

IEEE STANDARDS ASSOCIATION POLICIES AND PROCEDURES

This is an abstract of the “Baseline Operating Procedures for IEEE Standards”. The entire procedure can be found at http://standards.ieee.org/board/aud/WG_PandP.doc.

Our WG will abide by the required procedures. A summary of the procedure is as follows:

The Fundamental Principles of Operation are:

Any person who has, or could reasonably expected to have, a direct material interest, and who meets the requirements of these procedures has a right to participate by:

- a) Attending working group meetings
- b) Becoming a member of the working group
- c) Becoming an officer of the working group
- d) Expressing a position and its basis
- e) Having that position considered, and
- f) Appealing if adversely affected.

The Chairman of the WG shall:

- a) Lead the activity according to all the relevant policies and procedures
- b) Form Study Groups (Task Forces) as necessary
- c) Be objective
- d) Entertain motions but not make motions
- e) Not bias decisions
- f) Delegate necessary functions
- g) Ensure that all parties have the opportunity to express their views
- h) Set goals and deadlines and adhere to them
- i) Be knowledgeable in IEEE standards processes and parliamentary procedure and ensure that the processes and procedures are followed
- j) Seek a consensus as a means of resolving issues
- k) Prioritize work to best serve the group and its goals
- l) Ensure compliance with the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy and Copyright rules

Working Group membership is by individual (not affiliation). Participants shall fulfill the requirements to gain and maintain membership in the working group.

Membership shall be granted automatically to those participants attending the meeting of a newly chartered working group and upon their request. Membership in a Working Group shall be granted automatically to those participants attending two consecutive meetings and upon their request. Thereafter, membership shall be maintained by those attending at least 50% of the WG meetings. Internet or conference call attendance shall be counted toward attendance. (Note that IEEE does not provide internet or conference call facilities at meetings.) The Chair may waive the attendance requirement if the member participates by writing or reviewing and commenting on standards in a “corresponding” manner. A member who fails to attend two consecutive meetings shall have his or her membership revoked at the discretion of the chair. A member who has lost his voting privileges shall have them restored after attending two consecutive meetings and requesting reinstatement.

The chair shall maintain a WG roster. The chair of any Task Force (Study Group) shall maintain a roster. The roster shall include the following:

- a) The title and Sponsor and its designation

- b) Title of the working group and its designation
- c) Officers
- d) Members including names, IEEE Membership numbers, email addresses, and affiliations for all members

Approval of an item shall be by majority vote. A majority vote is defined as:

- a) At a meeting where a quorum has been established, a vote carried by majority approval of the votes cast (excluding abstentions) by the voting members in attendance.
- b) By electronic means, a vote carried by the majority of the votes cast, excluding abstentions providing the a majority of the voting members attend.

Voting between meetings is permitted at the discretion of the Chair by use of letter or electronic ballot. The same rules given above govern approval.

The presence of a quorum must be announced by the chair at the beginning of the meeting. A quorum consists of one half of the voting members. If a quorum is not present, action can be taken subject to confirmation by a letter or electronic ballot, or at the next working group meeting.

Meetings shall be held as decided by the working group, the Chair, or by petition of three twentieths of the members, to conduct business, such as making assignments, receiving reports, considering draft standards, and considering views and objections from any source.