

**IEEE Standards Working Groups Operating Procedures  
As Applied to NPEC/SC-2  
As of 4/20/2010**

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE. The objective of the working group is to conduct standards activities to develop and produce IEEE standards documents.

For the purposes of these procedures, the Sponsor shall be SC-2, which has control over the activities of the Working Groups (WGs), and is responsible to the Nuclear Power Engineering Committee (NPEC) for WG activities.

Working Groups exist at the pleasure of SC-2 and can be created or dissolved by the Chairman, SC-2, as deemed appropriate in order to conduct the business of the Sub-Committee.

The current active working group procedures shall be located on the SC-2 web site. These procedures may be updated as deemed necessary by the Chairman, SC-2, or the AdCom, SC-2. It is the responsibility of the Sponsor to approve the policies and procedures of its working groups involved in the technical development work of a standard. However, AudCom may request at any time to review one of a Sponsor's WG policies and procedures.

## **1. Preface**

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the working group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect working group participants and the IEEE by establishing the necessary framework for a sound standardization process.

## **2. Modifications to these procedures**

These operating procedures outline the orderly transaction of business by the working group. The working group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these 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 cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the working group or Sponsor. (See also clause 9.)

### 3. Hierarchy

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 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/Procedures of the IEEE Power and Energy Society  
Policies/Procedures of the IEEE/PES/NPEC

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

### 4. Fundamental principles of operation

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and 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.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a simple majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. The standards development process should strive to have both a balance of interests and not be dominated by any single interest category.

## **5. Working group responsibilities**

The working group shall:

- a) Complete the project form, Project Authorization Request (PAR), and obtain IEEE-SA Standards Board approval within the allotted time (normally 48 months)
- b) Use the IEEE Standards document template format
- c) Submit to the Sponsor any documentation required by the Sponsor; for example, a project schedule or a monthly status report
- d) Notify the Sponsor of the draft development milestones and intentions to preview the document before the Sponsor or before NPEC
- e) Notify the Sponsor when the draft is ready for IEEE Standards Sponsor ballot, and request approval to begin the ballot process

## **6. Officers**

### **6.1 Officer overview**

There shall be a Chair and a Secretary, and there should be a Vice-Chair. The office of Treasurer is suggested if significant 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 Standards Association. All officers shall be IEEE members and individual IEEE-SA members, but WG members need not be.

### **6.2 Appointment of officers**

The WG Chair shall have been appointed by the Chairman, SC-2. The WG Chair shall then appoint a Secretary, and may appoint a Vice-Chair and Treasurer, as deemed necessary to conduct the business of the WG. The WG Chair shall report directly to, and provide such reports, as directed by, the Chairman, SC-2.

WG officers shall be determined as noted above, with vacancies filled as agreed to between the WG Chair and the Chairman, SC-2.

### **6.3 Temporary appointments to vacancies**

If an office becomes vacant due to resignation, removal, or for another reason, a temporary appointment may be made, in accordance with 6.1 and 6.2, above, and for a period of time to be determined by either the WG Chair, in conjunction with the Chairman, SC-2, or the Chairman, SC-2, that will best suit the conduct of the business of the WG.

## **6.4 Removal of officers**

An officer may be removed by the WG Chair, or the Chairman, SC-2. Grounds for removal may be brought before the Sponsor, SC-2, by the membership of the WG. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the action to enforce removal. The decision of the Chairman, SC-2, shall be final.

## **6.5 Responsibilities of working group officers**

### **6.5.1 Chair**

The Chair, or his designee, shall:

- a) Lead the activities of the WG according to all of the relevant policies and procedures
- b) Form Study Groups, as necessary
- c) Be objective
- d) Entertain motions, but not make motions
- e) Not bias discussions
- 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 procedures and ensure that the processes and procedures are followed
- j) Seek 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 Policy.”
- m) Fulfill any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- n) Participate as needed in meetings of the Sponsor to represent the working group
- o) Ensure that minutes of any WG activities are recorded and suitably distributed

### **6.5.2 Vice-Chair(s)**

The Vice-Chair(s) shall:

- a) Carry 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) Be familiar with training materials available through IEEE Standards Development Online.

### **6.5.3 Secretary**

The Secretary shall:

- a) Distribute agendas at least 14 calendar days before an activity.
- b) Record and have published minutes of each activity within 45 calendar days of the end of the activity.
- c) Create and maintain the membership roster.
- d) Record participant attendance at each activity.
- e) Schedule and announce activities in coordination with the Chair, at least 21 calendar days prior to the activity.
- f) Be responsible for the management and distribution of working group documentation in compliance with IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards.
- g) Maintain lists of unresolved issues, action items, and assignments.
- h) Be familiar with training material available through IEEE Standards Development Online.

### **6.5.4 Treasurer**

The Treasurer shall:

- a) Maintain a budget
- b) Control all funds into and out of the working group's bank account
- c) Follow IEEE policies concerning standards activities and finances
- d) Adhere to the *IEEE Financial Operations Manual*
- e) Prepare the year-end financial reconciliation for submission to the Sponsor, and to IEEE headquarters, as necessary.

## **7. Working group**

### **7.1 Overview**

Working group membership is by individual. Those attending meetings shall pay any required meeting fees, if established. Participants shall fulfill the requirements to gain and maintain membership in the working group.

### **7.2 Working group membership status**

Membership shall be granted to those participants attending the initial meeting of a newly chartered working group, upon their request, and agreement by the WG Chair. Thereafter, membership shall be granted after the participant attends two consecutive meetings of an existing working group, also requests membership status, and is agreed to by the WG Chair.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements, as agreed to by the WG Chair.

Membership status is maintained through consistent participation at meetings and through working group votes. If a working group member misses two consecutive meetings, or two consecutive working group votes, his or her membership status may be revoked. The Chair shall notify, in writing, a member who fails to attend two consecutive meetings and who has therefore lost his or her membership.

A member who lost his or her voting privileges may have his or her voting privileges reinstated by attendance at two consecutive meetings of the working group and upon request for member status, as agreed to by the Chair. If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the WG Chair will be consulted on the status of the member.

The WG Chair shall notify the Chairman, SC-2, of any actions taken to either dismiss a member and/or re-instate a person to WG membership. The WG Secretary shall also maintain a record of members being dismissed and/or re-instated.

### **7.2.1 Corresponding membership**

A WG corresponding member is a participant who is unable to participate in meetings of the working group. A WG corresponding member who is unable to participate in meetings does not carry voting status in the working group and is not counted when determining quorum. A WG corresponding member may contribute to the development of the draft by submitting material to the WG Chair for consideration.

WG corresponding members shall be appointed by the WG Chair with the concurrence of the membership. Corresponding Membership may also be appointed by the SC-2 Chair with the concurrence of the WG Chair.

WG corresponding members shall be identified on the working group roster and membership list, and shall be identified as such.

Individuals requesting WG corresponding membership must express and demonstrate their willingness to contribute to the activities and comment as needed on positions and documents developed by the WG within established deadlines. The qualifications and eligibility for the WG corresponding member are the same as those for other WG members, with the exception of the requirement of regular attendance at meetings and voting privileges.

### **7.3 Subgroups of the working group**

The working group may, from time to time, form subgroups for the conduct of its business. Only WG members appointed to the subgroup shall vote on questions within such subgroups. Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the working group, as agreed to by the WG Chair, shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the working group and WG Chair. Any resolution of a subgroup shall be subject to confirmation by the working group and WG Chair.

The WG Chair shall appoint the chair of the subgroup.

### **8. Working group member roster**

A working group member roster is a vital aspect of standards development. It serves as a record of members in the working group and is an initial tool if an issue of indemnification arises during the process of standards development.

A working group officer or designee shall maintain a current and accurate roster of members in the working group. The membership roster shall include at least the following:

- a) Title of the Sponsor and its designation
- b) Title of the working group and its designation
- c) Officers--Chair, Vice-Chair, Secretary, Treasurer
- d) Members (including names, email addresses, and affiliations for all members)

A copy of the working group member roster shall be supplied to the IEEE Standards Association at least annually by a working group officer or designee, as requested. Due to privacy concerns, the roster shall not be distributed, except to the SA staff, SA Board of Governors and SA Standards Board, as required by IEEE regulations. The WG roster may be distributed to the WG members, solely for the conduct of WG business. Any abuse of this policy shall be cause for immediate dismissal of the WG member(s).

#### **8.1 Working group member list**

A working group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the Sponsor, SC-2, web site and shall not be publicly distributed. The membership list shall be limited to the following:

- a) Title of the Working Group and its designation
- b) Scope of the Working Group
- c) Officers: Chair, Vice-Chair, Secretary (Treasurer)
- d) Members: for all, name, [affiliation]

## **9. Voting**

### **9.1 Approval of an action**

Approval of an action listed in 9.2 requires approval by a majority vote. A majority vote is defined as either:

- a) At a meeting (including teleconferences) where a quorum, see 9.4 below, has been established, a vote carried by majority 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 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.

### **9.2 Actions requiring approval by a majority**

The following actions include approval by a majority vote:

- a) Adoption of working group procedures or revisions thereof
- b) Formation of a subgroup, including its procedures, scope, and duties
- c) Disbandment of subgroups
- d) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot

These actions are subject to confirmation by the Sponsor.

### **9.3 Voting between meetings**

The working group shall be allowed to conduct votes between meetings at the discretion of the Chair 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).

### **9.4 Quorum**

The presence of a quorum must be announced by the Chair at the beginning of each meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as one more than half of working group members. If a quorum is not present actions may be taken subsequent to confirmation by a letter or electronic ballot as detailed in 9.4, or at the next working group meeting.



## 10. Meetings

Working Group meetings shall be held, as decided by the working group, the Chair, or by petition of three-tenths or more of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A working group meeting shall be announced to all participants, by a working group officer or designee, 21 calendar days in advance. An agenda shall be distributed at least 14 calendar days in advance of a meeting.

The working group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

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 Sponsor. A balanced body is required for IEEE Standards Sponsor ballot.

Participants shall be asked to state their affiliation at each working group meeting. If the participant is a consultant, that participant may be asked to declare if he or she represents the interests of an organization other than himself or herself at the meeting.

## 11. Conduct

It is expected that participants in the working group behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All working group participants shall comply with all applicable laws (nation-based and international) and act in accordance with all IEEE Standards policies and procedures. Where applicable, working group participants shall comply with **IEEE Policies Section 9.8** on Conflict of Interest.”

## 12. Appeals

The working group recognizes the right of appeal. If technical or procedural appeals are referred back to the working group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the working group is performed in an identifiable manner.

If the working group must conduct an appeal hearing, it shall model its appeals process based on the appeals processes of the IEEE-SA Standards Board.

### **13. Communications**

Inquiries 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. These communications shall make it clear that they are responses from the working group.

**Office of the WG Chairman**  
**IEEE NPEC Subcommittee 2 (SC-2), WG 2.\_\_\_\_\_**

**WG CORRESPONDING MEMBERSHIP FORM**

The IEEE PES Nuclear Power Engineering Committee (NPEC) Sub-Committee on Qualification (SC-2), WG 2.\_\_\_\_\_ has the option to offer corresponding membership to individuals whose expertise represents a valuable contribution to the WG. Corresponding membership is offered to select individuals who are not normally able to attend the WG activities.

I am a current WG 2.\_\_\_\_\_ member who has been active on the WG for at the least 2 years, but I currently cannot attend regular meetings. Going forward, I am willing to contribute and comment on all technical WG activities, including the development and review of standards documents and technical papers. I understand that the qualifications and eligibility for Corresponding Membership are the same as those for regular WG members except that I am not required to attend regular meetings and I will have no voting privileges.

By my signature, I am pleased to accept the above conditions and submit my petition to become a Corresponding Member of NPEC/SC-2/WG 2.\_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Affiliation/ Address:

\_\_\_\_\_  
\_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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Please return to James Parello (parellj@westinghouse.com) or by fax at (724) 722-5497.