's development to avoid any actions by the Committee or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws.

1.0.2 Modification to These Procedures:

The official policies of this Committee are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom), and are available online on the IEEE-SA Standards Board AudCom website. No other copy shall be designated as the official copy. Any changes that the Committee desires to make to the procedures shall not be valid until revised policies have been recommended for acceptance by AudCom and accepted by the IEEE-SA Standards Board.

1.0.3 Hierarchy

In matters relating to standards, the latest versions of several documents take precedence over this document in the following order:

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

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

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IEEE-SA Standards Board Approved December 2013

IEEE-SA Standards Board Resolutions
Policies and Procedures of this Committee
Operating Manual of this Committee

Anything the Committee creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Committee are hierarchically superior to other documents of the Committee. *Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.0.4 Fundamental Principles of Standards Development

These Policies and Procedures outline the orderly transaction of business of the Standards Coordinating Committee 20 (SCC20) Committee hereinafter referred to as ‘the Committee’ or ‘the Sponsor’, which shall act as Sponsor for standards projects. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest and who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

1.1 IEEE Committee Scope

If the scope of this Committee changes, the rules in the *IEEE-SA Standards Board Operations Manual* concerning change of scope shall be followed.

The SCC20 Committee scope is:

Provides for the management, development, and maintenance of language and interface standards supporting system-level (onboard and offboard) automatic test and diagnosis. These standards include (but are not limited to) test requirements, test programs, test procedures, diagnostic knowledge, maintenance information, and major hardware subsystem interfaces between and within Automatic Test Systems.

1.2 Organization of the Committee

The Committee shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Committee

The Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Committee.
- b) Initiating and overseeing ballots of proposed IEEE Standards within its scope, including:
 - 1) Approving Project Authorization Requests (PARs) from a subgroup or the Committee.
 - 2) Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE-SA Standards Board Operations Manual*.
 - 3) Submitting draft standards from a subgroup or the Committee to the Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Committee in accordance with the *IEEE-SA Standards Board Operations Manual*.
- d) Acting on other matters requiring Committee effort as provided in these procedures.
- e) Cooperating with other appropriate standards development organizations.
- f) Protecting against actions taken in the name of the Committee without proper Committee authorization.
- g) Limiting distribution of the membership roster to appropriate parties.
- h) Reporting annually to the IEEE-SA Standards Board.
- i) Communicating with the IEEE-SA Standards Board on specific Committee activities as needed.
- j) Handling appeals as described in Clause 9.

2.1 Sponsorship

The **Committee** is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the **Committee** is responsible for those IEEE-SA Standards Board approved project(s) for which the **Committee** has been identified or assigned as the sole sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.1 Joint Sponsor Responsibility/Accountability

Not applicable.

3.0 Officers

There shall be a Chair, a Vice Chair, and a Secretary/Treasurer.

The Chair, Vice Chair, Secretary/Treasurer, and any person designated to manage the Sponsor ballot shall be members of any grade of the IEEE, except Student grade, or IEEE Society affiliates, and also members of the IEEE-SA (*IEEE-SA Standards Board Bylaws 5.2.1*). The officers shall organize the Committee; oversee the Committee's compliance with these Policies and Procedures, the SCC20 Operating Manual; and submit proposed documents approved by the Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

The IEEE-SA Standards Board Chair has the authority to appoint a Chair and remove an officer.

An officer may serve any number of consecutive terms.

3.1 Appointment of Officers

Case 1 – Chair appointed and Chair appoints other officers:

The Committee Chair shall be appointed by the IEEE-SA Standards Board Chair. The Committee Chair shall then appoint a Vice Chair, and Secretary/Treasurer.

The nomination of a proposed Chair to the IEEE Standards Board Chair, and the appointment of Vice Chair and Secretary/Treasurer shall be handled in accordance with the SCC20 Operating Manual.

The appointment of officers shall be for a term of **one year**, but an officer may serve until a successor is appointed.

3.2 Temporary Appointments to Vacancies

If an office other than the Chair becomes vacant for any reason (such as resignation, removal), a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of Officers

An officer (other than the Chair) may be removed by a two-thirds vote of the members of the Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal. Upon removal of an officer, the Chair shall notify the IEEE-SA Standards Board Chair. The IEEE-SA Standards Board Chair may also remove an officer.

3.4 Responsibilities of Officers

When carrying out the duties of an officer described in IEEE's policies and procedures, elected and appointed officers of the committee:

- (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 best efforts to ensure that participants of the committee conduct themselves in accordance with applicable policies and procedures including, but not limited to, SASB Bylaws 5.2.1.

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

3.4.1 Chair

The responsibilities of the Chair shall include:

- a) Leading the activity according to all of the relevant policies and procedures.
- b) Forming study groups, as necessary.
- c) Being objective.
- d) Entertaining motions, but not making motions.
- e) Not biasing discussions.
- f) Delegating necessary functions.
- g) Ensuring that all parties 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 ensuring that the processes and procedures are followed.
- j) Seeking consensus of the Committee as a means of resolving issues.
- k) Prioritizing work to best serve the Committee and its goals.
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see *IEEE-SA Standards Board Bylaws 6.2*, <http://standards.ieee.org/guides/bylaws/sect6-7.html#6> and IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and [IEEE-SA Copyright Policy](#) (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>).
- m) Submitting Committee-approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom – see <http://standards.ieee.org/board/aud/index.html>).
- n) Ensuring that each Working Group has a set of P&Ps approved by the Sponsor, and providing the Working Group P&Ps to AudCom upon request.
- o) Submitting the Committee's annual report to the IEEE-SA Standards Board SCC Coordinator and the Membership Roster to the IEEE Staff Liaison.
- p) Ensuring the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., Working Groups, task groups).
- q) Being familiar with training materials available through [IEEE Standards Development Online](#).
- r) Presiding at Committee plenary meetings.
- s) Scheduling of Committee meetings, and the preparation of agendas for those meetings.
- t) Appointing Sponsor Ballot designees in IEEE myBallot™.
- u) Informing the IEEE-SA Standards Board Chair when a Committee officer has been removed.
- v) Notifying Committee members of upcoming meetings.
- w) Addressing Designated Representative (DR) appointments from IEEE Societies.
- x) Addressing Designated Representative (DR) appointments from non-IEEE Society organizations (e.g., US DoD, UK MoD).
- y) Addressing Formal Internal Communications (See Clause 8.1).
- z) Addressing External Communications (See Clause 8.2).
- aa) Addressing Public Statements (See Clause 8.3).

3.4.2 Vice Chair

The responsibilities of the Vice-Chair shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice Chair.
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Committee Chair in ensuring that the processes and procedures are followed.
- c) Being familiar with training materials available through [IEEE Standards Development Online](#).
- d) Addressing Formal Internal Communications (See Clause 8.1).

3.4.3 Secretary/Treasurer

The responsibilities of the Secretary/Treasurer include:

- a) Scheduling meetings in coordination with the Committee Chair and distributing a meeting notice at least 30 calendar days before the meeting.
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 14 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster and membership public list; and providing them to the Committee Chair.
- e) Being responsible for the management and distribution of Committee documentation.(SCC20 logged items)
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.
- h) Maintaining a current list of the names of the members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of members to the Committee Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).
- k) Taking minutes of Committee meetings.

- 1) Addressing Formal Internal Communications (See Clause 8.1).

3.4.4 Treasurer

Not applicable.

4.0 Membership

4.1 Membership requirements

The membership of the Committee is comprised of officers, members and Designated Representatives (DR)'s. Interested parties may participate in meetings but do not have voting privileges.

The membership of the Committee shall be derived annually by the following guidelines:

- a) Members are appointed by one or more of the following:
 - 1) The Committee Chair
 - 2) An IEEE Society
 - 3) The IEEE-SA Standards Board
- b) Members may be terminated by the Committee Chair if they fail to meet the minimum requirements for Committee membership.
- c) An interested Society of the IEEE may designate a member to the Committee who will serve as official designated representatives (DR) of the Society upon approval of the Committee Chair.
- d) The IEEE-SA Standards Board may designate official representatives of outside organizations who will serve as official designated representatives (DR) to the Committee. A representative may have an alternate serve in his/her absence.
- e) Membership in the IEEE-SA is encouraged for all Committee members.
- e) All members are voting members. Members holding more than one position on the Committee shall only have one (1) vote.
- f) The United States Department of Defense (US DoD) may designate a member to the Committee who will serve as official designated representatives (DR) of the US DoD upon approval of the Committee Chair. A representative may have an alternate serve in his/her absence.
- g) The United Kingdom Ministry of Defence (UK MoD) may designate a member to the Committee who will serve as official designated representatives (DR) of the UK MoD upon approval of the Committee Chair. A representative may have an alternate serve in his/her absence.

- h) The Chair of each active WG is a member of the Committee. The WG Chair may have an alternate serve in his/her absence.

Any organization can become a member and designate a representative to the Committee by first submitting a request for membership to the Committee Chair, then receiving a majority approval vote of the Committee.

Each member is expected to attend meetings as defined in this clause. Attendance shall be either by meeting face-to-face or participating via teleconferencing and/or electronic means. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) shall count towards the attendance requirements. Electronic meetings are to be held in accordance with the requirements defined in the SCC20 Operating Manual.

4.1.1 Application

A request for membership shall be addressed to the Committee Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively.

4.2 Review of Membership

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation defined in Clause 4.1. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.3 Membership Roster

A current and accurate Committee roster shall be maintained by the Secretary/Treasurer. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, Committee Chair, and IEEE-SA staff unless all Committee members have submitted their written approvals for such distribution. The roster shall include the following:

- a) Title of the Committee and its designation.
- b) Scope of the Committee.
- c) Officers: Chair, Vice Chair, Secretary/Treasurer.
- d) Members: (for all) -- name, e-mail address, affiliation and membership status. Name, e-mail address and business affiliations; for society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE Society or organization (as applicable), together with organization address.
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members.

4.4 Membership Public List

A current and accurate Committee membership list shall be maintained by the Secretary/Treasurer. The membership list may be posted on the Committee web site and may be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation.
- b) Scope of the Committee.
- c) Officers: Chair, Vice Chair, Secretary/Treasurer.
- d) Members: (for all) -- name, affiliation.

5.0 Subgroups Created by the Committee

5.1 Administrative Subgroups

When one or more Subgroups are formed to expedite the administrative work of the Committee (e.g., Administrative Subgroup), their formation (and later disbandment) requires a majority vote of the Committee as defined in Subclause 7.1, and approval by the IEEE-SA Standards Board.

5.2 Working Groups – Individual Method

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

The Committee Chair shall ensure that the individual standards Working Group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method. In addition, the Committee shall review proposed amendments from its Working Groups to their Working Group Policies and Procedures to ensure that they are not in conflict with the *IEEE-SA Standards Board Operations Manual* or with each other.

The Committee Chair shall appoint the initial Chair of a new Working Group. Membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request. After the first meeting, members are subject to the requirements in Clause 4.0 of the Working Group Policies and Procedures.

5.3 Working Groups – Entity Method

Not applicable.

5.4 PAR development

When a proposal comes before the committee concerning a standards development project, the committee may form a PAR Study Group or may task an existing Working Group to examine the

proposal and, if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the committee.

The IEEE SASB Operations Manual clause 5.1.2.1 states, under “Duties of a Sponsor” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project.”

5.4.1 Criteria for Consideration of a PAR by the committee

The committee should consider, and the PAR Study Group or Working group should therefore address, the following issues when evaluating a project proposal:

- Potential market acceptance of the standards project, including technical feasibility.
- Relationship to related standards, if known, including its distinct identity from other projects.
- Viable volunteer leadership and participation.
- Realistic scope and objectives.

5.4.2 Participation and voting

Any attending individual may vote on motions in a PAR Study Group or Working Group related to development of a PAR. Approval shall be by a greater than 50% approval vote of those present and voting either “approve” or “disapprove”.

5.4.3 Submission of a PAR to the committee

The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the committee. The deliverable from the PAR Study Group or Working Group to the committee should be a report addressing the criteria for consideration and, if appropriate, a draft PAR. The report should include a roster of participants and minutes.

5.4.4 PAR Study Group

A PAR Study Group is formed as a subgroup of the committee, and is subject to all relevant operating procedures concerning subgroups of the committee and parent bodies, including the IEEE-SA Standards Board (IEEE-SASB).

After the PAR Study Group recommendations have been considered by the committee, and the PAR approved by the IEEE-SASB (if applicable), the committee shall disband the Study Group.

5.5 Other Subgroups

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subgroups, ad hocs, and writing groups, but excluding standards study groups) require approval by a majority vote of the Committee. The Chair of a subgroup shall be appointed by the Committee Chair. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority

vote of the Committee. The scope, duties, and membership of all subgroups shall be reviewed by the Committee Chair annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
- 2) The subgroup is responsible for assisting the Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

The Committee Chair shall outline within the charter of the subgroup all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup, and parliamentary procedures for approval to move any deliverables to the Committee for action.

6.0 Meetings

Committee 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. (Refer to the SCC20 Operating Manual for electronic meeting requirements) Committee meetings shall be held, as decided by the Committee Chair, or by petition of 5 or more members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of a face-to-face meeting and at least at least 15 days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information) shall be distributed to all members at least 10 days in advance of a face-to-face meeting, and at least 5 days in advance for an electronic meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

A quorum shall be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Subclause 7.4. When the membership is less than 50 members, a quorum shall be defined as a majority of the current total membership. When the membership is 50 or more members, a quorum shall be defined as 10% of the current total membership or 26, whichever is greater. Members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

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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 or discussion, in accordance with the IEEE Code of Ethics.

All participants in standards activities shall act in accordance with all IEEE Standards Association policies and procedures.

6.3 Executive Session

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 those with governance authority, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance and select IEEE-SA staff that may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, 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.

6.4 Meeting Fees

Not applicable.

6.5 Minutes

The minutes shall record the essentials in concise format, including the following:

- a) Name of Committee, Subgroup, or Study Group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting (requires a majority vote approval)

- g) Approval of agenda
- h) Technical topics
- i) Brief summary of discussion and conclusions
- j) Motions, including the names of the mover and seconder
- k) Items reported out of executive session
- l) Next meeting--date and location

Copies of handouts and subgroup reports may be included in the minutes or made available as separate items.

6.6 Suspension of rules

Not applicable

7.0 Voting

7.1 Approval of an Action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds) vote is defined as either:

- 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 Committee responded.

7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties.
- b) Disbandment of subgroups.
- c) Approval of minutes.
- d) Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or Sponsor balloting.
- e) Moving a draft standard to Sponsor ballot.
- f) Public statements to/from other IEEE entities.
- g) Nomination of the Committee Chair.

- h) Election of the Committee Vice-Chair and Secretary.
- i) Approval of an organization designating a representative to the Committee.
- j) Approval of any substantive change in the scope of a standard or project.

7.1.2 Actions Requiring Approval by a Two-thirds Vote

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

- a) Adoption of new or revised Committee procedures,* interest categories, or revisions thereof.
- b) Approval of public statements.
- c) Approval of change of the Committee scope*
- d) Approval of termination of the Committee*
- e) Removal of an officer except the Committee Chair.
- f) Terminating a proposal or standard due to failure to comply with policies and procedures.

* Following Committee approval, items a, c, and d require approval by the IEEE-SA Standards Board.

7.2 Committee Approvals

7.2.1 Moving a Draft Standard to Sponsor ballot

The Committee must approve (by a majority vote) to move a draft standard to Sponsor ballot. The Committee may delegate this approval authority to a subgroup; in such instances, approval shall be limited to conducting a procedural review.

7.2.2 Change in Scope of a Standards Project

The Committee must approve, (by a majority vote) any substantive change in the scope of a standard or project. The Committee may delegate this approval authority to a subgroup. Requested changes shall be reviewed to ensure that the standards project remains within the scope of the Committee and shall also be reviewed to determine if the standards project requires a modified PAR.

7.3 Proxy Voting

Not applicable.

7.4 Voting Between Meetings

At the discretion of the Chair, the Committee shall be allowed to 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\(4\)](#).

7.5 Vote of Alternate

An alternate's vote is counted only if the Designated Representative (DR) fails to vote.

8.0 Communications

All correspondence on behalf of the Committee shall contain identification of the Committee as the source of the correspondence.

8.1 Formal Internal Communication

If correspondence between Subgroups or between Working Groups of different Subgroups involves issues or decisions (that is, non-routine matters) affecting other Subgroups, copies shall be sent to all affected Subgroup Chairs and each of the Committee officers.

8.2 External Communication

Inquiries relating to the Committee shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public Statements for Standards

All Committee public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

Individuals making public statements that have not been approved by the Committee shall state that they are speaking as individuals, and their views do not necessarily represent the views of the Committee, IEEE-SA, or IEEE (see *IEEE-SA Standards Board Bylaws* [5.2.1.6](#)).

8.3.1 Committee Public Statements

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

8.3.2 Subgroup Public Statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require a two-thirds approval vote of the Committee.

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

include the Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Committee logos.

8.3.3 Public Statements to be issued by Other Entities

If the Committee wishes to go to another IEEE entity (as defined in Section [15](#) of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so only after agreement from the IEEE-SA Standards Board and after approval from the IEEE-SA Board of Governors. Upon a majority vote for approval by the Committee, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal Communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Committee.

8.5 Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

9.0 Appeals

Technical discussions and decisions occur within the subgroup or Working Group. Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup or Working Group that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The **Committee** recognizes the right of appeal on procedural grounds. Procedural concerns within a subgroup or Working Group shall be first presented to the subgroup or Working Group for resolution. If the procedural concern is not resolved after presentation to the subgroup or Working Group, the complaint shall be presented to the **Committee** for resolution.

Appeals to the Committee shall be addressed as follows:

The appellant shall file a written appeal to the **Committee** Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve the issue with the subgroup or Working Group that is responsible for the standard including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the **Committee** Chair shall (i) inform the Committee's IEEE Staff Liaison and the IEEE-SA Standards Board SCC coordinator that a written appeal has been received by the Committee. (ii) form an Appeal Committee consisting of at least five members (preferably of the Committee), none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute, and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the **Committee**, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the **Committee** that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with subgroup or Working Group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the **Committee** Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. The Appeal Panel Chair and two other members shall be acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Committee. The appeal may be conducted in person or by telephone conference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Committee Chair.

Upon reaching a conclusion, the **Committee** Chair shall inform the Committee's IEEE Staff Liaison and the IEEE-SA Standards Board SCC coordinator that a conclusion has been reached, and provide them with a debriefing of the results.

Committee procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the **Committee** Appeal Panel or either of the parties to the appeal at any time (including during the question and answer

period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Committee Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Committee Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Committee Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Committee Appeal Panel may address questions to individuals. The Committee Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Committee Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Committee's appeals process, the party bringing the complaint determines that the Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in Clause 5.8 of the *IEEE-SA Standards Board Operations Manual*.