

CHANGE 1
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: June 2018)
(Approved by SASB: August 2018)

IEEE-SA Standards Board Operations Manual

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Sponsor balloting, a standards ballot shall be conducted by the Sponsor or Sponsor designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Sponsor balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Sponsor balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Sponsor balloting group.

The Sponsor shall ensure that comment resolution occurs via a comment resolution group, which is a subgroup of the working group. The chair of the comment resolution group may allow persons who are not working group participants to join the comment resolution group.

The ballot process may include communication among the Sponsor comment resolution group and Sponsor balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Sponsor balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Sponsor balloting group member.

5.4.3.3 Comments in the ballot

The Sponsor's comment resolution group shall consider all comments that are received by the close of the ballot.

Sponsors shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools. Such evidence shall include (i) an indication of whether the resolution proposed by the comment was accepted, revised, or rejected and (ii) for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

The Sponsor's comment resolution group shall make a reasonable attempt to resolve all *Do Not Approve* votes that are accompanied by comments.

Until the proposed standard has achieved 75% approval, comments can be based on any portion of the proposed standard. Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the Sponsor.

Once the proposed standard has achieved 75% approval, comments in subsequent ballots shall be based only on the changed portions of the balloted proposed standard, portions of the balloted proposed standard affected by the changes, or portions of the balloted proposed standard that are the subject of unresolved comments associated with *Do Not Approve* votes. If comments are not based on the above criteria, the comments may be deemed out-of-scope of the recirculation. Such comments need not be addressed in the current standards balloting process and may be considered for a future revision of the standard.

Comments addressing grammar, punctuation, and style, whether attached to an *Approve* or a *Do Not Approve* vote, may be referred to the publications editor for consideration during preparation for publication. It should be borne in mind that proposed standards are professionally edited prior to publication.

Comments received before the close of ballot from participants who are not in the Sponsor balloting group, including from the mandatory coordination entities, require presentation to the Sponsor comment resolution group for consideration. The Sponsor shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.5 Comments received as a result of an IEEE Public Review

Upon the opening of the initial Sponsor ballot, an IEEE Public Review shall start and last for 60 days. Any person may purchase the initial ballot draft for information only, and have the ability to submit public comments on said draft without vote. All public review comments and responses shall be submitted electronically through the IEEE Standards Association public review tools.

All public review comments received during an IEEE Public Review shall be considered by the Sponsor's **comment resolution group** and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

CHANGE 2

[IEEE-SA Standards Board Operations Manual]

(Approved by ProCom: June 2018)

(Approved by SASB: June 2018)

[Implemented in July 2018]

IEEE-SA Standards Board Operations Manual

8. Publications

8.1 Standards

Upon approval by the IEEE-SA Standards Board, the standard shall be published as an IEEE standard. The Sponsor shall be notified of the approval in writing. Balloters with unresolved negative ballot comments shall be informed in writing of the approval and of their right to appeal.

Working group members and Sponsor ballot group members are listed in the front matter of the published IEEE standard. For entity-based standards, entities are listed and may be accompanied by the individual representing the entity.

CHANGE 3
[IEEE-SA Standards Board Bylaws]
(Approved by ProCom: June 2018)
(Approved by SASB: August 2018)
(Approved by BOG: September 2018)

IEEE-SA Standards Board Bylaws

5.2 Standards-development process

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Sponsor/Working Group standards development activities, e.g., attending meetings, joining one of the Sponsor/Working Group email reflectors, or voting in the Working Group, Public Review, or Sponsor balloting process.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

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 Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE-SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with IEEE Policies Section 9.8 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE-SA database.

IEEE Standards Sponsor Chairs, Vice Chairs, **Secretaries**, Treasurers, and Sponsor liaison representatives shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. All officers of IEEE-SA Standards Board Standards Coordinating Committees shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

The IEEE-SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE-SA Standards Board.

5.2.1.1 Membership requirements for standards developed under the individual method

Chairs, Vice Chairs, **Secretaries**, and Treasurers of IEEE standards working groups developing standards under the individual method shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. Designees (those designated to manage the Sponsor ballot) in the IEEE Standards Sponsor individual ballot process shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

CHANGE 4

[*IEEE Standards Association Operations Manual, IEEE-SA Standards Board Bylaws, and IEEE-SA Standards Board Operations Manual*]

(Approved by ProCom: September 2018)

(Approved by SASB: October 2018)

(Approved by BOG: November 2018)

Changes to address ‘Sponsor’ terminology.

Approved by the IEEE-SA Board of Governors February 2018

IEEE Standards Association Operations Manual

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Please note that this document may be revised periodically. The latest edition will be made available at the IEEE Standards website at no charge. The document on the IEEE Standards website is the definitive version (http://standards.ieee.org/develop/policies/sa_opman/index.html). For further information, contact the IEEE Standards Department, 445 Hoes Lane, Piscataway, NJ 08854-4141, USA.

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IEEE Standards Association Operations Manual

1. Introduction

1.1 Scope and purpose

IEEE Bylaw I-303.6 establishes the IEEE Standards Association. The IEEE Standards Association is represented on the IEEE Board of Directors and major Boards as specified in applicable provisions of the *IEEE Bylaws* and *IEEE Policies*. Its organization beyond that specified in the *IEEE Bylaws* and *IEEE Policies* is governed by this operations manual.

1.2 Mission

The IEEE Standards Association provides a standards program that serves the global needs of industry, government, and the public. It also works to assure the effectiveness and high visibility of this standards program both within the IEEE and throughout the global community.

When appropriate, the IEEE-SA will cooperate with standardizing groups throughout the world in the preparation of standards involving an area of interest within the scope of the IEEE. Approval of a standard by the IEEE-SA signifies that the IEEE believes the document to be consistent with good engineering practice and that it represents a consensus of representatives from materially affected industries, governments, or public interests.

The IEEE-SA is assigned authority for the standardization activities of the IEEE by the IEEE Board of Directors. The IEEE-SA fulfills this assignment by activities such as but not limited to:

- a) Encouraging active development of needed standards. This involves, for example, promotion of open and innovative deliberations that result in broad consensus in accordance with due process procedures detailed in the bylaws and operations manuals of the subsidiary boards and committees of the IEEE-SA BOG.
- b) Building upon the strengths of the standards developing community by involving appropriate interests and outside organizations.
- c) Representing IEEE to external bodies on standards matters. This includes providing for cooperation with, and IEEE participation in, the activities of other organizations consistent with its scope and responsibilities.
- d) Appointing External Representatives to participate in external bodies on standards matters (see 7.1). The IEEE-SA also provides speakers to make presentations at meetings and conferences on subjects related to IEEE's standards interests and to participate in panels on standards-related subjects.

1.3 Conformance of products or systems to IEEE standards

1.3.1 Conformance

With the approval of the IEEE Board of Directors and as authorized, the IEEE-SA BOG may establish groups

- a) To act for the IEEE in product testing or in certification of products or systems to comply with IEEE standards, or

- b) To offer opinion in the name of the IEEE on the conformance of products or systems to the requirements of IEEE standards for their intended use and safe operation.

1.3.2 IEEE standard designations

The unauthorized use of IEEE standards numbers to convey conformance with a corresponding IEEE standard shall constitute a declaration of conformance solely by the party using the number, and such party shall indicate that the IEEE has not certified, endorsed, or approved any such product.

2. References

IEEE Bylaws (current edition).

IEEE Policies (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

ArCom: IEEE Standards Association Awards and Recognition Committee

ASC: Accredited Standards Committee

BOG: Board of Governors

CAG: Corporate Advisory Group

IEC: International Electrotechnical Commission

IEEE: Institute of Electrical and Electronics Engineers

ISO: International Organization for Standardization

ITU: International Telecommunication Union

SC: Subcommittee

SCC: Standards Coordinating Committee

SDO: Standards-Developing Organization

SPCC: Strategic Planning Coordination Committee

TAB: Technical Activities Board of the IEEE

WG: Working Group

4. Procedures for the IEEE Standards Association Board of Governors (IEEE-SA BOG)

The IEEE Standards Association (IEEE-SA) shall be directed by a Board of Governors (BOG). The IEEE-SA BOG shall establish policy, provide for financial oversight, and conduct standards-related activities within the technological fields of the IEEE. The IEEE-SA BOG may establish and appoint boards, committees, and other organizational units as required to carry on the work of IEEE-SA and promote its purposes.

4.1 IEEE-SA BOG position description

The IEEE-SA Board of Governors is accountable to the IEEE Board of Directors and the public at large to provide a broad spectrum of standards and standards-related products and services to meet the worldwide needs of industry, government, and the general public.

4.1.1 IEEE-SA BOG responsibilities

It is the responsibility of the IEEE-SA BOG and each Board member to uphold the reputation of the IEEE as a worldwide professional technical society and the IEEE-SA as a world leader in the development and promulgation of standards. To carry out these responsibilities, the IEEE-SA BOG will, at a minimum,

- a) Approve policy additions/changes with significant financial/strategic implications for the IEEE-SA
- b) Pursue programs to meet the global needs of standards users
- c) Monitor developments in government and industry that demonstrate the need for standards-related activities and propose appropriate action to the IEEE-SA Standards Board
- d) Make recommendations to the IEEE Board of Directors on standards-related issues
- e) Maintain a current Operations Manual in concert with *IEEE Bylaws* and *IEEE Policies*
- f) Establish and disband committees, as appropriate, to perform the work of the IEEE-SA BOG
- g) Strive to establish and maintain a constituency of IEEE-SA members representative of all basic interests:
 - 1) Technical societies and councils
 - 2) Regional organizational units
 - 3) Industry
 - 4) Government
 - 5) The general public
- h) Provide financial oversight for the overall operation of the IEEE-SA
- i) Recommend candidates to be elected by the IEEE-SA constituency for the positions of IEEE-SA President-Elect in alternating years, and two members-at-large annually
- j) Approve membership of the IEEE-SA Standards Board

- k) Approve IEEE-SA position statements
- l) Hold and attend meetings to accomplish the work of the IEEE-SA BOG
- m) Provide an awards program for recognition of exceptional service
- n) Appoint the chair of the IEEE-SA Standards Board
- o) Appoint two IEEE-SA BOG members-at-large annually

4.1.2 IEEE-SA BOG functions

The IEEE-SA BOG will perform the following basic functions:

- a) Establish and maintain a constituency of a wide range of basic interests among industry, government, and public areas
- b) Address the global interests of the technical societies and regional organizational units of the IEEE
- c) Establish and achieve strategic, long-range goals and objectives to better serve the constituency and customer base with appropriate standards-related products and services
- d) Review all policy additions and/or changes with significant financial or strategic implications
- e) Set policy for new methods of standards development as needed

4.2 IEEE-SA BOG membership

4.2.1 IEEE-SA BOG member qualifications

All members of the IEEE-SA BOG shall act in accordance with IEEE Standards policies and procedures, *IEEE Policies* including, but not limited to, Section 9.8 on Conflict of Interest, and the IEEE Code of Ethics. Members of the IEEE-SA BOG shall reflect the technical and global standards interests of the IEEE. No individual IEEE Society or council, or government, or industry should be over-represented in the structure of the IEEE-SA BOG.

Members-at-large shall have demonstrated involvement in standards activities within the IEEE, interest in and commitment to global standards, and IEEE regional representation. Members-at-large of the IEEE-SA BOG shall fulfill the responsibilities given in 4.1.1.

All candidates shall have had recent experience within industry or government. “Recent” experience is defined as association, within the past three years, with industry or government as an employee, consultant, or another demonstrable relationship that provides an understanding of the standards needs of industry or government.

4.2.2 IEEE-SA President

4.2.2.1. Duties

The term of office for the IEEE-SA President shall be two years. The IEEE-SA President shall serve as a member of the IEEE Board of Directors.

Duties of the IEEE-SA President shall include but not be limited to

- Commitment to IEEE’s goals and strategic directions
- The efficient organization of committees and work programs to assure achievement of IEEE-SA objectives
- Serving as the IEEE contact on standards
- Establishing contacts with government and industry leaders to assure IEEE-SA responsiveness to standards needs
- Chairing the IEEE-SA BOG

Duties of the IEEE-SA President-Elect and IEEE-SA Past President, during their terms of office, shall include but not be limited to

- Serving as Vice-Chair of the IEEE-SA BOG.
- Assisting the IEEE-SA President in IEEE-SA, IEEE, and other activities as may be requested.

4.2.2.2 Election process

Every other year, there shall be an election to fill the position of IEEE-SA President-Elect, with service beginning the following year. Following a term of one year as IEEE-SA President-Elect, the holder of that office shall serve as IEEE-SA President for the subsequent two-year term and shall serve as IEEE-SA Past President for a subsequent one-year term.

The IEEE-SA Nominations and Appointments Committee shall formally solicit candidates for IEEE-SA President from 1 March to 1 June of the year preceding an IEEE-SA President election. By 15 November, the IEEE-SA Nominations and Appointments Committee shall finalize the proposed slate. At least two nominees for IEEE-SA President-Elect shall be proposed and submitted to the IEEE-SA BOG for its endorsement or modification at the scheduled final meeting of the year preceding the election. All candidates shall be members of IEEE-SA and of IEEE Senior Member or IEEE Fellow grade.

When selecting candidates for IEEE-SA President, the IEEE-SA Nominations and Appointments Committee shall examine the candidates’ industry or government experience; knowledge of, and involvement in, standards development activities; and proven leadership in their professions.

Upon endorsement by the IEEE-SA BOG, the list of candidates for IEEE-SA President-Elect shall be sent to IEEE Corporate Activities to be put forward for election by the members of the IEEE-SA who are also members of the IEEE. By 1 May, the candidate slate shall be made public. Voting members of the IEEE Standards Association may propose, by petition, names to be added to the ballot for the offices of IEEE-SA President-Elect, using the processes in accordance with IEEE Bylaws I-307.9 and I-307.17. IEEE Corporate Activities shall distribute ballots no later than the first working day following 14 August. Noon of the first working day following 30 September is the deadline for the return of ballots. Within eight working days of the return ballot deadline, the election results shall be announced. The IEEE-SA President-Elect shall be elected by a plurality of the votes cast by the eligible members of the IEEE-SA who are also members of the IEEE.

4.2.2.3 Election tellers

The counting of the tally of votes will be a part of the IEEE annual election process and shall follow the procedure specified in IEEE Bylaw I-307.14.

4.2.2.4 Credentials and disputes

Any dispute or appeal connected with the election of the IEEE-SA President-Elect shall be submitted to the IEEE for a review of the complaint and for action in accordance with IEEE Bylaw I-307.18.

4.2.3 IEEE-SA BOG Members-at-Large

The term of office of the IEEE-SA BOG members-at-large shall be two years. The members-at-large of the IEEE-SA BOG shall serve alternating terms, with four members elected/appointed each year. Two members-at-large shall be elected by the eligible members of the IEEE-SA and two members shall be appointed by the IEEE-SA BOG.

4.2.3.1 Election process for IEEE-SA BOG members-at-large elected by the eligible members of IEEE-SA

The IEEE-SA Nominations and Appointments Committee shall formally solicit candidates for the upcoming year's IEEE-SA elections from 1 February to 1 May. By 15 November, the IEEE-SA Nominations and Appointments Committee shall finalize the proposed slate for the following year's election. At least two nominees for each vacancy shall be proposed and submitted to the IEEE-SA BOG for its endorsement or modification at the scheduled final meeting of the year preceding the election. All candidates shall be members of the IEEE-SA and of IEEE Member, Senior Member, or Fellow grade.

Upon endorsement by the IEEE-SA BOG, the list of candidates shall be sent to IEEE Corporate Activities to be put forward for election by the members of the IEEE-SA. By 1 May, the candidate slate shall be made public. Voting members of the IEEE Standards Association may propose, by petition, names to be added to the ballot, using the processes in accordance with IEEE Bylaws I-307.9 and I-307.17. IEEE Corporate Activities shall distribute ballots no later than the first working day following 14 August. Noon of the first working day following 30 September is the deadline for the return of ballots. Within eight working days of the return ballot deadline, the election results shall be announced. Those members-at-large shall be elected by a plurality of the votes cast by the eligible members of IEEE-SA.

4.2.3.2 Appointment process for IEEE-SA BOG members-at-large appointed by the eligible members of the IEEE-SA BOG

The IEEE-SA Nominations and Appointments Committee shall formally solicit candidates for open positions from 1 February to 1 May of the appointment year. A minimum of three candidates for two positions shall be submitted to the IEEE-SA BOG for its endorsement or modification at its second scheduled meeting of the appointment year. All candidates shall be members of the IEEE-SA and of IEEE Member, Senior Member, or Fellow grade.

Those members-at-large shall be appointed by a plurality of the votes cast by the eligible members of the IEEE-SA BOG at a meeting, normally held by teleconference, scheduled prior to the last regularly scheduled meeting of the IEEE Board of Directors in the year of appointment. IEEE-SA BOG members vote for no more than two candidates. If the top two candidates cannot readily be determined due to a tie, a runoff ballot will be held. Any candidates already appointed or eliminated by the initial ballot are excluded from the runoff ballot.

The results of the appointment shall be confirmed by majority approval at a meeting of the IEEE-SA BOG at which those results are reported. The appointment results will be submitted to the IEEE Board of Directors for its ratification at or before its last regularly scheduled meeting of the year of appointment.

The appointment results shall be announced after action by the IEEE Board of Directors. Those selected to serve on the IEEE-SA BOG will begin their term of service in the year immediately following the appointment.

4.2.3.3 Election tellers

For those members-at-large that are elected by the eligible voting members of the IEEE-SA, the counting of the tally of votes will be a part of the IEEE annual election process and shall follow the procedure specified in IEEE Bylaw I-307.14.

4.2.3.4 Credentials and disputes

Any dispute or appeal connected with the election of the IEEE-SA BOG members-at-large shall be submitted to the IEEE for a review of the complaint and for action in accordance with IEEE Bylaw I-307.18.

4.2.4 Vacancies

If the IEEE-SA President is unable to complete his or her term of office, the Past President of the IEEE-SA or the IEEE-SA President Elect, whoever is serving on the IEEE-SA BOG at that time, shall serve out the term. If the Past President of the IEEE-SA is unable to complete his or her term of office, the most recent Past President of the IEEE-SA willing to serve shall fill the position. If the IEEE-SA President Elect is unable to complete his or her term of office, a special election shall be held to fill the position. If a member-at-large is unable to complete his or her term of office, the IEEE-SA President shall have the discretion of deciding whether to hold a special election/appointment process or to appoint a person to serve out the term. If the IEEE-SA Standards Board Chair is unable to complete his or her term of office, the Vice-Chair of the IEEE-SA Standards Board shall serve out the term.

4.3 Transaction of business

Except as specified in the *IEEE Bylaws* and this manual, meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

4.3.1 Agenda

A preliminary agenda for each meeting shall be prepared by the Secretary and distributed to the members of the IEEE-SA BOG at least two weeks prior to a scheduled meeting.

A final agenda shall be presented at the time of the IEEE-SA BOG meeting. Recommendations to the IEEE-SA BOG from the committees of the IEEE-SA BOG shall be contained in an agenda item known as a "consent agenda." Prior to approval of the agenda, any member may request that an item on the consent agenda be removed and considered separately as part of the agenda. Adoption of the consent agenda as modified constitutes approval of all included items by unanimous consent. The balance of the agenda normally includes, in the order shown, the President's report, the Secretary's report, action items, information and discussion items, committee reports, and new business.

4.3.2 Minutes

The minutes of each meeting of the IEEE-SA BOG shall be sent by the Secretary to IEEE-SA BOG members, those present at the meeting, and anyone involved in an action of the IEEE-SA BOG within four weeks following the meeting. In reporting an official action of the IEEE-SA BOG, the minutes shall, on request of dissenters, contain a record of the dissenting votes. In addition, a listing of resolutions of each meeting of the IEEE-SA BOG shall be made available to the public by the Secretary within four weeks following the meeting.

4.3.3 Meetings

Dates for regular meetings shall be approved by the IEEE-SA BOG. Special meetings of the IEEE-SA BOG may be called by the IEEE-SA President if necessary.

Meetings may be held in person, by telephone, or by videoconference, or by any combination of these three means. Members of the IEEE-SA BOG are responsible for the costs of attending meetings.

4.3.3.1 Meeting venues

Proposals for meeting venues for the IEEE-SA BOG shall be made by staff according to the following criteria:

- a) Location selection shall be based on accessibility, cost, and availability of appropriate meeting space
- b) Date and location selection shall be made with consideration for special IEEE events and opportunity for local interactions

Consideration of a venue near the New Jersey Operations Center for at least one meeting each year is encouraged.

While unforeseen circumstances may require a change of meeting dates or locations, a proposal for such an alteration shall be accompanied by the expected financial impact of such a change including, but not limited to, existing contractual obligations, pre-arranged travel, and projected expense of the new dates and location.

4.3.4 Action between meetings

4.3.4.1 Ad-Hoc council

If action needs to be taken between meetings, an ad-hoc council consisting of the IEEE-SA President; the IEEE-SA President Elect or the most recent IEEE-SA Past President willing to serve; the Chair of the IEEE-SA Standards Board; the Managing Director, IEEE Standards Activities; and one member-at-large shall have the authority to take such action. Use of the ad-hoc council shall not be made unless unavoidable. The Managing Director, IEEE Standards Activities, shall serve as an ex-officio member of the council without vote.

The member-at-large on the ad-hoc council shall be selected from among the eight members-at-large on the IEEE-SA BOG. The member-at-large on the ad-hoc council shall be determined at the final meeting of the IEEE-SA BOG during the calendar year. The term of service shall be for the following year.

Meetings of the ad-hoc council may be held in person, by telephone, or by videoconference, or by any combination of these three means.

4.3.4.2 Functions of the ad-hoc council

The ad-hoc council shall have all the powers and duties of the IEEE-SA BOG except for such matters not permitted to be delegated to the ad-hoc council pursuant to Section 712(a) of the New York Not-for-Profit Corporation Law and for other matters that the BOG has, by resolution, expressly reserved to itself. All such powers and duties of the IEEE-SA BOG that the ad-hoc council is authorized to exercise pursuant to this subclause, and all other powers and duties that the ad-hoc council is authorized to exercise pursuant to other provisions of the *IEEE Bylaws*, shall be subject to the following limitations:

- a) Except if and to the extent otherwise expressly provided in other provisions of the *IEEE Bylaws*, that the BOG may by majority vote of those present and eligible to vote at any meeting overrule any act or decision of the ad-hoc council.
- b) The IEEE-SA BOG may direct any action or plan of the ad-hoc council.

4.3.4.3 Ballots

The IEEE-SA BOG may use ballots to take action between meetings. Such ballots shall be sent via mail, electronic mail, or fax to each IEEE-SA BOG member. No confirmation of receipt of the ballots will be requested. Unanimous written consent of those members of the IEEE-SA BOG eligible to vote shall be received by the date specified on the ballot in order for the action to be taken between meetings. If all ballots are not returned by the date specified on the ballot, the IEEE-SA President may elect to extend the ballot two times to receive the returned ballots. Notification of such extensions shall be sent to all IEEE-SA BOG members by mail, electronic mail, or fax.

4.4 Appeals

Persons who have directly and materially affected interests and who have been, or could reasonably be expected to be, adversely affected by a decision of the IEEE-SA BOG, or by the lack thereof, shall have the right to appeal actions or inaction of the IEEE-SA BOG. In addition, pursuant to section 5.8.9 of the *IEEE-SA Standards Board Operations Manual*, an appellant may appeal an IEEE-SA Standards Board Appeal Panel's final decision to the IEEE-SA BOG.

The IEEE-SA BOG shall not consider appeals of technical decisions based on technical grounds or make findings with respect to ethical rules. All technical decisions shall be made at or below the [Sponsor Standards Committee](#) level. Any person dissatisfied with an ethical decision shall be advised to bring such claim to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE-SA Standards Conduct Committee, as appropriate.

4.4.1 BOG Appeal Officers

The BOG Appeal Officers shall be the IEEE-SA President and the IEEE-SA BOG Vice Chair for Appeals.

At the first IEEE-SA BOG meeting of the year, the IEEE-SA President shall appoint, subject to ratification by the IEEE-SA BOG, one of its voting members to serve as the IEEE-SA BOG Vice Chair for Appeals. The IEEE-SA BOG Vice Chair for Appeals shall form BOG Appeal Panels to hear specific appeals. If the IEEE-SA BOG Vice Chair for Appeals has a conflict regarding the subject matter of an appeal, the IEEE-SA President shall appoint another member of the IEEE-SA BOG to serve as the IEEE-SA BOG Vice Chair for Appeals for that particular appeal.

If the IEEE-SA President has a conflict regarding the subject matter of an appeal, the IEEE-SA President shall appoint a non-conflicted member of the BOG to serve as the second BOG Appeal Officer for that particular appeal.

4.4.2 Appeal brief

The appellant shall file a written appeal brief with the Secretary of the IEEE-SA BOG within (i) 30 days after the date of notification of action of the IEEE-SA BOG; (ii) within 30 days after an IEEE-SA Standards Board Appeal Panel's decision becomes final; or (iii) after 30 days and within 60 days with respect to inaction of the BOG. The appeal brief shall state the nature of the objection(s) including any adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts, including all subordinate appeals, to resolve the objection(s) and the statement of outcome/decision of each, including a sequence of events of these efforts, shall be provided. The appellant shall include documentation supporting all statements in the appeal brief. All issues regarding the subject action or inaction shall be filed together in one appeal brief.

The Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief within five working days of such receipt. The BOG Appeal Officers shall review the appeal brief and determine within 20 days of receipt of the appeal brief if the appeal shall be heard by an IEEE-SA BOG Appeal Panel. The

BOG Appeal Officers shall review whether the appellant has established a prima facie case, especially in reviewing whether any previous SASB Appeal Panel decision appealed from was adjudicated in accordance with the relevant P&Ps. If it is determined that a prima facie case has not been established, the Secretary shall notify the appellant in writing that the appeal will be dismissed. If it is determined that the IEEE-SA Standards Board should hear the appeal, the appeal shall be referred to the IEEE-SA Standards Board and adjudicated according to IEEE-SA Standards Board processes (see subclause 5.4 of the *IEEE-SA Standards Board Bylaws* and subclause 5.8 of the *IEEE-SA Standards Board Operations Manual*). If the IEEE-SA Standards Board considers an appeal from a referral from the IEEE-SA BOG, any results of that appeal shall be reported to the Secretary of the IEEE-SA BOG within ten days of the IEEE-SA Standards Board final decision.

If the BOG Appeal Officers determine that an IEEE-SA BOG Appeal Panel should hear the appeal, the Secretary shall, within 30 days of receipt of the appeal brief, send the appellee a copy of the appeal brief and acknowledgement, and shall send the appellant and the appellee a written notice of the date, time, and location for an in-person hearing (“hearing notice”) with the BOG Appeal Panel (see 4.4.4). The in-person hearing with the BOG Appeal Panel shall be scheduled at the location set for, and during the period of, the first IEEE-SA BOG meeting that is at least 60 days after mailing of the hearing notice by the Secretary.

Upon agreement of the appellant, the appellee, and all of the BOG Appeal Panel members, (i) one or more of the participants in an in-person hearing may participate by telephone; or (ii) the hearing may be held solely by telephone at a date/time prior to the scheduled in-person hearing. The Chair of the BOG Appeal Panel will facilitate such agreements.

New evidence meeting the requirements of 4.4.5 shall be provided at least two weeks before the date of the BOG Appeal Panel hearing.

4.4.3 Reply brief

Within 45 days of receipt of the hearing notice, the appellee may send the appellant and Secretary a written reply brief, which specifically and explicitly addresses each allegation of fact in the appeal brief to the extent of the appellee’s knowledge. If the appellee furnishes a reply brief, the brief shall include documentation supporting all statements contained in the reply brief.

4.4.4 BOG Appeal Panel

Except as noted below, the BOG Appeal Panel shall consist of three voting members of the IEEE-SA BOG who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made concerning the dispute (“BOG Appeal Panel”). In the event that it is not possible to find three such disinterested voting members of the IEEE-SA BOG to serve on a BOG Appeal Panel, the IEEE-SA BOG Vice Chair for Appeals may appoint any disinterested IEEE-SA member to serve as a member of the BOG Appeal Panel. At least two members of the BOG Appeal Panel shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on a BOG Appeal Panel within a reasonable amount of time, the IEEE-SA BOG Vice Chair for Appeals shall unilaterally appoint members of the BOG Appeal Panel. If a BOG Appeal Panel member resigns or is removed from the BOG Appeal Panel at any time before the appeal hearing, then the IEEE-SA BOG Vice Chair for Appeals shall appoint a replacement. The replacement shall be subject to the acceptability criteria described above.

To ensure continuity of the appeals process, a specific BOG Appeal Panel will remain impaneled until the publication of the BOG Appeal Panel's final decision(s).

4.4.5 Conduct of the hearing

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 BOG 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 BOG 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 BOG 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 BOG Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. Each party may present other pertinent arguments, and members of the BOG Appeal Panel may address questions to individuals. The BOG 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 BOG Appeal Panel may convene to review the ground rules before the participants appear.

4.4.6 BOG Appeal Panel decision

The BOG Appeal Panel shall render its decision, based upon majority vote of the BOG Appeal Panel (BOG Appeal Panel members shall vote to find in favor of the appellant or the appellee and shall not abstain), in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. The BOG Appeal Panel shall only address the concerns raised by the appellant and the appellee. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, with a specific statement of the issues and facts showing that an IEEE policy or procedure was violated. In formulating its conclusions, the BOG Appeal Panel may prescribe the remedy proposed by the appellant or may prescribe an alternative remedy;
- b) Finding against the appellant, with a specific statement of the issues and facts showing that appellant failed to meet its burden to demonstrate that an IEEE policy or procedure had been violated; or
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate committee for reconsideration.

If the appeal has been previously heard by an SASB Appeal Panel, the appellant does not have the right to retry appellant's case before the BOG Appeal Panel. Rather, appellant must show by a preponderance of evidence that the SASB Appeal Panel made an error by failing to follow its own policies and procedures. The appellant shall be barred from bringing new evidence before the BOG Appeal Panel unless such evidence reasonably was not available to the appellant at the time of the SASB appeal hearing. In such a case, the BOG Appeal Panel will determine whether such new evidence could change the outcome of the proceeding and, if so, shall remand the entire action back to the SASB Appeal Panel for its reconsideration.

Where the appeal was previously heard by an SASB Appeal Panel, the BOG Appeal Panel may give consideration to the following positions, among others, in formulating the decision:

- 1) Finding for the appellant with a specific statement of how the SASB Appeal Panel failed to follow its own policies and procedures and remanding the action to SASB Appeal Panel with instructions that the SASB Appeal Panel issue a ruling on the subject of the appeal correctly following its own policies and procedures;
- 2) Finding against the appellant, with a specific statement of the facts that demonstrate that appellant failed to meet its burden to demonstrate that the SASB Appeal Panel did not follow its own policies and procedures; or
- 3) Finding that new evidence has been introduced which (i) was not reasonably available to the appellant at the time of the SASB appeal hearing; and (ii) could change the outcome of the proceeding, and remanding the entire action to the SASB Appeal Panel for reconsideration.

The BOG Appeal Panel Chair, through the Secretary, shall notify the appellant, the appellee, and members of the IEEE-SA BOG in writing of the decision of the BOG Appeal Panel.

If a BOG Appeal Panel member resigns or is removed after a hearing, then the remaining two members of the BOG Appeal Panel may issue a decision if their decision is unanimous. If it is not unanimous, then the IEEE-SA BOG Vice Chair for Appeals shall appoint a replacement BOG Appeal Panel member and a rehearing shall be conducted during the next IEEE-SA BOG meeting series.

4.4.7 Request for re-hearing of the BOG Appeal Panel decision

If the appeal relates to a decision of the IEEE-SA BOG or lack thereof, the decision of the BOG Appeal Panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the Secretary, based on new evidence, provided such new evidence existed at the time of the hearing, but was not reasonably available to either the appellant or appellee, as appropriate, at the time of the hearing. In such case, the decision of the BOG Appeal Panel shall be stayed pending review by the IEEE-SA President and the IEEE-SA BOG Vice Chair for Appeals within 20 days of receipt of the written request. The review shall decide

- a) To adopt the report of the BOG Appeal Panel, and thereby deny the request for re-hearing; or
- b) To direct the BOG Appeal Panel to conduct a re-hearing.

If the appeal relates to an appeal of an IEEE-SA Standards Board Appeal Panel's final decision in accordance with section 5.8.9 of the *IEEE-SA Standards Board Operations Manual*, neither party may request a rehearing and the decision of the BOG Appeal Panel shall become final 30 days after it is issued.

4.4.8 Informal settlement

The IEEE-SA encourages settlement of disputes at any time if the settlement is consistent with the objectives of the IEEE-SA Policies and Procedures. Any settlement (to which the parties agree in writing) that is consistent with these policies and procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

5. Standing committees of the IEEE-SA BOG¹

All members of the standing committees of the BOG, as well as the members of any ad hoc committees appointed by the BOG, shall act in accordance with IEEE Standards policies and procedures, *IEEE Policies* including, but not limited to, Section 9.8 on Conflict of Interest, and the IEEE Code of Ethics.

5.1 IEEE-SA Standards Board

The BOG shall establish and appoint a Standards Board to encourage and coordinate the development and revision of IEEE standards; to approve the initiation of IEEE standards projects; and to review them for consensus, due process, openness, and balance. The IEEE-SA Standards Board shall give final approval to IEEE standards prior to publication and shall process all necessary appeals. The IEEE-SA Standards Board shall approve the initiation and termination of Industry Connections activities, and review their progress (see subclause 4.2.7 of the *IEEE-SA Standards Board Bylaws*).

The rules and procedures for the IEEE-SA Standards Board are contained in the *IEEE-SA Standards Board Bylaws* and the *IEEE-SA Standards Board Operations Manual*. The BOG shall approve proposed changes to *IEEE-SA Standards Board Bylaws* unless there is a conflict with its governing documents. Any conflict shall be resolved by a task force appointed by the IEEE-SA President.

5.1.1 Chair of the IEEE-SA Standards Board

The Chair of the IEEE-SA Standards Board shall be appointed by the IEEE-SA BOG. This individual shall be chosen for management skills, a strong industrial background, leadership abilities, and experience with standards. The chair is responsible for moving the IEEE-SA standards program forward effectively and efficiently. The chair shall ensure that the IEEE-SA standards program works in the best interests of the IEEE.

5.1.2 Membership of the IEEE-SA Standards Board

The IEEE-SA Standards Board shall consist of no fewer than 18 or more than 26 voting members, who shall be of Member or higher grade of the IEEE and who are members of the IEEE Standards Association. Included in the membership are the following:

- a) *Chair*: The Chair of the IEEE-SA Standards Board shall be appointed for a term of one year by the IEEE-SA BOG. Subject to IEEE Bylaw I-304.6, the Chair is eligible for re-appointment for up to two additional consecutive one-year terms.
- b) *Vice-Chair*: The Vice-Chair of the IEEE-SA Standards Board shall be appointed by the IEEE-SA Standards Board from among the voting members for a term of one year. Subject to IEEE Bylaw I-304.6, the Vice-Chair is eligible for re-appointment for up to two additional consecutive one-year terms. This appointment shall be made by the Standards Board at its first meeting of the year.
- c) *Past Chair*: The most recent Past Chair of the IEEE-SA Standards Board willing to serve shall serve as a member of the Standards Board.
- d) *Secretary*: The Managing Director of Standards, or another member of the IEEE staff as designated by the IEEE Executive Director, shall serve as the Secretary of the IEEE-SA Standards Board. The Secretary shall serve *ex officio* without vote.

¹Note that not all committee operations are detailed in this clause.

Other voting members of the IEEE-SA Standards Board shall be appointed by the IEEE-SA BOG. The membership shall reflect the current standards needs of societies that are developing standards, industry sectors, international interests, and selected organizations (e.g., government, consumer). The representative of the IEEE Technical Activities Board (TAB), who is appointed by TAB, shall be a voting member. In addition, the IEEE-SA Standards Board may include nonvoting participants as described below:

- 1) Liaison representatives to provide coordination and communication between the IEEE-SA Standards Board and other IEEE organizational units, as well as other organizations involved in standards activities.
- 2) Members emeriti elected for life by the IEEE-SA BOG, based on long years of prior distinguished service on the IEEE-SA Standards Board and its committees. Only those members emeriti currently named to this position as of 31 December 1997 shall serve on the IEEE-SA Standards Board.
- 3) Observers from invited national governments.

5.1.2.1 Liaison representatives

The following persons serve as nonvoting (unless already voting members) liaison representatives to the IEEE-SA Standards Board and its standing committees to assist in coordinating standardization work with their respective organizations:

- a) The chair of each IEEE Standards Coordinating Committee (SCC) appointed by the IEEE-SA Standards Board.
- b) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. ~~Sponsor-Standards~~ Committees may also designate liaison representatives where committee standards activity indicates the need for representation.
- c) Liaison representatives designated by other major IEEE Boards.
- d) Such other liaison representatives as the IEEE-SA Standards Board may authorize.

The responsibilities of the liaison representatives are given in the *IEEE-SA Standards Board Operations Manual*.

5.1.2.2 Tenure

Members of the IEEE-SA Standards Board may serve up to three consecutive one-year terms, except that chairs of standing committees or members of the Administrative Committee may be appointed to additional terms to provide experience and continuity.

5.1.3 IEEE Standards meetings

Policies concerning IEEE standards development meetings shall be specified in subclause 5.3 of the *IEEE-SA Standards Board Operations Manual*. This subclause contains special considerations for annual financial reporting and quarterly entry of financial transactions; for meetings with expenses for the IEEE of more than US \$25,000; and for income or expenses for the IEEE that cumulatively exceed US \$250,000 per year. No change in these monetary figures may be made in the *IEEE-SA Standards Board Operations Manual* without the prior approval of the IEEE-SA BOG.

All ~~Sponsors-Standards Committees~~ shall ensure the annual certification of detailed financial activity via the IEEE-SA online financial reporting tool. This financial information shall include the operation of the ~~Sponsor-Standards Committee~~ and all of its standards development ~~committees-subgroups~~ (e.g., working

groups, task groups) and is due by 15 February of each year for the previous fiscal year's activity. In addition, quarterly entry of financial transactions shall be completed in the online financial reporting tool within 45 days of the end of each fiscal quarter (March, June, September, and December) and shall be considered delinquent if not submitted by that time.

All ~~IEEE~~-Standards ~~Sponsor-e~~Committees with actual income or expenses for the IEEE of US \$250,000 or more per year shall be audited by a fully qualified, independent professional auditor. The ~~Sponsor Standards Committee~~ may select an outside accounting firm, another fully qualified resource, or the IEEE Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of the relevant ~~IEEE~~-Standards ~~Sponsor-e~~Committees. Audit fees, as determined by the outside accounting firm or the IEEE Internal Audit Department shall be budgeted by all ~~IEEE~~-Standards ~~Sponsor-e~~Committees requiring an audit. If the IEEE Internal Audit Department is selected to provide the auditing service, all required documentation is due no later than 15 March. If prepared by an independent auditor, the contract/MOU for their services is due to the IEEE Internal Audit Department by 15 March; the final and complete audit report shall be submitted to the IEEE Internal Audit Department by 30 April.

5.2 Awards and Recognition Committee (ArCom)

This committee is responsible for administering the IEEE-SA awards program. Awards in this program include: IEEE-SA level awards, IEEE-SA Standards Board level awards, and other standards-related awards. It shall act on behalf of the IEEE-SA BOG to receive nominations and recommend candidates for IEEE-SA BOG approval, as appropriate, for IEEE standards awards. It shall submit nominations for standards awards sponsored by other organizations.

The nomination period for IEEE-SA awards (exclusive of the Working Group awards, the IEEE Charles Proteus Steinmetz Award, and the IEEE Educational Activities Board (EAB)/IEEE-SA Board of Governors Standards Education Award) shall be 1 February to 31 July of each calendar year. If necessary, an extension (no later than 31 August) may be granted at the discretion of ArCom.

This committee shall be comprised of five members, including a chair. Two of the committee members shall be voting members of the IEEE-SA Standards Board, two of the members shall be members of the IEEE-SA BOG, and one member shall be a member of IEEE-SA. The chair and the other members shall be appointed for a term of one year by the IEEE-SA President. The chair shall serve as the IEEE-SA representative on the IEEE Awards Board.

5.2.1 IEEE-SA sponsored awards

5.2.1.1 IEEE-SA Corporate Award

This award may be presented annually to an IEEE-SA member organization for providing outstanding leadership and contributions to the IEEE-SA. Consideration shall be given to those nominees who have worked to achieve the IEEE Standards Association vision and mission.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.2 IEEE-SA International Award

This award may be presented annually to an IEEE-SA individual member (who is also an IEEE member) who has made an extraordinary contribution to establishing the IEEE-SA as a world-class leader in standardization.

Achieving acceptance of an IEEE-SA standard for worldwide implementation, harmonizing an IEEE-SA standard with international market requirements, and interacting with national and international bodies to

enhance their understanding of the breadth and strength of the IEEE-SA standards program are examples of promoting the goals of this award.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.3 IEEE-SA Emerging Technology Award

This award may be presented annually to an individual, working group, or company that has initiated or advanced a new technology within the IEEE-SA standards development process and has produced a balloted standards document (e.g., standard, recommended practice, or guide) that has market relevance. It is not necessary for the final document to be approved, but substantial progress beyond the PAR is necessary.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.4 IEEE-SA Lifetime Achievement Award

This award may be presented annually to an individual whose achievements include:

- Significant technical contributions to, and an extraordinary career in, their field of interest;
- Outstanding service to the IEEE-SA, enabling achievement of its objectives; and
- Demonstrated commitment to standards development of at least 15 years.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.5 IEEE-SA Standards Medallion

This is an award for major contributions to the development of standards. Recipients need not be members of the IEEE, and their contributions may be to standards of other national and international standardizing bodies, provided such standards are in the IEEE fields of interest and constitute a significant contribution to the profession.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.6 IEEE-SA ~~Sponsor~~Standards Committee Award for Outstanding Contributions to Corporate Standards Development

This award may be presented annually to ~~IEEE~~-Standards ~~Sponsors~~Committees that have shown exceptional support of the entity standards development process. Candidates for this award are determined by ArCom and approved by the IEEE-SA BOG.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.1.7 IEEE-SA Conformity Assessment Award

This award may be presented annually to an individual or entity to recognize major contributions to the development and promotion of IEEE standards products through conformity assessment activities.

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.2 IEEE-SA Standards Board sponsored awards

5.2.2.1 Distinguished Service Award

This award is given to present and past members of the IEEE-SA Standards Board for meritorious and distinguished service to the IEEE-SA Standards Board and its programs. ArCom develops a list of nominees and conducts a ballot within the committee to determine the recipient(s).

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.2.2.2 IEEE-SA Standards Board Working Group Chair Award

This award may be presented, at the discretion of the Working Group Chair, to the officers of the working group and to technical editors, in recognition of a significant contribution to the development of the approved IEEE standard.

Processing of a request for awards shall occur after IEEE-SA Standards Board approval of the standard has been received.

Further information on the award is provided at the IEEE Standards website.

5.2.2.2.1 IEEE-SA Standards Board Working Group Certificate of Appreciation

This certificate may be presented, at the discretion of the Working Group Chair, to working group participants, in recognition of an important contribution to the development of the approved IEEE standard.

Processing of a request for certificates shall occur after IEEE-SA Standards Board approval of the standard has been received.

Further information is provided at the IEEE Standards website.

5.2.2.3 IEEE-SA Standards Board International Joint Working Group Chair Award

This award, acknowledging contributions made during the development of a standard jointly developed by the IEEE-SA and either ISO, IEC, or ISO/IEC, shall be presented to the IEEE-SA Working Group Chair and to the ISO, IEC, or ISO/IEC Working Group Chair counterpart. [Note: This award shall be presented to the IEEE-SA Working Group Chair in addition to the IEEE-SA Standards Board Working Group Chair Award (see 5.2.2.2).]

The award, which is issued automatically upon publication of the jointly developed standard, consists of a framed certificate containing the contributor's name, the designation of the standard, and the title of the standard.

5.2.3 Other standards-related awards

5.2.3.1 IEEE Charles Proteus Steinmetz Award

This award was established by the IEEE Board of Directors in 1979. As discussed in IEEE Policy 4.8, it is administered by the IEEE Awards Board through its Technical Field Awards Council. It may be presented annually to an individual only "for exceptional contributions to the development and/or advancement of standards in electrical and electronics engineering."

Further information on the nominations process is given at the IEEE Standards website.

Nomination forms may be obtained from the Staff Secretary, IEEE Awards Board, 445 Hoes Lane, Piscataway, NJ, 08854, USA.

5.2.3.2 IEEE Educational Activities Board (EAB)/IEEE-SA Board of Governors Standards Education Award

The Standards Education Award is jointly sponsored by the IEEE Educational Activities Board and the IEEE Standards Association. These two organizational units work together through the Standards Education Committee, which is a joint standing committee of the EAB and the IEEE-SA.

The award is given to individuals, companies, or organizations that have done one or more of the following:

- Actively promoted the integration of standards, including IEEE standards, into academic and corporate internal development programs;
- Provided support for education about standards needed in the design and development phases of professional practice (e.g., lectures, speaking engagements, tutorials, case studies, articles, etc.)
- Promoted the importance of standards in meeting technical, economic, environmental, political, and societal challenges
- Made significant and/or regular contributions of standards education materials (e.g., tutorials, case studies, articles, etc.)
- Provided content or materials to support education about the standards setting process

Further information on the award, including eligibility and the nominations process, is provided at the IEEE Standards website.

5.3 Corporate Advisory Group

This group shall be responsible for procuring industry input concerning the IEEE standards process and strategic direction and for recommending appropriate action to the IEEE-SA BOG. The Corporate Advisory Group (CAG) may also serve as an IEEE-SA Standards ~~Sponsor Committee~~ (as defined in clause 5.2.2 of the *IEEE-SA Standards Board Bylaws*). If the Corporate Advisory Group chooses to serve in this capacity, any of its activities as an IEEE-Standards ~~Sponsor Committee~~ shall be under the jurisdiction of the IEEE-SA Standards Board and subject to its rules of standards development. The Corporate Advisory Group Chair shall report to the IEEE-SA BOG at least annually on the activities of the group.

This group shall be comprised of a minimum of six up to a maximum of eleven voting members. All members shall serve two-year terms with the exception of the Strategic Outreach position. The chair of the Corporate Advisory Group shall be a member of the IEEE-SA BOG, shall represent an entity in the IEEE Standards Association (see 6.1), and shall be appointed by the IEEE-SA BOG. The Nominations and Appointments Committee shall propose nominee(s) for the chair of the Corporate Advisory Group. The IEEE-SA President may appoint up to two members, serving in alternating two-year terms, who should be either present or past members of the IEEE-SA BOG and shall represent entities in the IEEE Standards Association. The IEEE-SA Standards Board Chair may appoint one member of the IEEE-SA Standards Board or its committees, who shall represent an entity in the IEEE Standards Association, to be a member of this group. There may be two members on the Corporate Advisory Group, serving in alternating two-year terms, who are appointed by the chair of the Corporate Advisory Group and shall represent entities in the IEEE Standards Association.

There may be one member of the Corporate Advisory Group whose position represents broadening strategic global participation (“Strategic Outreach position”). The member in this position shall be a current employee of an entity member in the IEEE Standards Association. The member in this position shall be appointed to a one-year term by the BOG, which shall receive recommendations from the CAG.

The eligible entities in the IEEE Standards Association shall elect up to four members-at-large of this group. These members-at-large should represent a breadth of key industry interests of the IEEE Standards Association. The Nominations and Appointments Committee shall propose nominees for each vacancy in an eligible member-at-large position. Those positions shall be elected by a plurality of the votes cast by the eligible entities of the IEEE Standards Association.

The CAG shall appoint a Vice-Chair from among its voting members for a term of one year. This appointment shall be made by the CAG at its first meeting of the year. If the Vice-Chair is unable to complete the one-year term, the chair of the Corporate Advisory Group shall appoint an alternate voting member of the CAG to complete the unfinished term. The chair of the Corporate Advisory Group may appoint a nonvoting individual to the group to serve as secretary.

Members serving in any Corporate Advisory Group positions are eligible for re-election or reappointment. Members serving in the Strategic Outreach position may be appointed up to two consecutive terms. If the member serving in this position is interested in continued CAG participation, he or she can be recommended for any position other than the Strategic Outreach position.

5.3.1 Corporate Advisory Group agenda

A preliminary agenda for each Corporate Advisory Group meeting shall be prepared by the Secretary of the Corporate Advisory Group or a designated person and distributed to Corporate Advisory Group members at least two weeks prior to a scheduled meeting of the Corporate Advisory Group. At the same time the agenda, without supporting documentation, shall be sent to all members of the IEEE-SA BOG.

5.3.2 Vacancies

If the Corporate Advisory Group chair is unable to complete his or her term of office, the IEEE-SA President shall have the discretion of deciding whether to hold a special appointment process of the IEEE-SA BOG or to appoint a person to serve out the term. If a person in an appointed position on the Corporate Advisory Group is unable to complete his or her term of office, the appointer shall fill the position. If a Corporate Advisory Group member-at-large is unable to complete his or her term of office, the Corporate Advisory Group chair shall have the discretion of deciding whether to hold a special election of the eligible entities in the IEEE Standards Association or to appoint a person to serve out the term.

Any replacement appointment shall be ratified by the IEEE-SA Board of Governors.

5.3.3 Change in entity affiliation

If a Corporate Advisory Group member’s entity affiliation changes, he or she shall be subject to re-election or re-appointment. If the position is an appointed position, the appointer shall determine if the re-appointment is acceptable. If the position is an elected position, the Corporate Advisory Group chair shall have the discretion of deciding whether to hold a special election of the corporate members in the IEEE Standards Association or to appoint a person to serve out the term.

If the Corporate Advisory Group chair’s entity affiliation changes, the IEEE-SA President shall have the discretion of deciding whether to hold a special appointment process of the IEEE-SA BOG or to re-appoint the Corporate Advisory Group chair to serve out the term.

If a Corporate Advisory Group member's affiliation changes to that of an IEEE-SA entity member not already represented on the Corporate Advisory Group, eligibility to remain on the Corporate Advisory Group for the remainder of the Corporate Advisory Group member's term is automatic.

If a Corporate Advisory Group member's affiliation changes to an entity that is not a current IEEE-SA entity member, that entity is expected to become an IEEE-SA entity member. If such IEEE-SA entity membership is not attained within three months after the Corporate Advisory Group member's change of affiliation, the Corporate Advisory Group member is subject to removal from the Corporate Advisory Group at the discretion of the Corporate Advisory Group Chair.

If a Corporate Advisory Group member's affiliation changes to self, eligibility to remain on the Corporate Advisory Group is at the discretion of the Corporate Advisory Group Chair. Such a member shall be an IEEE-SA individual member in order to maintain their position on the Corporate Advisory Group.

In instances where it is impractical for the Corporate Advisory Group Chair to render a decision, the Corporate Advisory Group Vice-Chair shall make a ruling.

Any removal from the Corporate Advisory Group and the resulting replacement appointment shall be ratified by the IEEE-SA Board of Governors.

If a nominee for a Corporate Advisory Group elected position has his or her entity affiliation change during the election process, or if public disclosure of an intention to change affiliation of an entity is made, the entity members of the IEEE Standards Association shall be informed of the change in affiliation.

CAG members and nominees for CAG positions have a duty to disclose a change of affiliation to the IEEE-SA as soon as it can be made public.

The IEEE-SA does not allow multiple Corporate Advisory Group members with the same entity affiliation to serve concurrently.

5.4 Nominations and Appointments Committee

This committee shall submit lists of candidates to the IEEE-SA BOG for

- The office of IEEE-SA President-Elect as stated in IEEE Bylaw I-303.6
- The eligible member-at-large positions on the IEEE-SA BOG
- The IEEE-SA Standards Board Chair
- The members of the IEEE-SA Standards Board
- The IEEE-SA Corporate Advisory Group Chair
- The eligible member-at-large positions on the IEEE-SA Corporate Advisory Group
- With the advice of the IEEE-SA President and the IEEE-SA Standards Board Chair, the members of the Nominations and Appointments Committee for the following year

Members of the IEEE-SA BOG Nominations and Appointments Committee shall not be eligible for positions for which the IEEE-SA BOG Nominations and Appointments Committee is responsible for making nominations. This committee shall be comprised of five voting members and additional nonvoting experts selected by the Nominations and Appointments Committee Chair, who shall be

- The chair, who shall be the past President of the IEEE-SA, the past past President of the IEEE-SA, or the President Elect of the IEEE-SA. In the event of the unavailability or conflict of interest of the past President, the past past President shall be the chair of the Nominations and Appointments Committee. In the event of the unavailability or conflict of interest of the past past President, the President Elect shall be the chair of the Nominations and Appointments Committee. As stated in IEEE Bylaw I-307.1, the chair of the Nominations and Appointments Committee shall not be eligible to be elected to the IEEE Board of Directors during his or her term of service.
- One current or past member of the IEEE-SA Standards Board, appointed by the BOG
- Two current or past members of the IEEE-SA BOG, appointed by the BOG
- One current IEEE-SA corporate member representative, appointed by the BOG

Vacancies on the IEEE-SA Nominations and Appointments Committee may, at the discretion of the IEEE-SA President, be filled either by appointment by the IEEE-SA President or by nomination by the IEEE-SA Nominations and Appointments Committee and appointment by the IEEE-SA BOG.

5.4.1 Nominations and appointments guidelines

The Nominations and Appointments Committee will solicit nominations from IEEE Societies and councils, government, and industry to determine candidates for IEEE-SA President-Elect and to develop slates of members-at-large candidates for the IEEE-SA BOG. General qualifications for these positions are given in 4.2.1.

Any candidate for election or appointment to any position under the purview of the Nominations and Appointments Committee shall disclose to the Nominations and Appointments Committee

- Any other offices he/she holds within the IEEE
- Any role he/she has outside the IEEE that places him/her in a position of doing business with the IEEE
- Any other possible source of conflict of interest

5.4.2 Appointment process for the IEEE-SA Standards Board

The Nominations and Appointments Committee shall develop a slate of candidates for Chair of the IEEE-SA Standards Board and for the members of the IEEE-SA Standards Board. In selecting nominees, due consideration shall be given to the degree of interest and standards activities within the various IEEE Societies, interests of government regulatory bodies and industry, and requirements for balance. The IEEE-SA BOG Nominations and Appointments Committee shall formally solicit candidates for both members of the IEEE-SA Standards Board and for the IEEE-SA Standards Board Chair from 1 March to 1 June of the appointment year. The IEEE-SA BOG Nominations and Appointments Committee shall finalize the proposed slate for action by the IEEE-SA BOG at the scheduled final IEEE-SA BOG meeting of the year.

5.4.3 Election/appointment process for the IEEE-SA Corporate Advisory Group

The IEEE-SA BOG Nominations and Appointments Committee shall formally solicit candidates for both members of the IEEE-SA Corporate Advisory Group and for the IEEE-SA Corporate Advisory Group Chair from 1 February to 1 May of the election/appointment year. The IEEE-SA BOG Nominations and Appointments Committee shall finalize the proposed slate for action by the IEEE-SA BOG at its second scheduled meeting of the year.

At the second scheduled IEEE-SA BOG meeting of the year, the IEEE-SA BOG shall appoint the IEEE-SA Corporate Advisory Group Chair for the following term. The IEEE-SA corporate membership elects the members-at-large of the IEEE-SA Corporate Advisory Group according to the procedure in 5.3.

5.4.4 Electioneering

Electioneering activities that provide information to IEEE-SA voting members on all candidates and issues in an IEEE-SA election are encouraged. All IEEE-SA members eligible to ballot in a particular election should be informed of the views of all candidates for that election; equal opportunity to express views shall be provided to all candidates for the same elective position. Election campaign activities proposed to be held during any official meeting of the IEEE-SA or its subgroups shall take place only if all candidates for a given post are present, agree to be represented by someone else, or agree to the activity in their absence.

IEEE-SA email lists, newsletters, and reflectors shall not be used to send out messages related to the support or nonsupport of candidates for election (including elections at the IEEE level and outside of the IEEE). See IEEE Policies 13.3 for further information.

5.5 Finance Committee

This committee shall provide the financial oversight for the IEEE-SA. It shall report its information to the IEEE-SA BOG.

This committee shall be comprised of four members, the IEEE-SA President; the IEEE-SA President-Elect or the most recent IEEE-SA Past President willing to serve; the IEEE-SA Treasurer, who shall be appointed by the IEEE-SA President; and the Managing Director, IEEE Standards Activities, who shall serve as an ex-officio member without vote.

The IEEE-SA Treasurer shall serve a two-year term, with reappointment permissible for a maximum tenure of three terms.

The IEEE-SA is intended to be operated on an expense-neutral basis to the IEEE. It shall be financed by the revenue from the sale of documents, royalties from intellectual property, contracts, fundraising, and participatory fees for standards-related products and services. Fees for services shall be subject to periodic adjustment.

5.6 Strategic Planning Coordination Committee (SPCC)

This committee shall

- Identify and evaluate matters of a strategic nature
- Report to the BOG the status of the strategic plan and other strategic issues
- Monitor the execution of the strategic plan
- Recommend revisions to the strategic plan
- Provide oversight of the preparations of IEEE-SA external position statements prior to BOG approval
- Ensure strong partnership between volunteers and professional staff
- Invite participation by subject matter experts as needed to address topics of interest

This committee shall consist of the IEEE-SA President (BOG Chair) who will serve as Conveyor, the IEEE-SA Past President/IEEE-SA President Elect, the CAG Chair, the SASB Chair, and the Managing Director; and will be supported by a staff liaison.

BOG members who are not part of the SPCC may attend SPCC meetings as observers.

5.6.1 Strategic Planning Coordination Committee agenda

A preliminary agenda for each Strategic Planning Coordination Committee meeting shall be prepared and made available to Committee members and to the BOG prior to the start of the meeting.

The agenda preparation should be a joint task between the IEEE-SA President and the IEEE-SA Managing Director, which includes the general coordination of the meetings. The general preparation and coordination should be done by staff under the Managing Director's responsibility.

The meeting structure and discussion in the meetings should be facilitated by the IEEE-SA President. It is also not required that the SPCC meetings align with existing IEEE-SA or IEEE Board meetings.

The IEEE-SA President will function as the Conveyor of the SPCC, where they will serve as the link to the BOG, regarding both input (e.g., strategic questions posed at BOG level first) and output (recommendations from SPCC to be communicated to BOG). The Conveyor would receive appropriate staff liaison support.

5.7 Registration Authority Committee (RAC)

The IEEE Registration Authority Committee (RAC) shall provide oversight of all registration activities defined or referenced in IEEE standards. Such registration activities include, but are not necessarily limited to, assignment of unique numbers or identifiers used by implementers of the standard, or listings of products or services defined by the standard. This committee is responsible for both the registry process and the registration-activity-related technical content of standards using a RAC administered registry.

This committee performs its registration authority function for approved (or proposed) IEEE standards or non-IEEE standards relevant to IEEE interests. The IEEE RAC also recommends new registries to the IEEE-SA BOG.

Each IEEE standard that contains a registration activity shall have such registration activity presented to the IEEE RAC for consideration as a RAC administered registry. The IEEE maintains the right of first refusal to be the registration authority for all registries described in an IEEE Standard.

This committee shall be comprised of representatives of ~~Sponsors of IEEE s~~Standards Committees interested in registration. The RAC may have up to 21 members. The IEEE-SA President shall appoint the chair of the RAC for a three-year term, renewable at the discretion of the IEEE-SA President. This committee shall have two members without vote, the RAC Secretary (IEEE staff) and the chair of the Standards Activities Board of the IEEE Computer Society (or designee). The RAC Chair may appoint additional technical experts to serve as non-voting members of the RAC. The IEEE-SA BOG shall oversee this committee through its minutes and agendas.

5.7.1 RAC agenda

A preliminary agenda for each RAC meeting shall be prepared by the IEEE Standards Department staff (the IEEE OUI Registration Authority Administrator or a designated person) and distributed to RAC members at least two weeks prior to a scheduled meeting of the RAC. At the same time, the agenda, without supporting documentation, shall be sent to all members of the IEEE-SA BOG.

5.8 Standards Education Committee

The Standards Education Committee (SEC) is a joint standing committee of the IEEE Educational Activities Board (EAB) and the IEEE Standards Association. The SEC charter, mission, scope, functions, composition, membership requirements, etc. are detailed in the *IEEE Educational Activities Board Operations Manual*.

6. IEEE-SA procedures

6.1 Membership qualifications

IEEE-SA membership qualifications are specified in IEEE Bylaw I-403.1 and shall be established by the IEEE-SA. Revisions to these qualifications shall require review and approval by the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

Membership in the IEEE-SA requires submission of a completed application, acceptance that the application fulfills the criteria for membership as established by the IEEE-SA BOG, and payment of dues.

The IEEE-SA may charge dues for membership and fees for services appropriate for the efficient operation and to assure financial stability of the IEEE-SA. Requirements for participation by IEEE Life Members in IEEE-SA are stipulated in IEEE Bylaw I-108.8.

An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403. Controlled groups of enterprises shall be entitled to a single entity membership in IEEE-SA except as otherwise provided for by the IEEE-SA BOG. No one individual is permitted to serve as the entity member representative for more than one entity member of the IEEE-SA.

6.2 Membership dues

The IEEE-SA BOG may charge appropriate annual dues for membership and services, according to IEEE Bylaw I-403. The dues will be determined annually on a calendar basis.

The dues shall be as follows:

IEEE members: US \$55

IEEE Society Affiliate members: US \$55

Non-IEEE members: US \$250

Entity members:

- Corporations (less than US \$5 million annual revenue), academic institutions, associations, nonprofits, government agencies: US \$1250 [Basic]; US \$3500 [Advanced]
- Corporations (US \$5 million to US \$100 million annual revenue): US \$2500 [Basic]; US \$5000 [Advanced]
- Corporations (US \$100 million to US \$500 million annual revenue): US \$3500 [Basic]; US \$7500 [Advanced]
- Corporations (more than US \$500 million annual revenue): US \$5500 [Basic]; US \$10000 [Advanced]

6.3 Membership privileges

6.3.1 Balloting

IEEE-SA members are permitted to ballot on an unlimited number of proposed IEEE draft standards and on the withdrawal from active status of existing IEEE standards that have reached the [Sponsor-Standards Association](#) ballot stage (see clause 5.4 of the *IEEE-SA Standards Board Operations Manual*). Individual

IEEE-SA members are permitted to ballot on individual ballots. IEEE-SA entity members are permitted to ballot on entity ballots.

6.3.2 Indemnification

The IEEE-SA follows the IEEE policies for indemnification as outlined in IEEE Bylaw I-300.3.

6.3.3 IEEE-SA governance voting rights

6.3.3.1 IEEE-SA President

IEEE-SA members who are also members of the IEEE may vote for the position of IEEE-SA President Elect, whose position becomes that of IEEE-SA President following a one-year term as IEEE-SA President Elect.

6.3.3.2 IEEE-SA BOG members-at-large

IEEE-SA members may vote for the member-at-large positions on the IEEE-SA BOG that are elected by the eligible members of the IEEE-SA.

6.3.3.3 IEEE-SA CAG members-at-large

IEEE-SA entity members may vote for the eligible member-at-large positions on the IEEE-SA CAG.

6.3.4 Participant information

The IEEE-SA reserves the right to share the following information with entity member companies about IEEE-SA standards participants:

- Name and email address of those who claim employment by the company
- Name, email address, and project name from those who claim affiliation with the company

This data is made available to current IEEE-SA entity members upon request.

6.4 Suspension or expulsion

Any IEEE-SA member may be suspended or expelled from membership by the IEEE-SA BOG for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws* or the *IEEE-SA Operations Manual*
- b) Any unethical or unlawful conduct unbecoming a member of IEEE-SA or calculated to bring the IEEE or IEEE-SA into disrepute
- c) Failure to continue to meet membership or eligibility requirements

6.4.1 Procedure for suspension or expulsion by membership vote

Upon being informed, through written notice to the IEEE-SA BOG Secretary from an advisor of the event, that an event has happened that would constitute grounds for suspension or expulsion of any member from the IEEE-SA, the IEEE-SA BOG may suspend or expel such members upon approval of two-thirds of the voting members of the IEEE-SA BOG.

The Secretary shall assess the notice to determine if the procedure is necessary, if additional material is needed from either the member or the advisor to aid in considering the matter, or if the notice can be sent directly to the IEEE-SA BOG. When the IEEE-SA BOG is to make a decision on a member's status, that member and the advisor will be informed of the meeting date and given an opportunity to attend that meeting and speak on their behalves. If the member or advisor desires to make an initial statement to the IEEE-SA BOG prior to the meeting, they may do so through written notification to the Secretary. Any suspended or expelled member may appeal such suspension or expulsion by notifying the IEEE-SA President within ten days of being advised in writing of such IEEE-SA BOG action. Upon receipt of such notice, the IEEE-SA BOG President shall schedule a hearing at the next meeting to hear the appeal under such procedures as it shall determine in advance thereof.

The procedures of the IEEE Ethics and Member Conduct Committee shall be referred to for guidance.

6.4.2 Reason and procedure for suspension or expulsion by the IEEE-SA President

The IEEE-SA President may, at his or her discretion, suspend or expel any member for failure to pay any dues or any assessments made within the authority of the *IEEE Bylaws* within 60 days after the payment thereof shall be due. Such action shall be effective two weeks after the member has received written notice of the proposed suspension or expulsion from the IEEE-SA by certified mail, return receipt requested.

The procedures of the IEEE Ethics and Member Conduct Committee shall be referred to for guidance.

In cases where a member suspended from the IEEE-SA is also a member of the IEEE, if the IEEE-SA BOG determines that, because the acts of the member would fall within the IEEE Ethics and Member Conduct Committee's (EMCC's) purview per IEEE Bylaw I-110, the case shall be forwarded to the EMCC for possible further action. A member of the IEEE SA BOG shall then file a complaint in accordance with the procedures of the EMCC, looking towards the expulsion, suspension, or censure of the IEEE member.

6.4.3 Suspended and expelled members rights

Any member suspended from the IEEE-SA shall have no claim against IEEE or IEEE-SA or vote in the IEEE-SA. Any member expelled from the IEEE-SA shall have no further interest in the property of, or claim against, the IEEE-SA, and shall be entitled to reapply only through reconsideration by the IEEE-SA BOG and upon payment in full of all obligations to the IEEE-SA outstanding at the time of expulsion.

6.5 Position statements

As stated in the *IEEE Policies*, IEEE recognizes the need for public statements on topics within the scope and purposes of IEEE. The IEEE-SA BOG shall be the sole organizational unit to approve position statements representing the IEEE Standards Association. The BOG may request that another IEEE organizational unit (as defined in Section 15 of the *IEEE Policies*) offer a position statement on a standards matter. The rules in Section 15 of the *IEEE Policies* shall be followed in developing position statements. In addition, the BOG will accept for review and action any position statement presented to it by another body for issuance as an IEEE-SA position statement.

Any position statements representing the IEEE Standards Association shall be approved by either the IEEE-SA BOG or the IEEE-SA BOG ad-hoc council. The IEEE-SA President shall determine if usage of the IEEE-SA BOG ad-hoc council is warranted (see 4.3.4.1). Oversight for the preparation of IEEE-SA position statements resides in the SPCC. The IEEE-SA BOG may call upon such expertise as may be required to draft a position statement.

The Secretary of the IEEE-SA BOG shall forward any approved IEEE Standards Association position statements to the target recipient of the position statement and to appropriate organizational units within IEEE. A consolidated listing of all such position statements shall be maintained on the IEEE Standards website.

6.6 Suspension or revocation of IEEE-SA participation privileges

Independent of any conduct or action related to IEEE or IEEE-SA membership, any IEEE-SA participant may have IEEE-SA participation privileges suspended or revoked. A participant includes an individual, an entity representative, or an entity participating directly or indirectly in an individual or entity IEEE-SA project. This suspension or revocation may occur for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws*, the *IEEE-SA Operations Manual*, the *IEEE-SA Standards Board Bylaws*, the *IEEE-SA Standards Board Operations Manual*, or the specific procedures of the ~~Sponsor~~ Standards Committee or working group
- b) Any unethical or unlawful conduct unbecoming a participant in IEEE-SA or compromising the integrity of the IEEE or the IEEE-SA

6.6.1 Standards Conduct Committee

The IEEE-SA President shall appoint a Standards Conduct Committee, consisting of a chair, two members, and three alternates. The chair and members will review all notices and material as provided in 6.6.2. If a member is recused, then the chair shall appoint one of the alternates to serve. If the chair is recused, then the IEEE-SA President shall appoint a chair from the committee members or alternates. Alternates do not vote unless named to replace a recused member or Chair. References to the Standards Conduct Committee in the remainder of 6.6 refer to those who will hear and act on the matter.

6.6.2 Procedure for suspension or revocation of IEEE-SA privileges

A person who has observed or otherwise become aware of conduct that would constitute grounds for suspension or revocation of IEEE-SA participation privileges may provide notice by fax, email, or letter (Notice) of such conduct to the IEEE-SA BOG Secretary. This Notice cannot be anonymous. Upon being informed of an event, the Secretary shall assess the information received to determine whether additional information is needed from either the complainant or the participant who is the subject of the complaint. When the receipt of satisfactory information is confirmed by the Secretary, the Secretary shall send the material to the Standards Conduct Committee. Upon receipt of the material, the Standards Conduct Committee shall determine whether to conduct further proceedings. If further proceedings will not be conducted, the Secretary shall inform the complainant.

If the Standards Conduct Committee determines that further proceedings are warranted, then the participant and the complainant will be informed of the hearing date and given an opportunity to attend the hearing. If the participant or complainant desires to provide a statement and/or to submit supplementary documentation to the Standards Conduct Committee prior to the hearing, they may do so through the IEEE-SA BOG Secretary.

After considering information described in the Notice, included in the participant's response, or presented at the hearing, the Standards Conduct Committee shall determine whether to recommend discipline. The Standards Conduct Committee may recommend suspension or revocation of the participant's IEEE-SA participation privileges upon an approval vote of two-thirds of the committee. If the Standards Conduct Committee recommends discipline, then the recommendation shall be forwarded to the IEEE-SA BOG. Suspension or revocation of participation rights or other disciplinary actions shall require the approval vote of two-thirds of the BOG members present and voting. Suspension of participation rights shall indicate the terms of the suspension.

If the person is an IEEE member, the IEEE Ethics and Member Conduct Committee shall be notified of the Standards Conduct Committee decision (see 6.4.2).

6.6.3 Suspended and revoked participant rights

A participant may appeal suspension or revocation of IEEE-SA privileges by notifying the IEEE-SA BOG Secretary within ten days of being advised in writing of such action. Upon receipt of such appeal, the IEEE-SA President shall schedule an appeal hearing at the next meeting of the IEEE-SA BOG to hear the appeal under such procedures as it shall determine in advance thereof, provided the next IEEE-SA BOG meeting is at least 30 days after receipt of such appeal. The procedures of the IEEE Ethics and Member Conduct Committee shall be referred to for guidance.

A participant who is suspended or otherwise disciplined under these procedures shall have no legal claims against IEEE or IEEE-SA. A participant whose IEEE-SA privileges are revoked shall not be admitted to membership in the IEEE-SA or permitted to participate in its activities unless granted approval by the IEEE-SA BOG.

7. Relationships with other organizations

In accordance with IEEE Bylaw I-303.6, the IEEE-SA is the only body authorized to represent IEEE on matters concerning IEEE standards activity. IEEE-SA's participation and membership in other standards organizations shall in no way diminish its independence and authority over its own standards-development activity.

The positions of other standards organizations in which the IEEE-SA participates are not necessarily those of the IEEE or of the IEEE-SA.

The IEEE-SA staff, working with the other organizations involved, is responsible for negotiating any business and legal agreements with other organizations. The IEEE-SA staff negotiates agreements consistent with the strategic and financial direction set by the IEEE-SA BOG.

No ~~IEEE~~ Standards ~~Sponsor~~Committee, working group, or volunteer can develop an agreement for the IEEE-SA without the participation of an IEEE-SA staff member. Signing authority on behalf of the IEEE-SA for any agreement shall rest with the Managing Director, IEEE-SA.

7.1 External Representatives

The policies and procedures stated in this manual apply to External Representatives of the IEEE for which the IEEE-SA has oversight responsibility.

7.1.1 Definition

An External Representative (ER) is a volunteer who has been appointed by the IEEE-SA to represent the IEEE on standards matters to an organization, committee, or entity external to the IEEE, and where a voting position on behalf of the IEEE-SA is explicitly required.

A volunteer who serves as a liaison between an IEEE-SA committee and an external committee acting only as an information conduit or expressing opinion as part of consensus building is exempt from policies and procedures described in this clause.

An Owing Board/Committee (OBC) is an IEEE-SA board, an IEEE-SA committee, or ~~s~~Standards ~~Sponsor~~Committee responsible for ensuring that positions taken by an ER represent consensus views of the OBC and the IEEE-SA.

7.1.2 Requirements and oversight

A request to establish a new ER position shall be reviewed by both the IEEE-SA BOG and the IEEE-SA Standards Board to determine the appropriateness of the ER relationship and to determine the OBC.

The ER shall be an IEEE member of any grade except Student grade and shall be a member of the IEEE-SA. The ER shall be a member or designee of the OBC.

If an OBC ceases to function as an OBC, the ER shall be responsible to the next higher board/committee until a replacement OBC is identified. The ER shall supply the next higher board/committee with the required documentation to enable it to take on this function.

The chair of an OBC shall not serve as an ER unless an exception is granted by the next higher board/committee upon the request of the OBC. The next higher board/committee may accept or deny the request and, at its discretion, may become the Owing Board/Committee for the purposes of this representation. The next higher board/committee may also grant the exception with such conditions as it believes are necessary to assure that the ER can adequately represent the IEEE-SA while serving as chair

of the OBC. If the next higher board/committee becomes the OBC for the purposes of this representation, then the ER shall provide the reports described in 7.1.4 to this next higher board/committee.

The ER shall act in the best interest of the IEEE-SA at all times. The ER should refer to documented IEEE-SA objectives or consensus positions wherever possible and should encourage development and documentation of relevant objectives or positions where they do not exist.

The ER should not represent another group in the same external organization, committee, or entity to which that person is serving as an IEEE ER. However, recognizing that an ER might need to represent another group (such as his/her employer that underwrites travel costs), the ER may be permitted to represent that group as well as the IEEE-SA in the same external organization, committee, or entity. In such situations, the individual serving as an ER shall recuse himself/herself from voting on issues that would result in a conflict between his/her duty to the IEEE-SA and his/her duty to the other group. The ER shall report such situations to the OBC at the earliest practical time. Once the OBC is made aware of the situation by the ER, the OBC shall decide the best course of action to provide the IEEE-SA position on the issue to the external organization.

7.1.3 Attributes

When appointing an ER, the OBC shall review the following:

- Scientific and technical expertise (e.g., membership of relevant technical societies) relevant to the scope of operations and activities of the external organization, committee, or entity.
- Familiarity with the operations and goals of the specific external organization, committee, or entity.
- The ability to articulate IEEE-SA goals, objectives, and activities clearly in the context of the external organization, committee, or entity.

Before an individual can serve as an ER, the OBC shall determine that the individual does not have a conflict of interest with respect to the activities of the specific external organization, committee, or entity to which the ER would represent the IEEE-SA. To enable the OBC to make this determination, the individual shall

- a) File, with the OBC and the Secretary of the IEEE-SA Standards Board, a letter stating their affiliation(s). This disclosure of affiliation shall meet the requirements of *IEEE-SA Standards Board Operations Manual* sections 5.3.3.1 and 5.3.3.2 and shall be signed by the individual.
- b) File, with the OBC and the Secretary of the IEEE-SA Standards Board, a letter of endorsement from each affiliation disclosed. The letter(s) shall document several key factors relative to the position as the ER and is to be signed by both the individual and an individual who has management responsibility for the individual for that affiliation. The letter(s) shall contain at least the following:
 - 1) Statement of qualification based on expertise in respect to the attributes described above
 - 2) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
 - 3) Recognition that the individual is expected to act in accordance with the conditions stated in subclause 7.1.2; in particular that the individual, when serving as the ER, 'shall act in the best interest of the IEEE-SA at all times'.

- c) File a completed IEEE-SA Conflict of Interest Disclosure Statement with the Secretary of the IEEE-SA Standards Board.

An ER shall update existing, or file new, documentation whenever necessary due to a change in circumstances that would make the existing documentation in any way inaccurate.

7.1.4 Reports

The ER shall provide regular reports to the OBC in a format and frequency prescribed by the OBC.

7.1.5 Duties of the Owning Board/Committee

7.1.5.1 Appointment

Each ER shall be appointed for a term of no less than one year, and may be reappointed at the discretion of the OBC. Before an individual can serve as an ER, the IEEE-SA BOG shall confirm the appointment, or reappointment, to that position. If the OBC does not indicate a term, it shall be for two years.

7.1.5.2 Annual review

The OBC shall establish the report format and frequency for ERs under its responsibility (see 7.1.4).

The OBC shall provide an annual report to both the IEEE-SA Board of Governors and the IEEE-SA Standards Board on the status of ERs under its responsibility.

7.1.5.3 Liaison relationships with other committees within IEEE-SA

The OBC shall identify other committees within IEEE-SA that would have an interest in positions taken by the ER under the OBC's responsibility. The OBC shall develop liaison relationships with those other committees and shall keep them informed on positions taken by the ER.

7.1.6 Public listing of ERs

The IEEE-SA Board of Governors shall maintain a list of all ERs on the IEEE-SA web site. The web site will include a link to an email alias that will allow any comments about ER activity to be submitted to IEEE-SA staff, who will then direct their handling through appropriate channels.

7.2 International organizations

The IEEE-SA participates in the programs of the International Electrotechnical Commission (IEC), the International Organization for Standardization (ISO), and the International Telecommunications Union (ITU). IEEE-SA representatives and IEEE members also serve on a number of international advisory committees.

7.2.1 Regional organizations

The IEEE-SA participates in the programs of regional standardization bodies that develop standards in the fields of interest of the IEEE. Consideration is given to the programs of many regional organizations, such as the European Telecommunications Standards Institute (ETSI) and the European Committee for Electrotechnical Standardization (CENELEC).

7.3 National standards bodies

IEEE standards may be submitted (with written permission from the Managing Director of the IEEE Standards Department) to any national standards body for recognition by that national body as its national standard.

7.4 ANSI Accredited Standards Committees (ASCs)

The IEEE participates in appropriate ASCs, which are standards committees whose processes are accredited for openness and consensus under the procedures of the American National Standards Institute (ANSI).

The IEEE-SA has also assumed the secretariat of a number of ASCs within the scope of the IEEE.

7.5 Cooperative standards development

The IEEE Standards Association benefits by establishing cooperative agreements with other standards organizations.

Cooperative agreements help the IEEE-SA to avoid duplication in standards efforts and develop standards in a financially responsible manner.

7.6 Memoranda of understanding (MOUs)

An MOU sets forth the relationship and obligations of the involved parties. An MOU is required when the IEEE-SA and a non-IEEE organizational unit (including trade associations and consortia) agree to cooperate on an IEEE standards project or a series of IEEE standards.

An MOU shall describe the following areas as appropriate:

- a) The financial responsibilities of each organizational unit;
- b) Intellectual property rights associated with the standard or standards;
- c) Provisions for dissolving the cooperative effort;
- d) Use of the IEEE logo;
- e) Assignment of meeting management and other administrative responsibilities (such as assignment of chairs, steering committee obligations, and locations of meetings).

The IEEE-SA shall assure that the IEEE financial responsibility is limited to reasonable limitations on the current assets of the IEEE-SA and does not extend to the general funds of the IEEE. All MOUs with non-IEEE entities shall undergo legal review prior to signing.

8. Maintenance

8.1 Maintenance and modification of the *IEEE Standards Association Operations Manual*

This manual will be maintained by the IEEE Standards Department Staff and reviewed by legal counsel. Proposed modifications to this manual shall be submitted to the Secretary of the IEEE-SA BOG.

Any amendments to this manual shall be approved by a majority vote of the IEEE-SA BOG, with advance notice prior to said vote.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units (OUs) shall be reviewed and approved by the Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the clauses of this manual for which IEEE-SA is responsible that shall follow that process and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

<i>IEEE-SA Operations Manual clause/activity</i>		<i>Involved OU(s) review/consent</i>
6.1 Membership qualifications	Membership categories (individuals, not-for-profit and for-profit enterprises)	Deliberation: SA Review/Consent: SA Approval: SA

8.2 Interpretations of the *IEEE Standards Association Operations Manual*

Requests for interpretations of this document shall be directed to the Secretary of the IEEE-SA BOG. The Secretary of the IEEE-SA BOG shall respond to the request within 30 days of receipt. Such response shall indicate either an interpretation or a specified time limit when such an interpretation will be forthcoming. The time limit shall be no longer than is reasonable to allow consideration of and recommendations on the issue.

8.3 Conflict with *IEEE-SA Standards Board Bylaws*

If review of any proposed changes to the *IEEE-SA Standards Board Bylaws* reveals a conflict with its governing documents (see IEEE Bylaw I-300.1), the IEEE-SA President shall appoint a task force to resolve the issue. The task force shall consist of five members. Two of the members shall be selected from the IEEE-SA BOG or its standing committees. One of the members shall be selected from the IEEE-SA Standards Board. The chair of the Procedures Committee of the IEEE-SA Standards Board and IEEE-SA legal counsel shall be members of this task force. This task force shall use all means at its disposal (teleconferences, meetings, videoconferences, mail, electronic mail, and fax) to resolve the conflict in a timely fashion and report its findings to the IEEE-SA BOG.

Approved by the IEEE-SA Board of Governors; December 2017

IEEE-SA Standards Board Bylaws

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IEEE-SA Standards Board Bylaws

1. IEEE-SA Standards Board

The IEEE-SA Standards Board is established by the IEEE-SA Board of Governors according to clause 5.1 of the *IEEE Standards Association Operations Manual*. The details of its responsibilities beyond that specified in the *IEEE Standards Association Operations Manual* are stipulated by these bylaws, as supplemented by the *IEEE-SA Standards Board Operations Manual*.

The IEEE-SA Standards Board is responsible on an Institute-wide basis for

- a) Encouraging and coordinating the development of IEEE standards
- b) Reviewing all proposed IEEE standards to determine whether the proposed standards conform to the requirements established by the IEEE-SA Standards Board and whether consensus has been achieved for approval of the proposed standards
- c) Overseeing the initiation, review, and termination of Industry Connections activities

Matters of standards policy, financial oversight, new directions in standardization, and other standards-related activities in fields of interest to the Institute as stated in the *IEEE Constitution* are the responsibility of the IEEE-SA Board of Governors (BOG).

2. IEEE standards

2.1 Role of IEEE Standards

IEEE-SA develops and publishes standards that include but are not limited to definitions and terminology; methods of measurement and test; systems; products; technology; ratings structures; temperature limits and application guides; recommended practices; and safety. Rating and dimensional information included in an IEEE standard result from technical considerations. Rating information developed by other competent organizations may be included provided it is consistent with good engineering practice.

The approval and publication of an IEEE standard implies that the document represents a consensus of the parties who have participated in its development and review. Since every attempt is made to involve all interests in the activity, it can be presumed that the document represents a consensus of interests concerned with the scope of the standard. Consensus is established when, in the judgment of the IEEE-SA Standards Board, substantial agreement has been reached by directly and materially affected interest categories. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

2.2 Purpose of IEEE standardization

IEEE standards provide a common ground for communication in some specific area of electrotechnology. They also provide criteria for measuring the acceptable performance of equipment or materials pertinent to the field of electrotechnology.

The purpose of the review by the IEEE-SA Standards Board is to ensure that IEEE standards represent a consensus of interests from those that are materially affected by these standards and that proper procedures have been followed during the development of these standards.

An active IEEE standard gives an authoritative reference that is kept up to date through review at least every ten years by the ~~Sponsor~~ Standards Committee responsible for its preparation.

3. Governance

The policies, procedures, rules, and regulations by which the IEEE and IEEE-SA Standards Board activities are governed are embodied in six documents. The *IEEE Certificate of Incorporation* legally establishes the IEEE. The *IEEE Constitution*, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions, in specific organizational units and their policies, is contained in the *IEEE Bylaws*, which are approved and amended by the IEEE Board of Directors. The *IEEE Policies* contain more detailed statements of specific policies, objectives, and procedures that may be approved only by the IEEE Board of Directors. The *IEEE Standards Association Operations Manual* provides specific objectives and policies that relate to standards activities in the IEEE. The *IEEE Standards Association Operations Manual* is created and amended by the IEEE-SA BOG. The sixth document, the *IEEE-SA Standards Board Bylaws*, is published herewith. Its purpose is to provide specific policies that relate to the management and creation of approved IEEE standards. The *IEEE-SA Standards Board Bylaws* are created and amended by the IEEE-SA Standards Board, with final approval by the IEEE-SA BOG.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The *IEEE Bylaws* shall not be in conflict with the New York Not-For-Profit Corporation Law, the *IEEE Certificate of Incorporation*, or the *IEEE Constitution*. The *IEEE Policies* must conform to the provisions of all of these documents. Accordingly, the *IEEE Standards Association Operations Manual* shall conform to and not conflict with the provisions of the IEEE governing documents cited above. The *IEEE-SA Standards Board Bylaws* shall conform to the policies of the *IEEE Standards Association Operations Manual*. Questions of procedure or interpretation shall be addressed to the Managing Director, Standards.

4. IEEE-SA Standards Board organization

4.1 Membership

As stated in the *IEEE Standards Association Operations Manual*, the IEEE-SA Standards Board shall consist of no fewer than 18 nor more than 26 voting members, who shall be of Member or higher grade of the IEEE and members of the IEEE Standards Association, including a chair, vice chair, and the most recent past chair available to serve. Voting members of the IEEE-SA Standards Board shall be appointed by the IEEE-SA BOG. In addition, a representative appointed by the IEEE Technical Activities Board (TAB) shall be a voting member. In addition, the IEEE-SA Standards Board may include nonvoting participants as described below:

- Liaison representatives to provide coordination and communication between the IEEE-SA Standards Board and other IEEE entities, as well as other organizations involved in standards activities.
- Members emeriti appointed for life by the IEEE-SA Standards Board and ratified by the IEEE-SA BOG based on long years of prior distinguished service on the IEEE Standards Board and its committees. Only those members emeriti currently named to this position as of 31 December 1997 shall serve on the IEEE-SA Standards Board.

4.1.1 Officers

- a) *Chair*: The Chair of the IEEE-SA Standards Board shall be appointed for a term of one year by the IEEE-SA BOG.
- b) *Vice Chair*: The Vice Chair of the IEEE-SA Standards Board shall be appointed by the IEEE-SA Standards Board from among the voting members for a term of one year.
- c) *Past Chair*: The most recent Past Chair of the IEEE-SA Standards Board available to serve shall be an officer of the IEEE-SA Standards Board.
- d) *Secretary*: The Managing Director of Standards, a member of the IEEE staff as designated by the IEEE Executive Director, is the Secretary of the IEEE-SA Standards Board. The Secretary shall serve *ex officio* without vote.

4.1.2 Liaison representatives

The following persons serve as nonvoting (unless already voting members) liaison representatives to the IEEE-SA Standards Board and its standing committees to assist in coordinating standardization work with their respective organizations:

- a) The chair of each IEEE Standards Coordinating Committee (SCC) appointed by the IEEE-SA Standards Board.
- b) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. ~~Sponsor-Standards~~ Committees may also designate liaison representatives where committee standards activity indicates the need for representation.
- c) Liaison representatives designated by other major IEEE Boards.
- d) Such other liaison representatives as the IEEE-SA Standards Board may authorize.

The responsibilities of the liaison representatives are given in the *IEEE-SA Standards Board Operations Manual*.

4.1.3 SCC Coordinator

The SCC Coordinator shall ensure oversight of the SCCs and shall facilitate the work of the SCCs. The SCC Coordinator shall be appointed by the Chair of the Standards Board for a term of one year.

4.1.4 Tenure

Members of the IEEE-SA Standards Board may serve up to three consecutive one-year terms, except that chairs of standing committees or members of the Administrative Committee may be appointed to additional terms to provide experience and continuity.

4.2 Standing committees of the IEEE-SA Standards Board

All members of the standing committees of the IEEE-SA Standards Board shall be members of the IEEE Standards Association, and shall act in accordance with IEEE Standards policies and procedures, *IEEE Policies* including, but not limited to, Section 9.8 on Conflict of Interest, and the IEEE Code of Ethics.

4.2.1 Procedures Committee (ProCom)

4.2.1.1 Scope

This committee shall be responsible for recommending to the IEEE-SA Standards Board improvements and changes in its bylaws, procedures, and manuals to promote efficient discharge of responsibilities by the IEEE-SA Standards Board and its committees.

4.2.1.2 Organization

This committee shall be comprised of at least six members. The chair and other members of the committee shall be members of the IEEE-SA Standards Board and shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year.

4.2.2 New Standards Committee (NesCom)

4.2.2.1 Scope

This committee shall be responsible for ensuring that proposed standards projects are within the scope and purpose of the IEEE, that standards projects are assigned to the proper Society or other organizational body, and that interested parties are appropriately represented in the development of IEEE standards. The committee shall examine Project Authorization Requests (PARs) and make recommendations to the IEEE-SA Standards Board regarding their approval.

4.2.2.2 Organization

This committee shall be comprised of at least 10 but not more than 15 IEEE members, at least four of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year. In making nominations, the nominations committee shall give consideration to attaining membership from various IEEE Technical Divisions.

IEEE-SA Standards Board members not appointed to NesCom may serve as *ex officio* members without voting privileges.

4.2.3 Standards Review Committee (RevCom)

4.2.3.1 Scope

This committee shall be responsible for reviewing proposals for the approval of new and revised standards and for withdrawal from active status (see *IEEE-SA Standards Board Operations Manual* 9.2) of existing standards to ensure that the proposals represent a consensus of the members of the ~~official IEEE~~ Sponsor Standards Association balloting group. The committee shall routinely examine submittals to ensure that all applicable requirements of the *IEEE-SA Standards Board Operations Manual* have been met and make recommendations to the IEEE-SA Standards Board regarding their approval.

4.2.3.2 Organization

This committee shall be comprised of at least 12 but not more than 15 members, at least three of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year. In making nominations, the nominations committee shall give consideration to attaining membership from various IEEE Technical Divisions.

IEEE-SA Standards Board members not appointed to RevCom may serve as *ex officio* members without voting privileges.

4.2.4 Audit Committee (AudCom)

4.2.4.1 Scope

This committee shall provide oversight of the procedures used in the standards-development activities of ~~IEEE~~ Standards Sponsors Committees as defined by 5.2.2.

4.2.4.2 Organization

This committee shall be comprised of at least five members. Five of the committee members, including the chair, shall be current or former members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year.

4.2.5 Patent Committee (PatCom)

4.2.5.1 Scope

This committee shall provide oversight for the use of any patents and patent information in IEEE standards. This committee shall review any patent information submitted to the IEEE Standards Department to determine conformity with patent procedures and guidelines.

4.2.5.2 Organization

This committee shall be comprised of at least four but not more than six voting members. A member of the IEEE Standards staff, as designated by the Managing Director of Standards Activities, shall be an *ex officio*, nonvoting member. The chair and additional voting members of the committee shall be voting members of the IEEE-SA Standards Board or the IEEE-SA Board of Governors and shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year.

4.2.6 Administrative Committee (AdCom)

The Administrative Committee shall act for the IEEE-SA Standards Board between meetings and make recommendations to the IEEE-SA Standards Board for its disposition at regular meetings. AdCom shall comprise the officers of the IEEE-SA Standards Board, the chairs of each standing committee of the IEEE-SA Standards Board, and the SCC Coordinator. The Chair of the IEEE-SA Standards Board shall be the chair of AdCom.

4.2.7 Industry Connections Committee (ICCom)

4.2.7.1 Scope

This committee shall be responsible for ensuring that proposed Industry Connections activities are within the scope and purpose of the IEEE, and for reviewing the progress and deliverables of Industry Connections activities. The committee shall examine Industry Connections Activity Initiation Documents (ICAIDs) and make recommendations to the IEEE-SA Standards Board regarding their approval. The committee shall also make recommendations to the IEEE-SA Standards Board regarding the termination of Industry Connections activities. The committee's procedures and responsibilities are specified in the *IEEE-SA Industry Connections Committee Operations Manual*.

4.2.7.2 Organization

This committee shall be comprised of at least five members, at least two of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year.

4.3 Other committees and bodies

4.3.1 Standards Coordinating Committees (SCCs)

Proposed standards are normally developed in the technical committees of the IEEE Societies. There are occasions when the scope of a standards activity is too broad to be encompassed in a single Society, or a Society may find itself in a position where it is unable to carry out the work needed to meet an identified need. In such instances, the IEEE-SA Standards Board shall establish its own committees to perform the required functions. These committees shall be known as Standards Coordinating Committees (SCCs) and shall report to the IEEE-SA Standards Board.

There shall be two types of SCCs. The first (type 1) shall serve as a forum for the exchange of information between and among standards-developing activities of the IEEE. (Opportunities for sharing information about standards projects, trends, and Society directions will serve to minimize duplication among programs and will enhance the content of standards of interest to more than one Society.)

This type of SCC shall not develop standards. If this type of SCC is to take on a standards-development role, it shall apply for SCC type 2 status (see subclause 4.3.2 of the *IEEE-SA Standards Board Operations Manual*).

The second type of SCC (type 2) shall act as ~~Sponsor-Standards Committee~~ for standards projects, in addition to having the coordination responsibilities of a type 1 SCC. It shall meet all the requirements of ~~IEEE sponsorship a Standards Committee~~ (including clause 5 of the *IEEE-SA Standards Board Operations Manual*).

For information on the formation of SCCs, see 4.3 in the *IEEE-SA Standards Board Operations Manual*. For information on the organization of SCCs, see 4.4 in the *IEEE-SA Standards Board Operations Manual*.

5. IEEE-SA Standards Board procedures and responsibilities

5.1 Transaction of business

Regular meetings of the IEEE-SA Standards Board shall be held quarterly, in accordance with a schedule approved at, or prior to, the last regular meeting of the previous calendar year. Special meetings may be called with at least five days notice for an electronic meeting or 30 days for an in-person meeting, when deemed necessary, by the Chair or at the request of five members.

Unless otherwise provided in the *IEEE Certificate of Incorporation*, the *IEEE Constitution*, the *IEEE Bylaws*, or the New York Not-For-Profit Corporation Law, the vote of a majority of the voting members of the IEEE-SA Standards Board present at the time of the vote, if a quorum is present at such a time, shall be the act of the IEEE-SA Standards Board.

Approval of proposed IEEE standards, or transfer to inactive status of such standards, shall require affirmative votes by at least 75% of the voting members present at the time of the vote, if a quorum is present. Except as otherwise specified in these bylaws, meetings of the IEEE-SA Standards Board shall be run in accordance with the parliamentary procedures of *Robert's Rules of Order* (latest edition).

5.2 Standards-development process

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in ~~Sponsor~~Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the ~~Sponsor~~Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or ~~Sponsor~~Standards Association balloting process.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

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 Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE-SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with *IEEE Policies* Section 9.8 on Conflict of Interest.

~~IEEE~~ Standards ~~Sponsor~~Committee Chairs, Vice Chairs, Treasurers, and ~~Sponsor~~ liaison representatives shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. All officers of IEEE-SA Standards Board Standards Coordinating Committees shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

The IEEE-SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE-SA Standards Board.

5.2.1.1 Membership requirements for standards developed under the individual method

Chairs, Vice Chairs, and Treasurers of IEEE standards working groups developing standards under the individual method shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. Designees (those designated to manage the ~~Sponsor-Standards Association~~ ballot) in the IEEE Standards ~~Association Sponsor~~-individual ballot process shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

5.2.1.2 Membership requirements for standards developed under the entity method

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of Advanced Entity Members of the IEEE-SA. Designees (those designated to manage the ~~Sponsor-Standards Association~~ ballot) in the IEEE Standards ~~Sponsor-Association~~-entity ballot process shall be representatives of Advanced Entity Members.

Every entity observing a project within an IEEE-SA entity standards working group is required to be at least a Basic Entity Member of IEEE-SA, and only Advanced Entity Members can contribute and hold voting privileges. Entity nonmembers may observe at one IEEE-SA entity standards working group meeting per project.

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting members in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators.

The following qualify as entities for standards-development purposes:

Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE-SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical

contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE-SA.

IEEE-SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE-SA. However, if an individual's expenses to attend entity standards development meetings are sponsored by his or her company, that company must be at least a Basic Entity Member of IEEE-SA.

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the participants in the individual standards working group may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

5.2.1.2.1 Control

For the purposes of IEEE entity standards development, the term “control” (and its linguistic derivatives, e.g., “controlling,” “controlled”) means:

- With respect to for-profit entities: the legal, beneficial, or equitable ownership, directly or indirectly, of more than fifty percent of the capital stock (or other ownership interest, if the entity does not own capital stock) of the entity; or the power to elect or appoint more than fifty percent of the governing body (e.g., the Board of Directors) of the entity.
- With respect to not-for-profit entities: the power to elect or appoint more than fifty percent of the governing body (e.g., the Board of Directors) of the entity.

5.2.1.3 Dominance

The standards development process shall not be dominated by any single interest category, individual, or organization.

Dominance is normally defined as 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 the standards development activity. Such dominance is contrary to open and fair participation by all interested parties and is unacceptable.

If evidence of dominance exists, corrective action shall be initiated. If the ~~Sponsor's Standards Committee's~~ official P&P contain corrective action(s), the ~~Sponsor Standards Committee~~ shall implement such action(s) and promptly notify the IEEE-SA Standards Board. If the ~~Sponsor's Standards Committee's~~ official P&P do not contain corrective actions, the ~~Sponsor Standards Committee~~ shall initiate corrective action(s), but only after such action(s) have been approved by the IEEE-SA Standards Board.

In the absence of effective corrective action(s) by the ~~Sponsor Standards Committee~~, the IEEE-SA Standards Board shall implement either the corrective action specified in 5.2.1.3.1 or, at its discretion, an alternative corrective action [e.g., withdrawal of the PAR, limiting the number of voting members, one vote per organization, etc.]. The IEEE-SA Standards Board may impose further corrective action(s) if previous corrective action(s) prove to be insufficient.

5.2.1.3.1 Default corrective action

Fees for committee voting membership

The IEEE-SA Standards Board shall instruct the ~~Sponsor Standards Committee~~ to implement an organization fee for any individual wishing to maintain voting rights in the standards development committee. Frequency of collection and duration of voting rights covered by collected fees shall be decided by the IEEE-SA Standards Board, which shall work in conjunction with the ~~Sponsor Standards Committee~~. An individual's status as representing an organization shall be based on self-disclosure of affiliation in compliance with the IEEE-SA policy on Disclosure of Affiliation and on other information that may be available to the IEEE-SA Standards Board and the ~~Sponsor Standards Committee~~.

All fees collected shall be forwarded to the IEEE Standards Association and are non-refundable.

This corrective action shall remain in force until withdrawn or amended by the IEEE-SA Standards Board.

5.2.1.4 Openness

Openness is defined as the quality of being not restricted to a particular type or category of participants. All meetings involving standards development shall be open to all interested parties.

5.2.1.5 Disclosure of affiliation

Every participant in a working group, ~~Sponsor Standards Association~~ ballot, or other standards development activity shall disclose his or her affiliation(s), which includes employer(s) and any other affiliation(s). An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer(s) and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation. Failure to disclose every such affiliation(s) may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation(s).

A person who believes that a participant's disclosure is materially incomplete or incorrect should report that fact to the appropriate ~~Sponsor Standards Committee~~(s).

5.2.1.6 Official statements

A statement, written or oral, that is not processed in accordance with subclause 5.1.3 of the *IEEE-SA Standards Board Operations Manual* shall not be considered the official position of the IEEE Standards Association or any of its committees and shall not be considered to be, nor be relied upon as, a formal position of IEEE. At lectures, symposia, seminars, or educational courses, an individual presenting information on IEEE standards shall make it clear that his or her views should be considered the personal views of that individual rather than the formal position of IEEE.

5.2.2 ~~Sponsor Standards Committee~~

A ~~Sponsor Standards Committee~~ shall be made up of any of the categories of membership described in IEEE Bylaw I-403. This ~~Sponsor Standards Committee~~ shall have a professed interest in the development of standards (either by direct participation or by the process of review) in technological areas that fall under the general scope of interest to the IEEE.

All IEEE standards development shall be based on projects that have been approved by the IEEE-SA Standards Board, and each project shall be the responsibility of a ~~Sponsor Standards Committee~~. ~~Sponsors of IEEE standards projects are Standards eCommittees that~~ are responsible for the development and

coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board.

The ~~Sponsor Standards Committee~~ shall be one of the following:

- a) A Technical Committee within an IEEE Society/Council
- b) A Standards Committee or Standards Coordinating Committee of an IEEE Society/Council
- c) A Standards Coordinating Committee established by the IEEE-SA Standards Board
- d) A Standards Subcommittee organized by or reporting to one of the above
- e) Other organizations as recommended by the IEEE-SA Standards Board and approved by the IEEE-SA BOG

The IEEE-SA Standards Board is not a ~~Sponsor Standards Committee~~, but provides oversight and guidance to assist ~~Sponsors Standards Committees~~ when necessary.

5.2.2.1 Creation of ~~Sponsors Standards Committees~~

~~Sponsors Standards Committees~~ formed under rule d) in 5.2.2 shall be officially recognized by the IEEE-SA Standards Board only after a 75% approval by the creating committee. Once formed, ~~Sponsors Standards Committees~~ automatically assume duties according to 5.1 of the *IEEE-SA Standards Board Operations Manual*.

5.2.2.2 ~~Sponsor Standards Committee~~ responsibility/accountability

The ~~Sponsor Standards Committee~~ accepts responsibility for oversight of any of its assigned standards, including overseeing coordination and balloting.

When the breadth of interest in a standard is great enough so that more than one technical committee wishes to have a role in its ~~sponsorship development and oversight~~, a joint committee of the two or more interested committees may be formed ~~to sponsor the standard jointly~~. That joint committee, whose membership shall be determined by mutual agreement, shall assume all of the duties of ~~the a Sponsor Standards Committee~~ (see 5.1.2 of the *IEEE-SA Standards Board Operations Manual*).

Changes in ~~sponsorship responsibility for~~ projects shall be approved by the IEEE-SA Standards Board.

5.2.2.3 ~~Sponsor Standards Association~~ balloting group

Potential dominance in ~~Sponsor Standards Association~~ ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE-SA Standards Board. All individuals joining a ~~Standards Association~~ ballot group shall declare their employer and affiliation (see subclause 5.1.2.3 of the *IEEE-SA Standards Board Operations Manual*). The ~~Sponsor Standards Committee~~ shall review the ~~Standards Association~~ ballot group for balance and possible dominance. If it is determined that the ~~Standards Association~~ ballot group may be dominated (see 5.2.1.3), the ~~Sponsor Standards Committee~~ shall recommend remedial actions to the IEEE-SA Standards Board to ensure a fair and open ballot. The IEEE-SA Standards Board may also take action independent of any ~~Sponsor Standards Committee~~ recommendation.

The ~~Standards Association~~ balloting group shall consist of persons who are members of the IEEE-SA. Membership status shall be determined at the time a person completes the process of joining the balloting

group. [Note: A Standards Association balloting group comprised of individuals may also include non-IEEE-SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE-SA Standards Board Operations Manual*)]. A person is an individual or an entity representative. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of Standards Association balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a Standards Association balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

5.2.3 Project authorization

In order to avoid duplication, provide for effective management of overall efforts, and expedite approval of final documents, all requests for an initiation of a standards project, in the form of a PAR, shall be approved by the IEEE-SA Standards Board. The IEEE-SA Standards Board has assigned to NesCom the preliminary review of PARs and the responsibility for recommending final approval to the Board.

~~Sponsors-Standards Committees~~ are required to submit a PAR at the earliest opportunity when a standards project is contemplated or work is started. The Secretary of the IEEE-SA Standards Board shall submit PARs to NesCom for approval in accordance with its procedures. Unless specifically authorized by the IEEE-SA Standards Board, no proposed standard or revision shall be considered by RevCom without prior approval of the project by the IEEE-SA Standards Board. The lifetime of a PAR shall be four years.

5.2.4 Final review and approval to publish

All IEEE standards shall be approved by the IEEE-SA Standards Board prior to publication. The IEEE-SA Standards Board has assigned to RevCom the review of standards submittals and the responsibility for recommending final approval to the IEEE-SA Standards Board. Approval by the IEEE-SA Standards Board indicates that the requirements of the *IEEE-SA Standards Board Operations Manual* and these bylaws have been satisfied and, specifically, that the final results of the Standards Association ballot and statements submitted by other coordinating bodies who participated in the development of the standard indicate that consensus has been achieved and unresolved negative ballots have been considered together with reasons why the comments could not be resolved.

5.2.5 Notification of action on standards

Following each meeting of the IEEE-SA Standards Board, the IEEE Standards Department shall issue a statement, available to all interested parties, which shall detail the actions taken at the last meeting of the IEEE-SA Standards Board on approval of, or transfer to inactive status of, standards documents; and authorization of new standards projects. This may be in the form of the minutes of the IEEE-SA Standards Board meeting.

5.3 Review cycles

All IEEE standards should be reviewed as often as new information is available. Every year, the Secretary of the IEEE-SA Standards Board shall notify the standards liaison representative of ~~the each Sponsor Standards Committee~~ of all active standards assigned to the ~~Sponsor Standards Committee~~, the dates that such standards are scheduled to expire, and a reminder to consider such standards for revision.

5.4 Appeals

Persons who have directly and materially affected interests and who have been, or could reasonably be expected to be, adversely affected by a standard within the IEEE's jurisdiction, or by the lack of action in

any part of the IEEE standardization process, shall have the right to appeal procedural actions or inactions, provided that the appellant shall have first exhausted the appeals procedures of any relevant subordinate committee or body before filing the procedural appeal with the IEEE-SA Standards Board.

The IEEE Standards Association shall not provide an appeals process to resolve a disagreement about a technical decision. All technical decisions shall be made at or below the ~~Sponsor-Standards Committee~~ level. Any person dissatisfied with a technical decision shall follow the procedures of the body that has made the decision and that body's ~~Sponsor-Standards Committee~~ to provide input on the technical decision, including, but not limited to, making a technical comment during the applicable comment submission and/or balloting period.

The IEEE-SA Standards Board shall not consider any claim that (i) is based solely on ethical considerations; (ii) does not seek to amend or reverse a decision of a lower body relating to the development or approval of a standard; or (iii) does not recommend remedial action or recommends remedial action not allowed by current IEEE-SA policies and procedures.

The appellant shall be advised to bring ethical claims to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE-SA Standards Conduct Committee, as appropriate.

Further instructions concerning appeals procedure can be found in subclause 5.8 of the *IEEE-SA Standards Board Operations Manual*.

5.5 Interpretations

The IEEE does not offer interpretations of its standards.

6. Patents

6.1 Definitions

The following terms, when capitalized, have the following meanings:

“Accepted Letter of Assurance” and *“Accepted LOA”* shall mean a Letter of Assurance that the IEEE-SA has determined is complete in all material respects and has been posted to the IEEE-SA web site.

“Affiliate” shall mean an entity that directly or indirectly, through one or more intermediaries, controls the Submitter or Applicant, is controlled by the Submitter or Applicant, or is under common control with the Submitter or Applicant. For the purposes of this definition, the term “control” and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights. “Control” and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.

“Applicant” shall mean any prospective licensee for Essential Patent Claims. *“Applicant”* shall include all of its Affiliates.

“Blanket Letter of Assurance” shall mean a Letter of Assurance that applies to all Essential Patent Claims for which a Submitter may currently or in the future (except as otherwise provided for in these Bylaws and in the *IEEE-SA Standards Board Operations Manual*) have the ability to license.

“Compliant Implementation” shall mean any product (e.g., component, sub-assembly, or end-product) or service that conforms to any mandatory or optional portion of a normative clause of an IEEE Standard.

“Enabling Technology” shall mean any technology that may be necessary to make or use any product or portion thereof that complies with the IEEE Standard but is neither explicitly required by nor expressly set forth in the IEEE Standard (e.g., semiconductor manufacturing technology, compiler technology, object-oriented technology, basic operating system technology, and the like).

“Essential Patent Claim” shall mean any Patent Claim the practice of which was necessary to implement either a mandatory or optional portion of a normative clause of the IEEE Standard when, at the time of the IEEE Standard’s approval, there was no commercially and technically feasible non-infringing alternative implementation method for such mandatory or optional portion of the normative clause. An Essential Patent Claim does not include any Patent Claim that was essential only for Enabling Technology or any claim other than that set forth above even if contained in the same patent as the Essential Patent Claim.

“Letter of Assurance” and *“LOA”* shall mean a document, including any attachments, stating the Submitter’s position regarding ownership, enforcement, or licensing of Essential Patent Claims for a specifically referenced IEEE Standard, submitted in a form acceptable to the IEEE-SA.

“Patent Claim(s)” shall mean one or more claims in issued patent(s) or pending patent application(s).

“Prohibitive Order” shall mean an interim or permanent injunction, exclusion order, or similar adjudicative directive that limits or prevents making, having made, using, selling, offering to sell, or importing a Compliant Implementation.

“Reasonable and Good Faith Inquiry” includes, but is not limited to, a Submitter using reasonable efforts to identify and contact those individuals who are from, employed by, or otherwise represent the Submitter and who are known to the Submitter to be current or past participants in the development process of the

[Proposed] IEEE Standard identified in a Letter of Assurance, including, but not limited to, participation in a ~~Sponsor Standards Association~~ Ballot or Working Group. If the Submitter did not or does not have any participants, then a Reasonable and Good Faith Inquiry may include, but is not limited to, the Submitter using reasonable efforts to contact individuals who are from, employed by, or represent the Submitter and who the Submitter believes are most likely to have knowledge about the technology covered by the [Proposed] IEEE Standard.

“*Reasonable Rate*” shall mean appropriate compensation to the patent holder for the practice of an Essential Patent Claim excluding the value, if any, resulting from the inclusion of that Essential Patent Claim’s technology in the IEEE Standard. In addition, determination of such Reasonable Rates should include, but need not be limited to, the consideration of:

- The value that the functionality of the claimed invention or inventive feature within the Essential Patent Claim contributes to the value of the relevant functionality of the smallest saleable Compliant Implementation that practices the Essential Patent Claim.
- The value that the Essential Patent Claim contributes to the smallest saleable Compliant Implementation that practices that claim, in light of the value contributed by all Essential Patent Claims for the same IEEE Standard practiced in that Compliant Implementation.
- Existing licenses covering use of the Essential Patent Claim, where such licenses were not obtained under the explicit or implicit threat of a Prohibitive Order, and where the circumstances and resulting licenses are otherwise sufficiently comparable to the circumstances of the contemplated license.

“*Reciprocal Licensing*” shall mean that the Submitter of an LOA has conditioned its granting of a license for its Essential Patent Claims upon the Applicant’s agreement to grant a license to the Submitter with Reasonable Rates and other reasonable licensing terms and conditions to the Applicant’s Essential Patent Claims, if any, for the referenced IEEE Standard, including any amendments, corrigenda, editions, and revisions. If an LOA references an amendment or corrigendum, the scope of reciprocity includes the base IEEE Standard and its amendments, corrigenda, editions, and revisions.

“*Statement of Encumbrance*” shall mean a specific reference to an Accepted LOA or a general statement in the transfer or assignment agreement that the Patent Claim(s) being transferred or assigned are subject to any encumbrances that may exist as of the effective date of such agreement. An Accepted LOA is an encumbrance.

“*Submitter*” shall mean an individual or an organization that provides a completed Letter of Assurance. A Submitter may or may not hold Essential Patent Claims. “*Submitter*” shall include all of its Affiliates unless specifically and permissibly excluded.

6.2 Policy

IEEE standards may be drafted in terms that include the use of Essential Patent Claims. If the IEEE receives notice that a [Proposed] IEEE Standard may require the use of a potential Essential Patent Claim, the IEEE shall request licensing assurance, on the IEEE-SA Standards Board approved Letter of Assurance form, from the patent holder or patent applicant. The IEEE shall request this assurance without coercion.

The Submitter of a Letter of Assurance may, after Reasonable and Good Faith Inquiry, indicate it is not aware of any Patent Claims that the Submitter may own, control, or have the ability to license that might be or become Essential Patent Claims. If the patent holder or patent applicant provides an LOA, it should do so as soon as reasonably feasible in the standards development process once the PAR is approved by the IEEE-SA Standards Board. This LOA should be provided prior to the Standards Board’s approval of the

standard. An asserted potential Essential Patent Claim for which licensing assurance cannot be obtained (e.g., an LOA is not provided or the LOA indicates that licensing assurance is not being provided) shall be referred to the Patent Committee.

The licensing assurance shall be either:

- a) A general disclaimer to the effect that the Submitter without conditions will not enforce any present or future Essential Patent Claims against any person or entity making, having made, using, selling, offering to sell, or importing any Compliant Implementation that practices the Essential Patent Claims for use in conforming with the IEEE Standard; or,
- b) A statement that the Submitter will make available a license for Essential Patent Claims to an unrestricted number of Applicants on a worldwide basis without compensation or under Reasonable Rates, with other reasonable terms and conditions that are demonstrably free of any unfair discrimination to make, have made, use, sell, offer to sell, or import any Compliant Implementation that practices the Essential Patent Claims for use in conforming with the IEEE Standard. An Accepted LOA that contains such a statement signifies that reasonable terms and conditions, including without compensation or under Reasonable Rates, are sufficient compensation for a license to use those Essential Patent Claims and precludes seeking, or seeking to enforce, a Prohibitive Order except as provided in this policy.

At its sole option, the Submitter may provide with its Letter of Assurance any of the following: (i) a not-to-exceed license fee or rate commitment, (ii) a sample license agreement, or (iii) one or more material licensing terms.

An Accepted Letter of Assurance shall apply to the Submitter, including its Affiliates. The Submitter, however, may specifically exclude certain Affiliates identified in the Letter of Assurance, except that a Submitter shall have no ability to exclude Affiliates if the Submitter has indicated Reciprocal Licensing on an Accepted Letter of Assurance.

The Submitter shall not condition a license on the Applicant's agreeing (a) to grant a license to any of the Applicant's Patent Claims that are not Essential Patent Claims for the referenced IEEE standard, or (b) to take a license for any of the Submitter's Patent Claims that are not Essential Patent Claims for the referenced IEEE standard.

On a Letter of Assurance, the Submitter may indicate a condition of Reciprocal Licensing. If an Applicant requires compensation under Reciprocal Licensing to its Essential Patent Claims, then a Submitter may require compensation for its Essential Patent Claims from that Applicant even if the Submitter has otherwise indicated that it would make licenses available without compensation.

The Submitter and all Affiliates (other than those Affiliates excluded in a Letter of Assurance) shall not, with the intent of circumventing or negating any of the representations and commitments made in the Accepted Letter of Assurance, assign or otherwise transfer any rights in any Essential Patent Claims that they hold, control, or have the ability to license and for which licensing assurance was provided on the Accepted Letter of Assurance.

An Accepted Letter of Assurance is intended to be binding upon any and all assignees and transferees of any Essential Patent Claim covered by such LOA. The Submitter agrees (a) to provide notice of an Accepted Letter of Assurance either through a Statement of Encumbrance or by binding its assignee or transferee to the terms of such Letter of Assurance; and (b) to require its assignee or transferee to (i) agree to similarly provide such notice and (ii) to bind its assignees or transferees to agree to provide such notice as described in (a) and (b).

The Submitter and the Applicant should engage in good faith negotiations (if sought by either party)

without unreasonable delay or may litigate or, with the parties' mutual agreement, arbitrate: over patent validity, enforceability, essentiality, or infringement; Reasonable Rates or other reasonable licensing terms and conditions; compensation for unpaid past royalties or a future royalty rate; any defenses or counterclaims; or any other related issues.

The Submitter of an Accepted LOA who has committed to make available a license for one or more Essential Patent Claims agrees that it shall neither seek nor seek to enforce a Prohibitive Order based on such Essential Patent Claim(s) in a jurisdiction unless the implementer fails to participate in, or to comply with the outcome of, an adjudication, including an affirming first-level appellate review, if sought by any party within applicable deadlines, in that jurisdiction by one or more courts that have the authority to: determine Reasonable Rates and other reasonable terms and conditions; adjudicate patent validity, enforceability, essentiality, and infringement; award monetary damages; and resolve any defenses and counterclaims. In jurisdictions where the failure to request a Prohibitive Order in a pleading waives the right to seek a Prohibitive Order at a later time, a Submitter may conditionally plead the right to seek a Prohibitive Order to preserve its right to do so later, if and when this policy's conditions for seeking, or seeking to enforce, a Prohibitive Order are met.

Nothing in this policy shall preclude a Submitter and an implementer from agreeing to arbitrate over patent validity, enforceability, essentiality, or infringement; Reasonable Rates or other reasonable licensing terms and conditions; compensation for unpaid past royalties or a future royalty rate; any defenses or counterclaims; reciprocal obligations; or any other issues that the parties choose to arbitrate.

Nothing in this policy shall preclude a licensor and licensee from voluntarily negotiating any license under terms mutually agreeable to both parties.

If a Submitter becomes aware of additional Patent Claim(s) that are not already covered by an Accepted Letter of Assurance, that are owned, controlled, or licensable by the Submitter, and that may be or become Essential Patent Claim(s) for the same IEEE Standard, then such Submitter shall submit a Letter of Assurance stating its position regarding enforcement or licensing of such Patent Claims. For the purposes of this commitment, the Submitter is deemed to be aware if any of the following individuals who are from, employed by, or otherwise represent the Submitter have personal knowledge of additional potential Essential Patent Claims, owned or controlled by the Submitter, related to a [Proposed] IEEE Standard and not already the subject of a previously Accepted Letter of Assurance: (a) past or present participants in the development of the [Proposed] IEEE Standard, or (b) the individual executing the previously Accepted Letter of Assurance.

A Letter of Assurance is irrevocable once submitted and accepted and shall apply, at a minimum, from the date of the standard's approval to the date of the standard's transfer to inactive status.

Copies of an Accepted Letter of Assurance may be provided to participants in a standards development meeting. Discussion of essentiality, interpretation, or validity of Patent Claims is prohibited during IEEE-SA standards-development meetings or other duly authorized IEEE-SA standards-development technical activities. IEEE-SA shall provide procedures stating when and the extent to which patent licensing terms may be discussed (see subclause 5.3.10 of the *IEEE-SA Standards Board Operations Manual*).

The IEEE is not responsible for

1. Identifying Essential Patent Claims for which a license may be required;
2. Determining the validity, essentiality, or interpretation of Patent Claims;
3. Determining whether any licensing terms or conditions provided in connection with submission of a Letter of Assurance, if any, or in any licensing agreements are reasonable or non-discriminatory;
- or,
4. Determining whether an implementation is a Compliant Implementation.

Nothing in this policy shall be interpreted as giving rise to a duty to conduct a patent search. No license is

implied by the submission of a Letter of Assurance.

In order for IEEE's patent policy to function efficiently, individuals participating in the standards development process: (a) shall inform the IEEE (or cause the IEEE to be informed) of the holder of any potential Essential Patent Claims of which they are personally aware and that are not already the subject of an Accepted Letter of Assurance, that are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents; and (b) should inform the IEEE (or cause the IEEE to be informed) of any other holders of potential Essential Patent Claims that are not already the subject of an Accepted Letter of Assurance.

7. Copyright

All contributions to IEEE standards development or Industry Connections activities (whether for an individual or entity group) shall meet the requirements outlined in this clause.

7.1 Definitions

The following terms, when capitalized, have the following meanings:

“Public Domain” shall mean material that is no longer under copyright protection or did not meet the requirements for copyright protection.

“Published” shall mean material for which a claim of copyright is apparent (e.g., the presence of the copyright symbol ©; an explicit statement of copyright ownership or intellectual property rights; stated permission to use text; a text reference that indicates the insertion of text excerpted from a copyrighted work; or a visual indication of an excerpt from another work, such as indented text).

“Work Product” shall mean the compilation of or collective work of all participants (e.g., a draft standard; the final approved standard; draft Industry Connections white paper; Industry Connections web site).

7.2 Policy

The IEEE owns the copyright in all Work Products.

Participants are solely responsible for determining whether disclosure of any contributions that they submit to the IEEE requires the prior consent of other parties and, if so, to obtain it.

7.2.1 Contributions from previously Published sources

All contributions from previously Published sources that are not Public Domain shall be accompanied by a Copyright Permission Form that is completed by the copyright owner, or by a person with the authority or right to grant copyright permission. The Copyright Permission Form request shall outline the specific material being used and, where possible, the planned context for its usage in the Work Product.

7.2.2 Contributions not previously Published

For any contribution that has not been previously Published, and that is not Public Domain:

- a) The IEEE has the non-exclusive, irrevocable, royalty-free, worldwide rights (i.e., a license) to use the contribution in connection with the development of the Work Product for which the contribution was made.
- b) Upon (i) approval of the standard; or (ii) final release or publication of a Work Product by an Industry Connections activity, the IEEE has the right to exploit and grant permission to use the Work Product’s content derived from the contribution in any format or media without restriction.

Copyright ownership of the original contribution is not transferred or assigned to the IEEE.

8. Modifications to the *IEEE-SA Standards Board Bylaws*

Proposed modifications to these bylaws may be submitted to the IEEE-SA Standards Board Procedures Committee (ProCom) for its consideration. Proposed modifications that have been agreed to by ProCom shall be submitted to the IEEE-SA Standards Board for recommendation to forward to the IEEE-SA BOG for approval (see clause 5.1 of the *IEEE Standards Association Operations Manual*).

Modifications to these bylaws and the reasons therefor shall be mailed to all members of the IEEE-SA Standards Board at least 30 days before the IEEE-SA Standards Board meeting where the vote on these modifications shall be taken. Two-thirds of the voting Board members present at the meeting shall be required to approve any modifications.

These bylaws shall be reviewed by legal counsel.

8.1 Interpretations of the *IEEE-SA Standards Board Bylaws*

Requests for interpretations of this document shall be directed to the Secretary of the IEEE-SA Standards Board. The Secretary of the Board shall respond to the request within 30 days of receipt. Such response shall indicate a specified time limit when such an interpretation will be forthcoming. The time limit shall be no longer than is reasonable to allow consideration of and recommendations on the issue by, for example, the Procedures Committee of the IEEE-SA Standards Board. The interpretation shall be delivered by the Chair of the Procedures Committee after committee discussion provided that at least 75% of the committee agrees. The IEEE-SA Standards Board shall be notified of these results. If less than 75% of the committee agrees, or if any single committee member requests, the issue shall be deferred to the next regularly scheduled IEEE-SA Standards Board meeting for the full Board to decide.

Approved by the IEEE-SA Standards Board June 2018

IEEE-SA Standards Board Operations Manual

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Please note that this document may be revised periodically. The latest edition will be made available at the IEEE Standards website at no charge. The document on the IEEE Standards website is considered to be the definitive version (<http://standards.ieee.org/guides/opman/index.html>). For further information, contact the IEEE Standards Department, 445 Hoes Lane, Piscataway, NJ 08854-4141, USA.

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IEEE-SA Standards Board Operations Manual

1. Introduction

1.1 Scope and purpose

The organization and basic procedures of the IEEE-SA Standards Board are covered by the *IEEE-SA Standards Board Bylaws*. The following material supplements the provisions of the *IEEE-SA Standards Board Bylaws*, which shall be the prevailing document in the event of conflict. The purpose of this document is to specify the procedures that shall be followed in the standards-development process in use within the IEEE.

1.2 Types of IEEE standards

IEEE standards include but are not limited to:

- Lists of terms, definitions, or symbols, applicable to any field of science or technology within the scope of the IEEE.
- Expositions of scientific methods of measurement or tests of the parameters or performance of any device, apparatus, system, or phenomenon associated with the art, science, or technology of any field within the scope of the IEEE.
- Characteristics, performance, and safety requirements associated with devices, equipment, and systems with engineering installations.
- Recommendations reflecting current state-of-the-art in the application of engineering principles to any field of technology within the scope of the IEEE.

IEEE standards are classified as:

- *Standards*: documents with mandatory requirements.¹
- *Recommended practices*: documents in which procedures and positions preferred by the IEEE are presented.
- *Guides*: documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.

¹Mandatory requirements are generally characterized by use of the verb “shall,” whereas recommended practices normally use the word “should.” See the *IEEE Standards Style Manual* for further information.

- *Trial-Use documents*: publications in effect for not more than three years (see 5.7). They can be any of the categories of standards publications listed above.

The IEEE standards development process may result in one or more of the following documents:

- *New*: A document that does not replace or modify another standard.
- *Revision*: A document that updates and replaces (i.e., supersedes) an existing IEEE standard in its entirety.
- *Amendment*: A document that adds to, removes from, or alters material in a portion of an existing IEEE standard and may make editorial or technical corrections to that standard.

NOTE – An amendment to a standard may be prepared to maintain the state-of-the-art within the standard due to advancing technology or techniques. An amendment facilitates the timely change of an existing IEEE standard prior to its complete revision.

- *Corrigendum*: A document that only corrects editorial errors, technical errors, or ambiguities in an existing IEEE standard. A corrigendum does not introduce new material.

NOTE –A typical corrigendum may contain:

- Corrections to equations, tables, or figures, or their associated numbering or citations in the text
- Corrections to technically incorrect sentences or paragraphs
- *Erratum*: A document that contains only grammatical corrections to, or corrections of errors introduced during the publishing process of, an existing IEEE standard. An erratum is based on the comparison of the final balloted version of the standard as compared to the published version.

IEEE Standards Project Editors can assist ~~Sponsors~~ Standards Committees in determining whether an amendment or revision is appropriate.

IEEE Standards may be in one of three states of activity:

- *Developing*: Standards projects that have not yet been approved as standards.
- *Active*: Approved standards that have not been transferred to inactive status.
- *Inactive*: Standards that are no longer being reviewed or assessed for accuracy, relevance to current practices, or further applications; these standards are removed from active status (i.e., these standards are transferred from active to inactive status). (See 9.2).

1.3 Standards documentation

All IEEE-SA draft standards, meeting minutes, ~~Sponsor~~ Standards Association ballot materials, and ~~Sponsor~~ Standards Association ballot comments shall be in the English language.

2. Related documents

American National Standards Institute, *ANSI Essential Requirements: Due process requirements for American National Standards* (current edition).

IEEE Standards Association Operations Manual.

IEEE-SA Standards Board Bylaws.

PAR Form.

IEEE-SA Standards Board Working Guide for Submittal of Proposed Standards and Form for Submittal of Proposed Standards. (Known as the IEEE-SA Working Guide for the Submittal of Proposed Standards.)

IEEE Standards Style Manual.

Robert's Rules of Order, Newly Revised (current edition).

3. Abbreviations and acronyms

AdCom: IEEE-SA Standards Board Administrative Committee

ANSI: American National Standards Institute

ASC: ANSI Accredited Standards Committee

AudCom: IEEE-SA Standards Board Audit Committee

IEEE: Institute of Electrical and Electronics Engineers

NesCom: IEEE-SA Standards Board New Standards Committee

PAR: Project Authorization Request

PatCom: IEEE-SA Standards Board Patent Committee

ProCom: IEEE-SA Standards Board Procedures Committee

RevCom: IEEE-SA Standards Board Standards Review Committee

SASB: IEEE-SA Standards Board

SCC: Standards Coordinating Committee

SDO: Standards-Developing Organization

TC: Technical Committee

WG: Working Group

4. IEEE-SA Standards Board and committee procedures

4.1 IEEE-SA Standards Board

4.1.1 Transaction of business

Except as specified in the *IEEE-SA Standards Board Bylaws* and these procedures, business of the IEEE-SA Standards Board meeting will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

4.1.1.1 Agenda

4.1.1.1.1 Regular meetings

A preliminary agenda for each regular meeting shall be prepared by the Secretary and sent to the members of the IEEE-SA Standards Board, including liaison representatives, at least two weeks prior to the meeting date. The preliminary agenda shall also be sent to the IEEE-SA Board of Governors (BOG).

A final agenda shall be presented at the time of the IEEE-SA Standards Board meeting. Recommendations to the IEEE-SA Standards Board from the committees of the IEEE-SA Standards Board shall be contained in an agenda item known as a "consent agenda." Prior to approval of the agenda, any member may request that an item on the consent agenda be removed and considered separately as part of the agenda. Adoption of the consent agenda as modified constitutes approval of all included items by unanimous consent. The balance of the agenda normally includes the Chair's report, the Secretary's report, action items, information and discussion items, committee reports, and new business.

4.1.1.1.2 Special meetings

An agenda for each special meeting shall be prepared by the Secretary and sent in conjunction with the meeting notice, to all voting members of the IEEE-SA Standards Board and the IEEE-SA Board of Governors; the IEEE-SA Standards Board Chair shall determine the extent to which the agenda shall be further distributed.

4.1.1.2 Minutes

The minutes of each meeting of the IEEE-SA Standards Board shall be distributed by the Secretary to voting members, liaison representatives, the IEEE-SA BOG, those present at the meeting, and anyone involved in an action of the IEEE-SA Standards Board within four weeks following the meeting. In reporting an official action of the IEEE-SA Standards Board, the minutes shall, on request of dissenters, contain a record of the dissenting votes. In addition, a listing of resolutions of each meeting of the IEEE-SA Standards Board shall be publicly distributed by the Secretary within four weeks following the meeting.

4.1.1.3 Project Authorization Requests (PARs)

PARs that have been submitted by ~~Sponsors-Standards Committees~~ to the Secretary of the IEEE-SA Standards Board by the established deadline shall be submitted by the Secretary to the New Standards Committee (NesCom) for review. Notification of this distribution shall be given to all members of the IEEE-SA Standards Board. (For additional information on the procedures of NesCom, see 4.2.2.)

4.1.1.4 Submittal of proposed standards

Proposed standards, together with the required documentation, that have been submitted by [Sponsors Standards Committees](#) to the Secretary of the IEEE-SA Standards Board by the established deadline shall be submitted by the Secretary to the Standards Review Committee (RevCom) for review. Notification of this distribution will be given to all members of the IEEE-SA Standards Board. (For additional information on the procedures of RevCom, see 4.2.3.)

4.1.1.5 Confidentiality Statements and Copyright Notices on Communications

The IEEE-SA Standards Board and its committees operate in an open manner. To that end, no material submitted to the IEEE-SA Standards Board or its committees will be accepted or considered if it contains any statement that places any burden on the recipient(s) with respect to confidentiality or copyright. 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. In the event that copyrighted materials are to be incorporated in an IEEE standard, an acceptable copyright release or assignment must be obtained from the copyright owner prior to approval of the standard by the IEEE-SA Standards Board.

4.1.2 Liaison representatives

The Secretary of the IEEE-SA Standards Board shall circulate the following information to the liaison representatives for review and action:

- a) *Each IEEE Project Authorization Request (PAR) submitted for approval.* The liaison representative is expected to review each request to see if his or her organization has a substantial interest in the project.
- b) *Agenda for each IEEE-SA Standards Board meeting.* This should be reviewed to determine if there is any item on the agenda of substantial interest to the organization. The liaison member should be present, if necessary, to support the interests of the organization.
- c) *Minutes of meetings of the IEEE-SA Standards Board.* This shall include action taken on PARs and draft standards.
- d) *Notice of assignment of a standards project.* When the IEEE-SA Standards Board, on its own initiative, agrees on the need for a standard, a request to develop the standard shall be sent to the liaison representative of the Society and/or the Standards Coordinating Committee (SCC) having primary interest in the subject. The liaison representative is expected to assign the project to the appropriate technical unit as [Sponsor a Standards Committee](#) for the development of the standards project.
- e) *Status Reports.* The liaison representative shall review any sections of the project reports that may be assigned to his or her organization and notify the Secretary of the IEEE-SA Standards Board of any corrections and revisions. The liaison representative should ensure that action is taken to revise all standards assigned to the Society within ten years of the date of approval. The liaison representative should monitor work being done on all standards projects and report any changes in the status of the standards to the Secretary of the IEEE-SA Standards Board.

4.2 Standing committees of the IEEE-SA Standards Board²

²Note that not all committee operations are detailed in this subclause.

4.2.1 Procedures Committee (ProCom)

This committee shall review proposed modifications to the *IEEE-SA Standards Board Operations Manual* and the *IEEE-SA Standards Board Bylaws* and submit its recommendations for a vote of the IEEE-SA Standards Board. It shall hold meetings as the need requires.

This committee shall review proposed modifications to the *IEEE Standards Style Manual* and submit its comments to IEEE-SA Staff.

4.2.2 New Standards Committee (NesCom)

This committee shall examine Project Authorization Requests (PARs) and make recommendations to the IEEE-SA Standards Board regarding their approval. Such forms shall be reviewed in detail to make certain that all necessary information has been properly provided.

4.2.3 Standards Review Committee (RevCom)

This committee acts in an advisory capacity to the IEEE-SA Standards Board by making recommendations on the approval or disapproval of standards submitted for IEEE-SA Standards Board approval or adoption.

Approval or adoption of a standard requires a consensus of RevCom that the requirements of the procedures of RevCom and those of the IEEE-SA Standards Board have been satisfied. Specifically, this means that the final results of the [Standards Association](#) ballot and statements submitted by balloters who participated in the development of the standard indicate that consensus has been achieved and unresolved negative ballots have been properly considered, together with reasons why the comments could not be resolved.

4.2.3.1 RevCom agenda

A preliminary agenda for each RevCom meeting shall be prepared by the Secretary of the IEEE-SA Standards Board or a designated person and distributed to RevCom members at least 30 days³ prior to a scheduled meeting of RevCom. Included with the agenda shall be a list of all proposed standards to be presented to the IEEE-SA Standards Board for approval. At the same time the agenda, without supporting documentation, shall be sent to all members of the IEEE-SA Standards Board, liaison representatives, and other organizations and persons. The agenda is to be sent to all persons and organizations that have expressed an interest in the standards activities of the IEEE.

4.2.3.2 Review of draft standards

The RevCom Administrator shall distribute a copy of each proposed standard to the members of RevCom, together with the submittal form and any other pertinent information, for review. An IEEE-SA Standards Board member or the liaison representative may request a copy of the proposed standard from the RevCom Administrator. RevCom members are responsible for reviewing the documents and submitting comments to the RevCom Administrator. All comments and objections with reasons shall be distributed by the RevCom Administrator to RevCom members and the liaison representative of the [SponsorStandards Committee](#).

All requests for approval of a standard shall be reviewed by RevCom to ensure that the submittal is complete and that appropriate IEEE procedures are followed completely and correctly (see the IEEE-SA Working Guide for Submittal of Proposed Standards).

³Throughout this document, the term 'days' shall mean calendar days.

Examples of some of the points that must be carefully analyzed are given in the following paragraphs:

- *Title of Document.* The title on the draft document and submittal form shall be within the scope as stated on the most recently approved PAR, or action(s) shall be taken to ensure this.
- *Coordination.* Mandatory coordination comments shall be addressed. If the ~~Sponsor-Standards Committee~~ believes that satisfying specific mandatory coordination comments will impede the utility of the draft standard, appropriate documentation of this position shall be presented to RevCom.
- *Standards Association Ballot Summary.* A ballot summary of the vote of the members of the Standards Association balloting group is required, e.g., showing the classification of members ~~of the balloting group~~ and including comments accompanying unresolved negative ballots. For complete details, see 5.4.1 and 5.4.3.
- *Standards Association Balloting Group.* The Standards Association balloting group shall be formulated according to 5.4.1.
- *Classification of Standards Association Balloting ~~BodyGroup~~.* Classification of the Standards Association balloting ~~body-group~~ shall be in accordance with 5.4.1.
- *Standards Association Ballot Comment Responses.* All Standards Association ballot comments shall receive consideration and response in accordance with 5.4.3.

4.2.3.3 ~~Sponsor-Standards Committee~~ representation at RevCom

At the suggestion of the Secretary, the ~~Sponsor-Standards Committee~~ may send a representative to the RevCom meeting at which a proposed standard having unresolved negative comments is to be reviewed. The Secretary shall ensure that the representative receives a copy of all comments, objections, and negative RevCom votes with reasons. The ~~Sponsor-Standards Committee~~ representative shall be given an opportunity to discuss them at the meeting.

4.2.3.4 Proponents and objectors to actions before RevCom

Proponents and objectors to actions before RevCom may attend meetings to present their views. When negative comments are received in advance from RevCom members, the ~~Sponsor-Standards Committee~~ shall be invited to send a representative(s) to the RevCom meeting to answer questions and help resolve issues.

4.2.3.5 Dissenting opinions

At the request of any member of RevCom, a recommendation may be accompanied by a statement in disagreement with the recommendation. While there seldom is a “minority” position, the IEEE-SA Standards Board shall be informed of significant controversies.

4.2.4 Audit Committee (AudCom)

This committee shall make routine reviews and inspections to assure that each standards-developing entity, through its ~~Sponsor-Standards Committee~~ and Working Group policies and procedures (P & P), is adhering to the procedures described in the *IEEE-SA Standards Board Bylaws* and the *IEEE-SA Standards Board Operations Manual*. It will make recommendations as appropriate to advise the standards-developing entities of changes that are needed. The committee shall periodically issue reports when requested by the IEEE-SA Standards Board, summarizing its findings and making recommendations as appropriate for Standards Board action.

The committee shall develop sets of basic ~~Sponsor Standards Committee~~ and Working Group operating procedures for standards development and shall use such operating procedures as a baseline when performing audits of P & P.

4.2.4.1 AudCom review of ~~Sponsor Standards Committee~~ P & P

AudCom recommends to the IEEE-SA Standards Board the following actions concerning IEEE-SA ~~Sponsor Standards Committee~~ P & P:

- Accepted
- Not accepted
- Visibly under development

A ~~Sponsor's Standards Committee's~~ P & P shall be determined by AudCom to be visibly under development or accepted by AudCom before performance of any standards work (including but not limited to: PAR actions, ~~Sponsor Standards Association~~ ballot actions, etc.) by that ~~Sponsor Standards Committee~~ is authorized by the IEEE-SA Standards Board to commence.

After a ~~Sponsor's Standards Committee's~~ P & P have been submitted to AudCom and an AudCom member is assigned as mentor to review the document, the P & P may be determined by AudCom to be visibly under development. The P & P will remain in such a state until AudCom is either satisfied that they are complete and acceptable or that the ~~Sponsor Standards Committee~~ is no longer responsive to AudCom and that the P & P are not acceptable.

AudCom will ensure that each ~~Sponsor standards-developing group~~ has based its P & P on the appropriate ~~Sponsor baseline~~ procedures (e.g., individual, entity, SCC Type 1, or SCC Type 2) available from the IEEE-SA.

~~Sponsor Standards Committee~~ P & P shall be subject to review by AudCom every five years to ensure currency. However, if a ~~Sponsor Standards Committee~~ revises its P & P prior to its next scheduled AudCom review, the ~~Sponsor Standards Committee~~ shall immediately submit its revised P & P to AudCom for review and acceptance.

The ~~IEEE Standards Sponsor Standards Committee~~ P & P document accepted by AudCom shall be the official policies of that ~~Sponsor Standards Committee~~ and shall reside online on the IEEE-SA Standards Board AudCom website. No other copy shall be designated as the official copy. Links to the IEEE-SA Standards Board AudCom website are encouraged.

4.2.4.2 AudCom review of Working Group P & P

It is the responsibility of the ~~Sponsor Standards Committee~~ (see 5.1.2) to approve the P & P of its working groups involved in the technical development work of a standard. However, at any time, AudCom may select a working group on which to conduct a WG P & P audit, from the various working groups that the ~~Sponsor Standards Committee~~ has active at the time. At least one of a ~~Sponsor's Standards Committee's~~ WG P & P shall be subject to review by AudCom every five years to ensure currency. AudCom will conduct the review based on comparison to the then-current baseline WG P & P available from IEEE-SA.

AudCom will review the WG P & P of the selected working group and, if no issues are found, will report this to the IEEE-SA Standard Board. If issues are identified with the selected WG P & P, AudCom will suggest revisions. AudCom may also require review of additional WG P & P of other working groups for the ~~Sponsor Standards Committee~~. If issues are not resolved in a reasonable time, or significant issues are found among the WG P & P of several working groups, AudCom may recommend to the IEEE-SA

Standards Board that the ~~Sponsor's Standards Committee's~~ Working Group P & P be considered “not accepted”, and that ~~the Sponsor Standards Committee's~~ standards development activities be stopped. If issues exist but progress is being made, AudCom may recommend to the IEEE-SA Standards Board that the ~~Sponsor's Standards Committee's~~ Working Group P & P be considered “visibly under development”.

Stopping of standards development activities includes PAR submissions, ~~Sponsor Standards Association~~ ballot activities, etc.

4.2.5 Patent Committee (PatCom)

This committee reviews patent letters of assurance and other patent information submitted to the IEEE Standards Department. It examines issues brought to its attention regarding IEEE Standards development and patents, and makes recommendations as appropriate.

4.2.6 Continuous processing of IEEE-SA Standards Board and committee agenda items

In order to reduce the time involved in standards development, the IEEE-SA Standards Board and its committees may use continuous processing through electronic technologies to consider appropriate agenda items. Each agenda item to be considered under this methodology shall be carefully appraised as to its suitability for this process. The IEEE-SA Standards Board and its committees should establish means for continuous processing according to their unique needs. These methods are publicly available by contacting the Secretary of the IEEE-SA Standards Board.

Any votes taken by the IEEE-SA Standards Board during continuous processing are subject to the provisions stated in subclause 5.1 of the *IEEE-SA Standards Board Bylaws*.

4.3 Forming a Standards Coordinating Committee (SCC)

The IEEE-SA Standards Board will consider petitions from persons who outline the desirability of an SCC type 1 or SCC type 2, defined in subclause 4.3.1 of the *IEEE-SA Standard Board Bylaws*.

4.3.1 Notification of affected IEEE Societies and Councils

A proposal to create a new SCC type 1 or SCC type 2 or to change the scope of an existing SCC shall first be submitted to all IEEE Society/Council Presidents whose scopes of activity are related to the program of work to be covered by the proposed SCC or affected by a proposed change in the scope of an existing SCC.

4.3.1.1 New SCC

For proposed new SCCs, the notification shall include

- a) A scope of work for the SCC.
- b) Supporting material demonstrating the need for and feasibility of the SCC.
- c) A statement explaining why the SCC should undertake the ~~sponsorship development~~ of standards in a particular subject area rather than the current committees of IEEE Societies or Councils.
- d) A nominee for chair, including a statement of his or her willingness to serve.
- e) A budget that estimates annual resource requirements and identifies sources of revenue to support the activity.

- f) An opportunity for the IEEE Society/Council to ~~oversee~~sponsor the work.

Notified Presidents shall be requested to respond to the notification indicating whether the IEEE Societies/Councils they represent would be willing to ~~sponsor~~oversee the work. The response date should be set to be prior to the proposed submission to the IEEE-SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.1.2 Change in scope of an existing SCC

The notification for changes in the scope of an existing SCC shall include

- a) The proposed scope change.
- b) Supporting material demonstrating the need for and feasibility of the change.
- c) Recommendations for any changes in oversight responsibility for current sponsorship standards development activities.
- d) Any change in budget and other resource requirements.

Notified IEEE Society/Council Presidents shall be requested to respond to the notification. The response should be set to be prior to submission of the proposed scope change to the IEEE-SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.2 Proposal to the IEEE-SA Standards Board

A proposal to create a new SCC type 1 or SCC type 2 or to revise the scope of an existing SCC shall be submitted to the IEEE-SA Standards Board. The proposal shall include all of the information in items a) through f) of 4.3.1.1 for new SCCs and in items a) through d) of 4.3.1.2 for changes in scope of an existing SCC that was submitted to the IEEE Society/Council Presidents. It shall also include documentation of any responses or indication of a lack of response from IEEE Society/Council Presidents.

Consideration of proposals for a new SCC or a change in scope of an existing SCC by the IEEE-SA Standards Board shall take no longer than six months without notification to the submitter.

In considering approval of a new SCC, the IEEE-SA Standards Board shall evaluate the need for and feasibility of the proposed SCC. If the IEEE Societies/Councils have indicated a willingness to serve as the ~~standards Sponsor~~Standards Committee(s), the IEEE-SA Standards Board will evaluate their expertise and breadth of knowledge to ~~sponsor~~oversee the work.

For changes in an existing SCC scope, the IEEE-SA Standards Board shall evaluate the appropriateness of the scope change and the feedback received from the IEEE Society/Council Presidents.

If the formation or revised scope of the SCC is approved, the Chair of the IEEE-SA Standards Board shall formally notify the IEEE Society/Council Presidents and invite their participation by naming member(s) to the SCC from the various IEEE Societies/Councils. Notification shall also be sent to the members of the IEEE-SA BOG and announced in appropriate media.

4.4 Organization of SCCs

4.4.1 Membership

Membership in the IEEE-SA is encouraged for all SCC members.

4.4.2 Officers of an SCC

Each officer shall be an IEEE member of any grade except Student grade and shall be a member of the IEEE-SA.

The IEEE-SA Standards Board Chair shall appoint the chair of each SCC. The appointment shall be for the calendar year, but the SCC Chair may, at his or her discretion, serve until a successor is appointed.

Other SCC officers (e.g., vice chair and secretary) are chosen as provided in the approved SCC Operating Procedures.

The IEEE-SA Standards Board Chair has the authority to remove an officer of an SCC.

4.4.3 Membership in an SCC type 2

The members of an SCC type 2 and its subcommittees are appointed by one or more of the following:

- a) The SCC Type 2 Chair,
- b) An IEEE Society,
- c) The IEEE-SA Standards Board.

4.5 Responsibilities of SCCs

The chair of an SCC (types 1 and 2) shall submit a written report each year to the IEEE-SA Standards Board for approval. This report should contain the scope, activities, budget and expenses, and meeting schedules, along with the list of participants in standards projects during the prior year. The list shall indicate the IEEE membership status and society affiliation of each member of the SCC. The SCC chair may also be asked to give an oral report to the IEEE-SA Standards Board every three to four years.

Interested Societies of the IEEE may designate members to an SCC who then function as official representatives of the Society. The IEEE-SA Standards Board may designate representatives of outside organizations as additional members.

Each member of an SCC who is an official representative of a Society, technical committee, or outside organization may have a single designated alternate to act on behalf of the member in his or her absence. Alternates for other members shall not be permitted.

An SCC may establish subcommittees as necessary to perform its function. The formation of non-technical (e.g., administrative) subcommittees requires prior approval by the IEEE-SA Standards Board.

4.6 Disbanding a Standards Coordinating Committee (SCC)

The IEEE-SA Standards Board should consider the disbandment of an SCC if any of the following applies:

- The SCC leadership is nonresponsive to requests for annual reports, minutes, or status.
- The membership or activity of the SCC is no longer representative of its stated scope.
- The SCC's P & P are found to be deficient or out of date and the SCC does not initiate corrective action.

- There is no current SCC chair and a suitable replacement chair cannot be found.
- The requirement to submit a written, annual report to the IEEE-SA Standards Board is not met.
- There have been no meetings of the SCC or any of its subcommittees within the last 12 months and none are scheduled.
- Coordination is no longer needed and an IEEE Society/Council is willing to assume responsibility for the SCC's standards.
- The SCC requests dissolution.

5. Standards development

5.1 ~~Sponsor~~Standards Committee

~~Sponsors-Standards Committees~~ are defined in subclause 5.2.2 of the *IEEE-SA Standards Board Bylaws*.

5.1.1 Responsibilities of the ~~Sponsor~~Standards Committee

The ~~Sponsor-Standards Committee~~ shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The ~~SponsorStandards Committee~~ also shall be responsible for the maintenance of standards after their approval by the IEEE-SA Standards Board. As part of this responsibility, each ~~Sponsor-Standards Committee~~ shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE-SA Standards Board. Such P & P shall not be in conflict with the *IEEE-SA Standards Board Operations Manual*. ~~SponsorsStandards Committees~~ should note that there are model operating procedures (e.g., individual, entity, SCC Type 1, or SCC Type 2) available for use by the ~~SponsorStandards Committee~~.

If a ~~Sponsor's-Standards Committee's~~ P & P has been in force for five years and the ~~Sponsor-Standards Committee~~ determines that its standards activities should remain active, the ~~Sponsor-Standards Committee~~ shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE-SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the ~~Sponsor-Standards Committee~~ does not submit its ~~Sponsor-Standards Committee~~ P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the ~~Sponsor-Standards Committee~~ P & P shall be subject to administrative withdrawal.

In the case of a ~~Sponsor-Standards Committee~~ that is a committee of an IEEE Society, the Society may develop a common set of P & P for standards development that is applicable to all ~~Sponsors-Standards Committees~~ in that Society. Individual ~~Sponsors-Standards Committees~~ within the Society may have specific P & Ps in addition, but these shall not be in conflict with the Society P & P. The P_&_P for the ~~Sponsor-Standards Committee~~ shall define the process by which the ~~Sponsor-Standards Committee~~ handles appeals (see subclause 5.4 of the *IEEE-SA Standards Board Bylaws* and 5.8).

5.1.2 Duties of the ~~Sponsor~~Standards Committee

5.1.2.1 Mandatory requirements

Supervision of a standards project by the ~~Sponsor-Standards Committee~~ includes the following mandatory requirements:

- a) 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. Forms and information may be obtained from the NesCom Administrator (see 5.2).
- b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the ~~sponsoring-Standards eCommittee~~.
- c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).

- d) Organize the technical development work on the standard.
- e) Access and use IEEE's data, including personal data, from IEEE systems 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.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the ~~Sponsor Standards Committee~~ (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Conduct the ~~Sponsor Standards Association~~ ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- i) Submit the proposed standard together with the submittal form to the IEEE-SA Standards Board.
- j) Submit annually to IEEE-SA Staff an electronic list of persons participating in standards projects during the prior year.
- k) Without exception, the ~~Sponsor Standards Committee~~ shall ensure the submission of an annual financial report(s) for the operation of the ~~Sponsor Standards Committee~~ and all of its standards development ~~committees-subgroups~~ (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).
- l) Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, the ~~Sponsor Standards Committee~~ shall promptly notify the IEEE-SA Standards Board and shall immediately address the concern with the standards developing committee leadership.
- m) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the ~~Sponsor Standards Committee~~. Such P & P shall not be in conflict with the *IEEE-SA Standards Board Operations Manual*. ~~Sponsors Standards Committees~~ should note that IEEE-SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a ~~Sponsor's Standards Committee's~~ WG P & P for alignment.

5.1.2.2 ~~Co-sponsored Joint development~~ projects

For projects that are ~~jointly developed by IEEE Standards Committees-co-sponsored~~, a primary ~~Sponsor Standards Committee~~ and other ~~co-sponsors Standards Committees~~ shall be indicated on the PAR; project oversight will be performed using the P & P of the primary ~~Sponsor Standards Committee~~.

After a PAR has been approved, the addition/deletion of a ~~co-sponsor Standards Committee~~ or a change of the primary ~~Sponsor Standards Committee~~ requires the submission of a Modified PAR. Any ~~co-sponsor Standards Committee~~ may withdraw from the project at any time without unanimous approval of the project's ~~sponsors-other Standards Committees~~ prior to submission of the Modified PAR. A change to the primary ~~Sponsor Standards Committee~~ requires the unanimous approval of the project's ~~sponsors Standards Committees~~ prior to submission of the Modified PAR.

Unanimous approval of the project's ~~sponsors Standards Committees~~ is required in order to withdraw a ~~joint development co-sponsored~~ project.

Requests to update a ~~jointly developed co-sponsored~~ document via an amendment or corrigendum shall be submitted to the primary ~~Sponsor Standards Committee~~; the primary ~~Sponsor Standards Committee~~ is

required to seek concurrence of all ~~co-sponsors~~ other joint development Standards Committees in the decision of whether or not to submit a PAR to address a requested update.

In addition to Working Group members, the administrative committee (AdCom) or the executive committee (ExCom) of each ~~co-sponsor~~ joint development Standards Committee shall have access to pre-~~Sponsor~~ Standards Association-ballot drafts.

5.1.2.3 Disclosure of affiliation

The ~~Sponsor-Standards Committee~~ is responsible for ensuring that participants are notified of their obligation to disclose their affiliation(s), which includes employer(s) and any other affiliation(s). Each participant's affiliation(s) shall be disclosed during any standards development activity (e.g., during meetings and ~~Sponsor-Standards Association~~ balloting).

During standards development meetings, the Working Group Chair or the Chair's delegate shall inform participants of the definition of, and requirement for, disclosure of affiliation(s) and possible penalties for non-compliance (see 5.2.1.5 of the *IEEE-SA Standards Board Bylaws*). This disclosure of affiliation shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or electronic communication) that provides for disclosure of affiliation(s). The minutes of each Working Group or other subgroup meeting shall record a list of participants in the meeting, and the disclosed affiliation(s) of each participant.

Whenever an individual is aware that the ownership of his or her affiliation(s) may be material to the process, or when the ~~Sponsor-Standards Committee~~ or the IEEE-SA Standards Board requests, that individual shall also declare the "ultimate parent entity" of their affiliation(s). The ultimate parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity identified as the individual's affiliation. For the purposes of this definition, the term "control" and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights. "Control" and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.

5.1.2.4 Nondisclosure and false or misleading disclosure

A participant who fails to disclose all affiliation(s) shall not accrue any participant rights, including rights of or towards voting membership or ballot participation, until such disclosures have been made. Failure to disclose affiliation(s), or materially false or misleading disclosure of affiliation, shall result in loss of membership or balloting privileges, and may also result in loss of other participation privileges within the IEEE-SA for such participants and any affiliated entities.

The Working Group should review the adequacy of disclosures. If a Working Group Chair becomes aware of a participant who provides potentially false or misleading disclosure, the participant shall be notified and requested to clarify the disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the Working Group Chair shall notify the ~~Sponsor~~ Standards Committee.

The ~~Sponsor-Standards Committee~~ of the project shall, when notified by the Working Group Chair or when appropriate, review the adequacy of disclosures. If the ~~Sponsor-Standards Committee~~ deems the disputed affiliation inadequate, then the participant shall be notified that, unless addressed, the ~~Sponsor-Standards Committee~~ will submit the disputed affiliation and recommended corrective action(s) to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee.

During ~~Sponsor-Standards Association~~ balloting, if a potentially false or misleading disclosure of affiliation is identified, the ~~Sponsor~~ Standards Committee, Working Group Chair, or ballot designee shall notify the participant in the ~~Sponsor-Standards Association~~ ballot and request that the participant clarify the

disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the ~~SponsorStandards Committee~~, Working Group Chair, or ballot designee shall submit the disputed affiliation and corrective action(s) recommended by the ~~SponsorStandards Committee~~ to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee (see subclause 6.6.1 of the *IEEE Standards Association Operations Manual* for details regarding the IEEE-SA Standards Conduct Committee).

5.1.3 Statements to external bodies

Each ~~IEEE Standards SponsorCommittee~~ shall have policies and procedures in place concerning the creation and handling of public statements prior to sending any such statements in any format to any body other than the IEEE Standards Association. These procedures should state a means for developing and approving ~~the SponsorStandards Committee statements~~ and a methodology for presentation of those statements. These procedures shall also conform both to the IEEE-SA procedures as administered by the IEEE-SA Board of Governors (BOG) and set forth in subclause 6.5 of the *IEEE Standards Association Operations Manual* and to the rules in Section 15 of the *IEEE Policies*.

Each statement shall clearly identify the group creating this statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that “this document solely represents the views of *name of group* and does not necessarily represent a position of either the IEEE or the IEEE Standards Association.” If the public statement addresses safety, that statement shall be reviewed and approved in writing by IEEE legal counsel prior to issuance.

Upon issuance of all such public statements, electronic copies shall be sent to the Secretary of the IEEE-SA Standards Board and to the Secretary of the IEEE-SA BOG.

If the ~~SponsorStandards Committee~~ wants to issue an entity position statement on standards that represents the viewpoint of the IEEE Standards Association, the rules in the *IEEE Standards Association Operations Manual* shall be followed. Approval from the IEEE-SA BOG shall be obtained prior to a ~~SponsorStandards Committee~~ requesting another IEEE entity (as defined in Section 15 of the *IEEE Policies*) to offer a position statement on a standards matter.

5.1.4 Standards publicity

5.1.4.1 Press releases

~~SponsorsStandards Committees~~ are encouraged to prepare press releases to promote their activities. IEEE Standards staff is available to assist in the preparation of press releases.

Copies of all press releases developed by ~~IEEE Standards SponsorsCommittees~~ shall be submitted to the Secretary of the IEEE-SA Standards Board. Copies may be supplied electronically. If the press release has been made available on a public website, the URL shall be supplied as well. Press releases may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards press releases.

5.1.4.2 Other forms of publicity

~~SponsorsStandards Committees~~ are encouraged to use all means possible to promote their standards and standards activity. IEEE Standards staff is available to assist in standards promotion.

Copies of any articles from ~~SponsorsStandards Committees~~ concerning an IEEE standards activity submitted to publications shall be submitted to the Secretary of the IEEE-SA Standards Board. Copies may be supplied electronically. If the article has been made available on a public website, the URL shall be supplied as well. Articles may be made available on the IEEE Standards website, or links to existing

websites may be provided to aid users in locating appropriate standards promotional material.

5.2 Project authorization

No formal activity shall take place after six months from the day of the first meeting of the Working Group or PAR Study Group without formal submittal of a PAR to the IEEE-SA Standards Board and assignment of a project number, unless a single extension of six months for that activity is provided by the ~~Sponsor Standards Committee~~ (see 5.1.2). The ~~Sponsor Standards Committee~~ shall include a rationale in its meeting minutes when granting the extension. A PAR Study Group is a subgroup of the ~~Sponsor Standards Committee~~ or Working Group that is responsible for evaluating whether a standard should be developed and, if so, to complete a PAR form for ~~Sponsor Standards Committee~~ consideration. Only the NesCom Administrator has the authority to assign project numbers (see the IEEE-SA Project Numbering Policy).

The ~~Sponsor Standards Committee~~ shall submit the original signed copy of the PAR to the NesCom Administrator. This original PAR shall be submitted prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board. The individual signing the PAR shall be an IEEE-SA member.

At the time of PAR submission, the ~~Sponsor Standards Committee~~ shall state the type of Standards Association balloting group that will be formed to ~~approve or disapprove~~ ballot the standard (see 5.4.1).

Any PAR that includes a change ~~in sponsorship of the Standards Committee~~ shall be submitted to the NesCom Administrator, accompanied by letters of agreement from both the ~~Sponsor Standards Committee~~ ceding ~~sponsorship responsibility~~ and the ~~Sponsor Standards Committee~~ accepting ~~sponsorship responsibility~~.

After the PAR has been approved by the IEEE-SA Standards Board, the PAR form becomes an important part of the project file for the standard and is referred to at the time that a standard is submitted for IEEE-SA Standards Board approval. It is important for standards-writing committees to examine the approved PAR periodically in order to make certain that its information is current as shown on the form. This will minimize delays in obtaining approval of final submittals.

For standards and their amendments that may be submitted to international standards-developing organizations, the project chair should supply a coordination plan to the IEEE-SA Standards Board during the draft development of the standard that will illustrate the plan they will follow to coordinate the necessary multiple approvals.

If a standards project has not been completed by the four-year deadline authorized in the PAR and the ~~Sponsor Standards Committee~~ determines that the project should remain active, the ~~Sponsor Standards Committee~~ shall complete the IEEE-SA Standards Board Extension Request Form and submit it to the NesCom Administrator. NesCom will make a recommendation to the IEEE-SA Standards Board whether or not to approve the extension to the PAR. A PAR extension may be granted for one or more years.

If the ~~Sponsor Standards Committee~~ does not submit an IEEE-SA Standards Board Extension Request Form and the standards project has reached the deadline authorized in the PAR approval letter or a previous extension approval letter, the standards project shall be subject to administrative withdrawal.

5.3 Standards development meetings

5.3.1 Objective

The objective of IEEE standards development meetings is to develop and produce IEEE standards documents. All participants in IEEE standards development meetings are encouraged to produce standards that address the technical needs of their industry and that are feasible, timely, and of high quality.

5.3.2 ~~Standards Sponsors~~ Standards Committees

~~Sponsors-Standards Committees~~ are responsible for managing and hosting meetings whose purpose is to facilitate development of IEEE Standards. These series of meetings operate on a break-even basis and are not operated to generate a profit in the long term. The following subclauses specifically address this additional role of managing and hosting standards development meetings.

5.3.3 Standards development meetings

Standards development meetings are to be conducted consistent with the principle of openness. Participants in a Working Group may include members and non-members when the requirements to gain membership are specified in ~~Sponsor-Standards Committee~~ or Working Group P & P. A 'meeting' includes any convening for which notice was required to be given or for which membership-credits or other participation rights are either earned or exercised. Meetings may be in-person or may be via electronic means, as appropriate.

While a Working Group may maintain its own list of participants to track membership status, the authoritative list of participants is maintained in an IEEE-SA database. Only those authorized to access and use IEEE's data, including personal data, from IEEE systems are 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.

5.3.3.1 Job recruiting

Job recruiting at IEEE Standards meetings is inappropriate and is actively discouraged. However, posting of notices of job opportunities by employers and of notices of jobs sought may be permitted at IEEE Standards meetings only if approved by the ~~IEEE-Standards~~ ~~Sponsor~~Committee.

5.3.3.2 Recordings of the proceedings of standards development meetings

IEEE-SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.

An officer of the Working Group or one of its subgroups, unless prohibited by the P & P of the ~~Sponsor Standards Committee~~ or Working Group, is permitted to record, via either audio or slideshow recording only, the proceedings of an IEEE standards development meeting for which he or she is responsible. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited.

The Working Group or subgroup officer shall use the recording exclusively for the purpose of generating minutes. The officer shall not copy or further distribute the recording. Once the meeting minutes have been prepared, the officer shall delete the recording.

Any IEEE standards development meeting may be recorded for preparation of the meeting minutes as described above. If recording is expected to occur, the following steps shall be taken:

- The intent to record for preparation of the meeting minutes shall be noted on the distributed agenda.

- At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting and shall notify participants that remaining in the meeting is an agreement to be recorded.
- The fact of the announcement to record the meeting shall be included in the meeting minutes.

5.3.3.3 Press attendance

Normally, individuals from the press are not encouraged to attend standards meetings. If the press is in attendance, the chair should announce press attendance. Normal meeting fees are not expected to be waived for the press.

5.3.3.4 Commercial activities

Exhibits of vendor products, distribution of literature, sales presentations, and similar activities are discouraged at standards meetings as they detract from and compete with the normal standards development process.

5.3.4 [Placeholder]

5.3.5 Meeting expenses

~~An IEEE~~ Standards ~~Sponsor Committee~~ may choose to set a meeting fee as a means of offsetting the costs of meeting administration, logistics, and other similar costs of standards development.

The ~~Sponsor Standards e~~Committee assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the ~~Sponsor Standards e~~Committee. Conversely, if a surplus results from the operation, the surplus will be credited to the ~~Sponsor Standards e~~Committee.

5.3.6 Annual financial report

All ~~Sponsors Standards Committees~~ shall ensure the annual certification of detailed financial activity via the IEEE-SA online financial reporting tool. The report is due by 15 February of each year for the previous fiscal year's activity. Failure to submit this report shall result in action from the IEEE-SA Standards Board. Entry of financial transactions shall be completed within 45 days of the end of each fiscal quarter (March, June, September, and December) and shall be considered delinquent if not submitted by that time. If two deadlines in one fiscal year are missed, the non-compliant group shall then be required to enter financial transactions on a monthly basis through the end of the following year. If missed deadlines continue, any of the following actions may be taken by the SASB:

- Removal of the Treasurer
- Removal of the Officers
- Suspension of all activities of the non-compliant group until the report is filed and accepted as complete

5.3.7 Bank accounts

All IEEE standards development committees that have or intend to have bank accounts shall use the IEEE Concentration Banking Program as their only bank account. It is the policy of the IEEE that all bank accounts provide for the signatures of at least two volunteers (who shall be IEEE Member grade or higher in good standing).

Bank accounts shall be closed six months after the standards development activity has ceased and if further

projects are not planned. Closing bank statement(s) shall be submitted to the IEEE-SA BOG and the relevant IEEE Society with the final budget report.

5.3.8 Auditing of finances

All ~~IEEE~~ Standards ~~Sponsor-e~~Committees with actual income or expenses of US \$250,000 or more per year shall be audited by a fully qualified, independent professional auditor. The ~~Sponsor-Standards Committee~~ may select an outside accounting firm, another fully qualified resource, or the IEEE Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of the relevant ~~IEEE~~ Standards ~~Sponsor-e~~Committees. If the IEEE Internal Audit Department is selected to provide the auditing service, all required documentation is due no later than 15 March. If prepared by an independent auditor, the contract/MOU for their services is due to the IEEE Internal Audit Department by 15 March; the final and complete audit report shall be submitted to the IEEE Internal Audit Department by 30 April.

~~IEEE~~ Standards ~~Sponsor-e~~Committees with more than US \$25,000 but less than US \$250,000 in income or expenses per year may be audited. The IEEE Internal Audit Department is responsible for scheduling and arranging for the audits of these Standards activities. For those ~~Standards-e~~Committees not scheduled for an Internal Audit review in a given year, an informal review should be conducted by a committee composed of individuals who have no direct or indirect responsibility for the financial transactions of the ~~Standards-e~~Committee.

All audit fees, as determined by the IEEE Internal Audit Department, shall be incorporated in the budgets of ~~IEEE~~ Standards ~~Sponsor-e~~Committees and displayed as a separate line on budget reports.

The IEEE Internal Audit staff shall assure that committee financials are audited in accordance with the guidelines developed for this purpose.

5.3.9 Closings

All IEEE standards development committees with meeting income or expenses of US \$25,000 or greater per meeting shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Close bank accounts;
- Distribute any surplus as directed by the IEEE-SA BOG;
- Complete final financial reports;
- Complete the audit, if required.

Many of these tasks are required by United States Internal Revenue Service regulations and by the audit process. Documentation concerning these tasks shall be reviewed by the IEEE-SA BOG and the relevant IEEE Society, where applicable.

5.3.10 Legal compliance and other issues

5.3.10.1 Compliance with laws

All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws. In the course of IEEE standards development, participants shall not engage in fixing product prices, allocating customers, dividing sales markets, or other conduct that violates antitrust or competition laws.

5.3.10.2 Discussion of litigation, patents, and licensing

No discussions or other communications regarding the following topics shall occur during IEEE-SA working group standards-development meetings or other duly authorized IEEE-SA standards-development technical activities:

- 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, other than distribution of Accepted Letters of Assurance as permitted under the IEEE-SA patent policy (see 6.2 of the *IEEE-SA Standards Board Bylaws*)

5.3.10.3 Discussion of relative cost/benefit analyses

When comparing different technical approaches in IEEE-SA standards development technical activities, participants may discuss the relative costs (in terms, for example, of percentage increases or decreases) of different proposed technical approaches in comparison with the relative technical performance increases or decreases of those proposals. The relative costs may include any potentially Essential Patent Claims, but not the price at which compliant products may or will be sold. Technical considerations should be the main focus of discussions in IEEE-SA standards development technical activities.

5.3.11 Naming meetings and use of IEEE logo

This policy applies to naming all ~~IEEE~~-Standards ~~Sponsor~~-Committee activities.

- The meeting title shall include “IEEE” for identification purposes.
- The name of a meeting shall be used in all publicity and all related material pertaining to the meeting, including electronic mail.

~~IEEE~~-Standards ~~Sponsor~~-Committee activities shall have the IEEE logo on all promotional material and publications.

5.3.12 Contracting

IEEE Standards meetings may require contracts for various services. These services include but are not limited to hotel services and meeting management services.

The ~~IEEE~~-Standards ~~Sponsor~~-eCommittee or designee shall review all contracts connected with running a meeting. Contracts are subject to limitations as defined in IEEE Policy 12.6 and subclause 5.1.3 of the *IEEE Standards Association Operations Manual*.

All meeting contracts shall be maintained in a readily accessible file at the IEEE Standards Department for audit purposes. It is the responsibility of the ~~IEEE~~-Standards ~~Sponsor~~Committee chair or working group chair to send a copy of the contract, when executed, to the IEEE Standards Department promptly for retention within the IEEE.

In signing a contract, competitive bidding procedures shall be used whenever practical. If competitive bidding is not practiced, the ~~IEEE~~-Standards ~~Sponsor~~-eCommittee or working group chair shall be prepared to provide justification.

5.3.13 Insurance

All ~~Sponsor Standards e~~Committees ~~of IEEE Standards meetings~~ with annual meeting budgets or expenses for the IEEE of US \$25,000 or greater are responsible for obtaining necessary insurance coverage for their meetings if this is not covered in established contracts with meeting facilities. The IEEE can provide such coverage as stipulated in the *IEEE Financial Operations Manual*.

5.3.14 Tax liability

The IEEE is a non-profit organization, incorporated in New York State, USA. IEEE holds standards meetings throughout the world, and the legal and tax requirements can vary greatly for each site. In the United States, the IEEE is exempt from paying income taxes and is also exempt from paying sales taxes on purchases in some states. Some states require sales taxes to be collected on-site for sales of books and other items. Order taking can be done without consideration of sales taxes.

Outside of the USA, there are other sales taxes that may be required to be collected at IEEE Standards meetings for on-site sales, such as Value Added Tax (VAT) and the Goods & Services Tax (GST) in Canada. It may be required to collect such taxes on meeting fees. There are also exemptions from paying VAT and GST and the rules are unique by country. In most countries, but not all, the IEEE is exempt from paying income taxes.

Because the laws and requirements of each country, state and province vary, it is very important that each ~~IEEE Standards Sponsor e~~Committee contact the IEEE Tax Compliance Office (tax-staff@ieee.org) to find out the specific legal and tax requirements to operate at their site. This must be done very early in the planning stages of the conference; if planned properly, large savings may result.

Financial support by industry of IEEE-SA Standards meetings and events is acceptable. All such support shall not violate the not-for-profit status of the IEEE.

5.4 Standards Association ballots ~~by the Sponsor~~

A Standards Association balloting group shall be one of the following:

- Individuals with voting privileges
- Persons with voting privileges who are of any category other than individual

All ~~IEEE Standards Association Sponsor~~ ballots shall be conducted by the IEEE Standards Balloting Center.

All ~~IEEE Standards Association Sponsor~~ ballots shall be conducted by electronic means.

~~Sponsor(s) Standards Committees~~ may conduct parallel balloting of a standard using both an individual Standards Association balloting group and an entity Standards Association balloting group. An interested ~~Sponsor Standards Committee~~ shall make a request to the ~~Sponsor Standards Committee~~ that is responsible for the standard as identified on the PAR to conduct parallel ballots. The decision to conduct the parallel ballots rests with the ~~Sponsor Standards Committee~~ that is responsible for the standard as identified on the PAR, and that ~~Sponsor Standards Committee~~ has the sole discretion on whether or not to use parallel balloting. These parallel ballots shall satisfy all corresponding Standards Association ballot conditions. The management of the parallel ballots rests with the ~~Sponsor Standards Committee~~ responsible for the standard as identified on the PAR.

IEEE-SA shall maintain a single authoritative database for the list of members of the ~~Sponsor Standards Association~~ balloting group. A request for a ~~Sponsor Standards Association~~ balloting group membership list shall be submitted to the ~~Sponsor Standards Committee~~ Chair. The ~~Sponsor Standards Committee~~ Chair shall then forward such request to the IEEE-SA staff liaison for that ~~Sponsor Standards Committee~~. The IEEE-SA staff liaison shall fulfill the request if the standard has been approved or upon its approval. For individual-based balloting, the supplied membership list shall consist of each member's name, affiliation, and interest category. For entity-based balloting, the supplied membership list shall consist of each entity's name, the entity's designated primary voting representative (and, if designated, the alternate voting representative), entity affiliation, and entity interest category.

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws*. Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future ~~Standards Association~~ balloting groups. The balloting group shall provide for the development of consensus by all interests significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is achieved by not permitting any single interest category to comprise more than one-third of the ~~Sponsor Standards Association~~ balloting group.

No balloter shall have more than one vote.

Balloters are required to classify their relationship to the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as "testing laboratory" or "academic," may be added by the ~~Sponsor Standards Committee~~. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. Individuals classify themselves based on their technical background, which may be related to their employment, job functions, or experience. IEEE-SA entity balloters are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No single classification (interest category) is permitted to constitute more than one-third of the ~~Standards Association~~ balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. ~~Sponsors Standards Committees~~ shall ensure balance prior to conducting a ~~Sponsor Standards Association~~ ballot. Balloting groups of individuals should have at least 10 members to ensure adequate balance.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the ~~Standards Association~~ balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE-SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

5.4.1.1 Balloting group made of entities

Several distinct rules apply to ~~Sponsor Standards Association~~ ballots by entities. For each ~~Standards Association~~ balloting group, each such entity shall name one primary voting representative and, at the entity's option, one alternate voting representative to the ~~Sponsor Standards Committee~~. Only a ballot from one of these representatives shall be accepted. If ballots are received from other parties, they shall not be counted; if ballots are received from both the primary voting representative and the alternate voting representative, only the vote from the primary voting representative shall be counted.

Each primary and alternate voting representative can ballot for only one entity; no one representative can represent the interests of more than one entity. Each representative shall declare what entity he or she represents and that their voting shall be independent of any other entity.

In order to be a voting member in a particular ~~Sponsor-Standards Association~~ ballot, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the ~~Standards Association balloting group-body~~ and that the entity is not knowingly funding directly or indirectly the participation of another person in that ~~Sponsor-Standards Association~~ ballot for the purposes of influencing the outcome of the vote. Any entity representative who cannot make such a declaration shall not be able to be a voting member in that particular ~~Sponsor-Standards Association~~ ballot.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. ~~Sponsors-Standards Committees~~ shall ensure balance prior to conducting a ~~Sponsor-Standards Association~~ ballot. Balloting groups shall have at least five members to ensure adequate balance.

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 ~~Sponsor-Standards Association balloting group-body~~ may be transferred to the new entity, provided that the new entity is not already a member of the ~~Sponsor-Standards Association balloting group-body~~.

5.4.2 Ballot invitations

~~IEEE-Standards Association~~ balloting groups shall be formed by means of ballot invitations conducted by the IEEE Standards Balloting Center. A ballot invitation is sent to all parties known by the ~~Sponsor Standards Committee~~ to be interested in the subject matter of the proposed standard. Information about ~~IEEE-Standards Sponsor-Association~~ ballot invitations shall also be made available at the IEEE Standards website to allow additional interested parties the opportunity to participate.

Ballot invitations shall remain open for a period of no less than 15 days. Those who respond affirmatively to the invitation during the period in which the ballot invitation is open and who otherwise fulfill the criteria in both subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws* and 5.4.1 shall become members of the ~~Standards Association~~ balloting group for that proposed standard. If a ballot does not open within 6 months of the invitation close date, the ballot group will be considered invalid and the ~~Sponsor-Standards Committee~~ shall conduct a new invitation. Once the ~~Standards Association~~ ballot has begun, no changes shall be made to the membership of the balloting group.

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for ~~Sponsor-Standards Association~~ balloting, ~~a-standards-balloting~~ shall be conducted by the ~~Sponsor-Standards Committee~~ or ~~Sponsor~~-designee via the IEEE Standards Association balloting tools. The standards balloting process consists of ~~Sponsor-Standards Association~~ balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. ~~Sponsor-Standards Association~~ balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the ~~Sponsor-Standards Association~~ balloting group.

The ballot process may include communication among the ~~Sponsor-Standards Committee's~~ comment resolution group and ~~Sponsor-Standards Association~~ balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, ~~Sponsor-Standards Association~~ balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any ~~Sponsor-Standards Association~~ balloting group member.

5.4.3.1 Ballot term

Each ballot in the standards balloting process shall close at 23:59 UTC-12⁴ on the closing date specified on the ballot. The length of the ballot and associated recirculations is set by the ~~Sponsor~~Standards Committee. The initial ballot term shall be at least 30 days in duration. The recirculation ballot term shall be at least 10 days in duration.

The ~~Sponsor~~Standards Committee shall assess the return rate of the first ballot, where the return is the ratio of the sum of ~~Sponsor~~Standards Association balloting group members' *Approve*, *Do Not Approve*, and *Abstain* votes to the count of ~~Sponsor~~Standards Association balloting group members.

In the first ballot, if the ballot has not achieved a 75% return by the specified closing date, the ballot may be extended to close when a 75% return is received. This extension for receipt of a 75% return shall not be longer than 60 days.

5.4.3.2 Voting in the ballot

The ballot shall provide the following vote choices to ~~Sponsor~~Standards Association balloting group members:

- a) *Approve (Affirmative)*. This vote may be accompanied by comments suggesting corrections and improvements. All comments shall be considered; making a change to the proposed standard as a result of the comments is left to the discretion of the ~~Sponsor~~Standards Committee.
- b) *Do Not Approve (Negative with comment)*. This vote must be accompanied by one or more specific objections with proposed resolution in sufficient detail so that the specific wording of the changes that will cause the *Do Not Approve* voter to change his or her vote to *Approve* can readily be determined. The ~~Sponsor~~Standards Committee shall encourage the submission of comments with all *Do Not Approve* ballots.

Balloters who vote *Do Not Approve* shall be permitted to differentiate those comments that caused their *Do Not Approve* vote from other comments that they may wish to submit. Any comments that are explicitly identified not to be part of the *Do Not Approve* vote shall be treated as comments associated with an *Approve (Affirmative)* vote.

If no comments are submitted associated with the *Do Not Approve* vote, then the vote shall be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

If i) all comments associated with a *Do Not Approve* vote are deemed by the ~~Sponsor~~Standards Committee as out-of-scope and ii) the balloter is notified that the comment(s) are out-of-scope and such notifications are accompanied with specific rationale for such out-of-scope determination, then the vote may be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

During a recirculation ballot, *Do Not Approve* voters may indicate acceptance of the response to any or all comments associated with their *Do Not Approve* vote. Each *Do Not Approve* voter shall be given an opportunity to review comment responses, determine if he or she is satisfied, either entirely or in part, and either to change his or her vote to *Approve*, to *Abstain*, or to retain his or her *Do Not Approve* vote.

- c) *Abstain*. This category is provided to allow for ballot returns from ~~Sponsor~~Standards Association

⁴UTC is Coordinated Universal Time.

balloting group members who do not wish to vote *Approve* or *Do Not Approve* because of conflict of interest, lack of expertise, or other reasons.

During a recirculation ballot, ~~Sponsor Standards Association~~ balloting group members shall have an opportunity to cast votes or change their previously cast votes.

5.4.3.3 Comments in the ballot

The ~~Sponsor Standards Committee~~ shall consider all comments that are received by the close of the ballot.

~~Sponsors Standards Committees~~ shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools. Such evidence shall include (i) an indication of whether the resolution proposed by the comment was accepted, revised, or rejected and (ii) for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

The ~~Sponsor Standards Committee~~ shall make a reasonable attempt to resolve all *Do Not Approve* votes that are accompanied by comments.

Until the proposed standard has achieved 75% approval, comments can be based on any portion of the proposed standard. Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the ~~Sponsor Standards Committee~~.

Once the proposed standard has achieved 75% approval, comments in subsequent ballots shall be based only on the changed portions of the balloted proposed standard, portions of the balloted proposed standard affected by the changes, or portions of the balloted proposed standard that are the subject of unresolved comments associated with *Do Not Approve* votes. If comments are not based on the above criteria, the comments may be deemed out-of-scope of the recirculation. Such comments need not be addressed in the current standards balloting process and may be considered for a future revision of the standard.

Comments addressing grammar, punctuation, and style, whether attached to an *Approve* or a *Do Not Approve* vote, may be referred to the publications editor for consideration during preparation for publication. It should be borne in mind that proposed standards are professionally edited prior to publication.

Comments received before the close of ballot from participants who are not in the ~~Sponsor Standards Association~~ balloting group, including from the mandatory coordination entities, require presentation to the ~~Sponsor Standards Committee's~~ comment resolution group for consideration. The ~~Sponsor Standards Committee~~ shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.3.4 Recirculation ballots

Changes may be made to the proposed standard in response to comments or for other reasons. All substantive changes made since the last ballot of the proposed standard shall be identified and recirculated to the ~~Sponsor Standards Association~~ balloting group. All unresolved *Do Not Approve* votes with comments shall be recirculated to the ~~Sponsor Standards Association~~ balloting group. The verbatim text of each comment, the name of the *Do Not Approve* voter, and a response by the ~~Sponsor Standards Committee~~ conducting the resolution of comments shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for ~~Sponsor Standards Association~~ balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if *Do Not Approve* votes with new comments within the scope of the recirculation are submitted.

The ~~Sponsor Standards Committee~~ is not required to conduct a recirculation ballot solely for *Do Not Approve (Negative without comment)* votes.

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting *Approve* or *Do Not Approve (Negative with comment)* must approve the draft in order to submit the ballot result to the IEEE-SA Standards Board. In the event that 30% or more of the returned ballots are *Abstentions*, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the ~~Sponsor Standards Committee~~.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve *Do Not Approve* votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the ~~Sponsor Standards Committee~~ should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved *Do Not Approve* votes, together with the reasons given by the *Do Not Approve* voters and the responses by the ~~Sponsor Standards Committee~~, shall be included with the ballot results submitted to RevCom.

The ~~Sponsor Standards Committee~~ shall, if not included in a recirculation package, provide to the *Do Not Approve* voter and to RevCom an explanation why any comments associated with a *Do Not Approve* vote were not required to be recirculated. In order for a *Do Not Approve* vote to be changed to an *Approve* or *Abstain* vote, the ~~Sponsor Standards Committee~~ shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote. Any *Do Not Approve* vote with comment that RevCom is asked to consider as a *Do Not Approve (Negative without comment)* shall be explained to RevCom.

5.4.3.6 Death or incapacity of a member of the ~~Sponsor Standards Association~~ balloting group

In the event that the IEEE Standards Department receives documentation of the death or incapacity of a member of a ~~Sponsor Standards Association~~ balloting group by the closing date for the first ballot, that person shall be administratively removed from the ~~Sponsor Standards Association~~ balloting group. In the event that such documentation is received following the closing date for the first ballot, the ~~Sponsor Standards Association~~ balloting group member shall be deemed unavailable for balloting purposes and shall not be sent any further balloting material. Comments associated with *Do Not Approve* votes that are received before the ~~Sponsor Standards Association~~ balloting group member became unavailable will be treated normally; note that confirmation of resolution is not expected. However, no tally shall be recalculated as a result of such a determination of unavailability, including ballots, abstention rate, return, or approval rate.

5.4.4 Mandatory coordination

The ~~Sponsor Standards Committee~~ shall coordinate via circulation of drafts with the following entities:

- IEEE Standards editorial staff during Mandatory Editorial Coordination, ~~Sponsor Standards Association~~ ballot, and RevCom review

- The IEEE Registration Authority Committee (RAC) when the draft includes registration activity (see subclause 5.7 of the *IEEE Standards Association Operations Manual*):
 - 1) The PAR indicates the possible registration of assigned names or assigned numbers to be included in or used by the proposed project.
 - 2) It becomes apparent through development of the draft that:
 - a) new registration of assigned names or assigned numbers will be included in the draft that will be assigned under a standards developing organization (SDO), or a Working Group or ~~Sponsor~~ Standards Committee would like to request authority to conduct such assignment;
 - b) the draft includes reference to, or new specifications for use of, registration activity defined external to the proposed standard.

The RAC, IEEE Standards editorial staff, or RevCom may request RAC review of a draft.

Comments from mandatory coordination entities shall be given appropriate consideration and response by the ~~Sponsor~~ Standards Committee. At the time of project submittal to the IEEE-SA Standards Board for approval consideration as an IEEE standard, the ~~Sponsor~~ Standards Committee shall supply the most recent mandatory coordination comments and indicate either acceptance or a request for a waiver (see 4.2.3.2).

5.4.5 Comments received as a result of an IEEE Public Review

Upon the opening of the initial ~~Sponsor~~ Standards Association ballot, an IEEE Public Review shall start and last for 60 days. Any person may purchase the initial ballot draft for information only, and have the ability to submit public comments on said draft without vote. All public review comments and responses shall be submitted electronically through the IEEE Standards Association public review tools.

All public review comments received during an IEEE Public Review shall be considered by the ~~Sponsor~~ Standards Committee and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Sponsor~~ Standards Committee upon request.

5.4.6 Comments received from persons who are neither in the Standards Association balloting group nor an IEEE Public Review commenter

Any person may purchase a Standards Association ballot draft for information only. Such persons may submit comments on the draft. Comments received before the close of a ballot shall be considered by the ~~Sponsor~~ Standards Committee (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Sponsor~~ Standards Committee upon request.

Comments received after the close of a ballot will be provided to the ~~Sponsor~~ Standards Committee. The ~~Sponsor~~ Standards Committee shall acknowledge the receipt of these late comments to the commenter and take such action as the ~~Sponsor~~ Standards Committee deems appropriate. If the ~~Sponsor~~ Standards Committee considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Sponsor~~ Standards Committee upon request.

5.5 Submission of proposed standards to the IEEE-SA Standards Board

The Sponsor Standards Committee shall submit all required documentation, including a complete copy of the last balloted draft, in accordance with the most current version of the IEEE-SA Standards Board Working Guide for Submittal of Proposed Standards, to the RevCom Administrator. This submittal shall be made prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board.

When the proposed standard is considered at a meeting of RevCom, it may be necessary for the Sponsor Standards Committee to be represented at that meeting, particularly if there were unresolved negative votes during the balloting (see 4.2.3.3 and 5.4.3.2) and/or if RevCom members submit negative comments prior to the RevCom meeting (see 4.2.3.4).

Approved IEEE standards may be submitted for adoption by other organizations (see also 5.6). As part of the adoption process, the adopting organization may receive comments on the technical content of the standard. These comments should be sent to the IEEE Standards Department. The comments will then be referred to the Sponsor Standards Committee for a response. Responses shall be directed to the commenter, with a copy sent to the IEEE Standards Department. If, in the opinion of the Sponsor Standards Committee, such comments warrant an amendment or revision to the approved IEEE standard, the Sponsor Standards Committee shall submit a PAR.

5.6 Adoption

The IEEE is a focal point for various technologies and is willing to share its expertise with standards developers worldwide. One method for doing this is through adoption.

Adoption of IEEE standards by national, regional, and international standards organizations is encouraged. This adoption shall be a formal process that may include a reciprocal agreement between the IEEE and the organization adopting the IEEE standard. The following subclauses discuss the methods for processing adoption requests.

5.6.1 Process for adoption of IEEE Standards

Arrangements for non-IEEE organizations to adopt IEEE standards are established in binding memoranda of understanding. These memoranda of understanding shall be executed by the Managing Director, Standards, and the responsible person in the other organization. IEEE staff shall have responsibility for negotiating the terms and conditions of these agreements. Requests for adoption of IEEE standards shall be forwarded to the Contracts and Licensing Manager, IEEE Standards Department.

Adopting organizations are encouraged to participate in future updates of the originating IEEE standard.

5.6.2 Process for adoption of non-IEEE Standards

5.6.2.1 Sponsor Standards Committee identification

A Sponsor Standards Committee, as defined by subclause 5.2.2 of the *IEEE-SA Standards Board Bylaws*, shall assume responsibility for coordinating the adoption of a non-IEEE standard by the IEEE. The Sponsor Standards Committee shall be responsible for the standard upon adoption and until transfer to inactive status in accordance with all IEEE Standards policies and procedures.

5.6.2.2 Project initiation

A ~~Sponsor Standards Committee~~ shall submit a PAR for the adoption of a non-IEEE standard to the IEEE-SA Standards Board to initiate an adoption. At the same time, the ~~Sponsor Standards Committee~~ shall contact the Contracts and Licensing Manager, IEEE Standards Department, to initiate copyright negotiations.

5.6.2.3 Draft development

The adoption of a non-IEEE standard shall not include any revisions or changes to the actual document being adopted. However, IEEE exceptions addressing any differences between the IEEE adoption and the non-IEEE standard may be added to either the front matter of the document or in an annex.

5.6.2.4 ~~Sponsor Standards Association~~ ballot

The ~~Standards Association~~ ballot shall include a cover letter explaining the reasons for the adoption, the options available to the balloters when casting their votes, and the provisions for consideration of comments by the developer of the non-IEEE standard. The ~~Sponsor Standards Association~~ ballot shall meet the requirements outlined in 5.4.

Ballot comments and any ~~Sponsor Standards Committee~~ responses shall be forwarded to the developer of the non-IEEE standard for consideration.

5.7 Trial-Use standards

A Trial-Use standard may be appropriate for the following situations:

- a) To bring together concepts for cutting edge technologies that are so new that standardization concepts need to be developed as the technology progresses.
- b) To solicit input from a broader community prior to consideration of the development of a full-use standard.
- c) As an alternative for a proposed standard that receives a significant number of Do Note Approve votes that cannot be resolved.

Trial-Use standards are effective for not more than three years and cannot be amended; it is allowable to have corrigenda against a Trial-Use standard. Trial-Use standards are prepared through the normal standards process and require a PAR indicating trial-use, ~~Sponsor Standards Association~~ balloting, ballot resolution, and IEEE-SA Standards Board approval. During the trial-use period, users and those interested in the document may submit comments. The front matter of each approved Trial-Use standard shall contain a published cutoff date for receipt of comments and shall state the expiration date for the Trial-Use document (dates shall be calendar dates, i.e., dd mmm yyyy). The comment cutoff date shall be at least 12 months before the expiration date for the Trial-Use standard. The expiration date for the Trial-Use standard shall be three years from its publication date. Upon expiration, the Trial-Use standard shall be transferred to inactive status (i.e., the document will be labeled *Inactive* and reserved for historical reference.)

The ~~Sponsor Standards Committee~~ shall consider the comments received. If the document is to be converted to a full-use document, a revision project shall be initiated through the submission of a PAR that indicates full-use status. The normal ~~Sponsor Standards Association~~ balloting and approval processes applicable to all standards shall be followed. ~~Sponsor Standards Association~~ balloting for the full-use document shall not be conducted until after the comment cutoff date for the Trial-Use document. Once

approved, the full-use standard will follow all of the applicable policies and procedures (e.g., ten-year life; can be amended; can be further revised; etc.).

The ~~Sponsor Standards Committee~~ may consider converting a full-use project to a Trial-Use project. To make this conversion, a Modified PAR indicating the change to a Trial-Use project shall be submitted to NesCom. If the ~~Sponsor Standards Association~~ balloting process has begun, the ~~Sponsor Standards Committee~~ cannot convert the project from full-use to trial-use without terminating the active ballot.

In addition, the ~~Sponsor Standards Committee~~ may consider converting a Trial-Use project to a full-use project. To make this conversion, a Modified PAR indicating the change to a full-use project shall be submitted to NesCom. If the ~~Sponsor Standards Association~~ balloting process has begun, the ~~Sponsor Standards Committee~~ cannot convert the project from trial-use to full-use without terminating the active ballot.

5.8 Appeals

5.8.1 SASB appeals pool

The IEEE-SA Standards Board Chair shall select six to nine members of the IEEE-SA Standards Board to serve as the SASB appeals pool.

Members of the SASB appeals pool shall serve until a new SASB appeals pool is appointed.

5.8.2 SASB Appeal Officers

The SASB Appeal Officers shall be the IEEE-SA Standards Board Chair and the SASB Vice Chair for Appeals.

The Past Chair of the IEEE-SA Standards Board shall serve as the SASB Vice Chair for Appeals. If the SASB Vice Chair for Appeals has a conflict regarding the subject matter of an appeal, the IEEE-SA Standards Board Chair shall appoint another member of the IEEE-SA Standards Board to serve as the SASB Vice Chair for Appeals for that particular appeal.

If the IEEE-SA Standards Board Chair has a conflict regarding the subject matter of an appeal, the SASB Chair shall appoint a non-conflicted member of the SASB to serve as the second SASB Appeal Officer for that particular appeal.

5.8.3 Appeal brief

The appellant shall file a written appeal brief with the Secretary of the IEEE-SA Standards Board (i) within 30 days after the date of notification of action of the IEEE-SA Standards Board; (ii) within 30 days following a final decision from a ~~Sponsor Standards Committee~~ appeal panel; or (iii) after 30 days and within 60 days of IEEE-SA Standards Board inaction. The appellant shall first have exhausted the appeals procedures of the ~~Sponsor Standards Committee~~ prior to filing an appeal with the IEEE-SA Standards Board. The appeal brief shall state the nature of the objection(s) including any adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts, including all subordinate appeals, to resolve the objection(s) and the statement of outcome/decision of each, including a sequence of events of these efforts, shall be provided. The appellant shall include documentation supporting all statements in the appeal brief. All issues regarding the subject action or inaction shall be filed together in one appeal brief.

The Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief within five

days of such receipt. The SASB Appeal Officers shall review the appeal brief and determine within 20 days of receipt of the appeal brief whether the appeal shall be heard by an IEEE-SA Standards Board Appeal Panel, should be referred to the IEEE-SA BOG, or should be returned to the appellant with instructions. The appeal should be returned to the appellant for a complaint that deals with ethical issues, technical matters, or if the appellant has not exhausted the appeals procedures of a relevant subordinate committee. In these circumstances, the appellant should be instructed to follow the procedures of the IEEE Ethics and Member Conduct Committee or the IEEE-SA Standards Conduct Committee, as appropriate, for filing a formal ethical or conduct complaint; if the complaint concerns a technical matter, to follow the approved procedures for providing technical input including, but not limited to, making a technical comment during the applicable comment submission and/or balloting period; or if the appellant has not exhausted the appeals procedures of a relevant subordinate committee, to file a procedural appeal with such subordinate committee. The SASB Appeal Officers shall review whether the appellant has established a prima facie case, especially in reviewing whether any previous ~~Sponsor Standards Committee~~ appeal panel decision appealed from was adjudicated in accordance with the relevant P&Ps. If it is determined that a prima facie case has not been established, the Secretary shall notify the appellant in writing that the appeal will be dismissed.

If the SASB Appeal Officers determine that the IEEE-SA BOG should review the appeal, the Secretary of the IEEE-SA Standards Board shall notify the appellant and the appellee (the chair of the committee at issue) of that fact within five days of receipt of the notice from the SASB Appeal Officers that the IEEE-SA BOG will be reviewing the appeal. The appeal shall be referred to the IEEE-SA BOG and adjudicated according to IEEE-SA BOG processes (see subclause 4.4 of the *IEEE Standards Association Operations Manual*). If the IEEE-SA BOG hears an appeal that originated from a referral from the IEEE-SA Standards Board, the results of that appeal shall be reported to the Secretary of the IEEE-SA Standards Board.

If the SASB Appeal Officers determine that an IEEE-SA Standards Board Appeal Panel should hear the appeal, the Secretary shall, within 30 days of receipt of the appeal brief, send the appellee a copy of the appeal brief and acknowledgment, and shall send the appellant and the appellee a written notice of the date, time, and location for an in-person hearing (“hearing notice”) with the SASB Appeal Panel (see 5.8.5). The in-person hearing with the SASB Appeal Panel shall be scheduled at the location set for, and during the period of, the first SASB meeting that is at least 60 days after mailing of the hearing notice by the Secretary.

Upon agreement of the appellant, the appellee, and all of the SASB Appeal Panel members, (i) one or more of the participants in an in-person hearing may participate by telephone; or (ii) the hearing may be held solely by telephone at a date/time prior to the scheduled in-person hearing. The Chair of the SASB Appeal Panel will facilitate such agreements.

New evidence meeting the requirements of 5.8.6 shall be provided at least two weeks before the date of the SASB Appeal Panel hearing.

5.8.4 Reply brief

Within 45 days of receipt of the hearing notice, the appellee may send the appellant and Secretary a written reply brief, which specifically and explicitly addresses each allegation of fact in the appeal brief to the extent of the appellee’s knowledge. If the appellee furnishes a reply brief, the brief shall include documentation supporting all statements contained in the reply brief.

5.8.5 SASB Appeal Panel

The IEEE-SA Standards Board Chair shall appoint from the SASB appeals pool an SASB Appeal Panel consisting of a chair and two other members who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute (“SASB Appeal Panel”). At least two members shall be acceptable to the appellant and at least two shall be

acceptable to the appellee. If the parties to the appeal cannot agree on an SASB Appeal Panel within a reasonable amount of time, the matter shall be referred to the IEEE-SA Standards Board, which shall appoint the members of the SASB Appeal Panel. If an SASB Appeal Panel member resigns or is removed from the SASB Appeal Panel at any time before the appeal hearing, then the IEEE-SA Standards Board Chair shall appoint a replacement from the SASB appeals pool. The replacement shall be subject to the acceptability criteria described above.

To ensure continuity of the appeals process, a specific SASB Appeal Panel will remain impaneled until the publication of the SASB Appeal Panel's final decision(s).

5.8.6 Conduct of the hearing

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 SASB 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 SASB 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 SASB 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 SASB 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 SASB Appeal Panel may address questions to individuals. The SASB 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 SASB Appeal Panel may convene to review the ground rules before the participants appear.

5.8.7 SASB Appeal Panel decision

The SASB Appeal Panel shall not consider technical appeals or make findings with respect to ethical rules, but shall limit its consideration to procedural matters. The SASB Appeal Panel shall render its decision, based upon majority vote of the SASB Appeal Panel (SASB Appeal Panel members shall vote to find in favor of the appellant or the appellee and shall not abstain), in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. The SASB Appeal Panel shall only address the concerns raised by the appellant and the appellee.

If the appeal has not been previously heard by a ~~Sponsor Standards Committee~~ appeal panel, the SASB Appeal Panel may give consideration to the following positions, among others, in formulating its decision:

- a) Finding for the appellant, with a specific statement of the issues and facts showing that an IEEE

- policy or procedure was violated. In formulating its conclusions, the SASB Appeal Panel may prescribe the remedy proposed by the appellant or may prescribe an alternative remedy;
- b) Finding against the appellant, with a specific statement of the issues and facts showing that appellant failed to meet its burden to demonstrate that an IEEE policy or procedure had been violated; or
 - c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate committee for reconsideration.

If the appeal has been previously heard by a ~~Sponsor Standards Committee~~ appeal panel, the appellant does not have the right to retry appellant's case before the SASB Appeal Panel. Rather, appellant must show by a preponderance of evidence that the ~~Sponsor Standards Committee~~ appeal panel made an error by failing to follow its own policies and procedures. The appellant shall be barred from bringing new evidence before the SASB Appeal Panel unless such evidence reasonably was not available to the appellant at the time of the ~~Sponsor Standards Committee~~ appeal hearing. In such a case, the SASB Appeal Panel will determine whether such new evidence could change the outcome of the proceeding and, if so, shall remand the entire action back to the ~~Sponsor Standards Committee~~ appeal panel for its reconsideration. Where the appeal was previously heard by a ~~Sponsor Standards Committee~~ appeal panel, the SASB Appeal Panel may give consideration to the following positions, among others, in formulating its decision:

- 1) Finding for the appellant with a specific statement of how the ~~Sponsor Standards Committee~~ appeal panel failed to follow its own policies and procedures and remanding the action to ~~Sponsor the Standards Committee~~ appeal panel with instructions that the ~~Sponsor Standards Committee~~ appeal panel issue a ruling on the subject of the appeal correctly following its own policies and procedures;
- 2) Finding against the appellant, with a specific statement of the facts that demonstrate that appellant failed to meet its burden to demonstrate that the ~~Sponsor Standards Committee~~ appeal panel did not follow its own policies and procedures; or
- 3) Finding that new evidence has been introduced which (i) was not reasonably available to the appellant at the time of the ~~Sponsor Standards Committee~~ appeal hearing; and (ii) could change the outcome of the proceeding, and remanding the entire action to the ~~Sponsor Standards Committee~~ appeal panel for reconsideration.

The SASB Appeal Panel Chair, through the Secretary, shall notify the appellant, the appellee, and members of the IEEE-SA Standards Board in writing of the decision of the SASB Appeal Panel.

If an SASB Appeal Panel member resigns or is removed after a hearing, then the remaining two members of the SASB Appeal Panel may issue a decision if their decision is unanimous. If it is not unanimous, then the IEEE-SA Standards Board Chair shall appoint a replacement from the SASB appeals pool and a re-hearing shall be conducted during the next IEEE-SA Standards Board meeting series.

5.8.8 Request for re-hearing of the SASB Appeal Panel decision

The decision of the SASB Appeal Panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the Secretary, based on new evidence, provided such new evidence existed at the time of the hearing, but was not reasonably available to either the appellant or appellee, as appropriate, at the time of the hearing. In such case, the decision of the SASB Appeal Panel shall be stayed pending review by the SASB Appeal Officers within 20 days of receipt of the written request. The review shall decide

- a) To adopt the report of the SASB Appeal Panel, and thereby deny the request for re-hearing; or

- b) To direct the SASB Appeal Panel to conduct a re-hearing; or
- c) At its discretion, to ask the IEEE-SA Standards Board to consider the matter.

Only one re-hearing can be conducted per appeal.

If the appeal was delegated to the IEEE-SA Standards Board by the IEEE-SA BOG, the decision shall also be sent to the Secretary of the IEEE-SA BOG. Appeals from a decision of the SASB Appeal Officers to deny the request for a re-hearing or from the decision of the SASB Appeal Panel after a re-hearing shall be referred to the IEEE-SA BOG.

5.8.9 BOG appeal

The SASB Appeal Panel's final decision can be appealed to the IEEE-SA BOG in writing to the Secretary of the IEEE-SA BOG within 30 days after the SASB Appeal Panel decision becomes final on the basis of a perceived error in the SASB Appeal Panel process or of a perceived error in the SASB Appeal Panel decision. Such appeal shall proceed in accordance with the *IEEE Standards Association Operations Manual*.

5.8.10 Informal settlement

The IEEE-SA encourages settlement of disputes at any time if the settlement is consistent with the objectives of the IEEE-SA Policies and Procedures. Any settlement (to which the parties agree in writing) that is consistent with these P & P, or an agreement to withdraw the appeal, will terminate the appeal process.

6. Copyright, commercial terms and conditions, patents, and standard structure

6.1 Copyright

The IEEE owns the copyright of draft IEEE standards, approved IEEE standards, draft Industry Connections Work Products, and Work Products released or published by an Industry Connections activity (see 7.2 of the *IEEE-SA Standards Board Bylaws*).

Contributions made by participants in an IEEE-SA standards development or Industry Connections activity meeting, whether the contributions are Published or not, are subject to the IEEE-SA Copyright Policy set forth in Clause 7 of the *IEEE-SA Standards Board Bylaws*.

6.1.1 Project Authorization Request and Industry Connections Activity Initiation Document

6.1.1.1 Project Authorization Request (PAR)

At the time a PAR is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed IEEE standard shall be identified on the PAR. The Working Group Chair is responsible for obtaining written permission to use all previously Published material prior to the start of the initial ballot or prior to the next recirculation ballot if the excerpted material is inserted during comment resolution.

6.1.1.2 Industry Connections Activity Initiation Document (ICAID)

At the time an ICAID is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed Industry Connections Work Product shall be identified on the ICAID. The Chair of an Industry Connections activity is responsible for obtaining written permission to use all previously Published material prior to inclusion of the material in an Industry Connections Work Product.

6.1.2 Contributions from previously Published sources

Participants in an IEEE Standards group or Industry Connections activity who submit contributions containing excerpted content from previously Published sources shall notify the Chair of the need for permission, and should assist the Chair in obtaining that permission. Working Group and Industry Connections activity Chairs are responsible for requesting and obtaining permission from external entities and for forwarding the completed response forms to the IEEE.

IEEE Permission Form Letters should be used to request and grant such permissions. Permission Form Letters to use material unchanged or modified are available online. Agreements that do not conform to the IEEE Permission Form Letters are possible, but such requests shall be in writing and shall be approved by IEEE-SA staff.

6.1.3 Drafts of proposed IEEE standards

All drafts shall be clearly labeled to reflect their status as unapproved.

6.1.3.1 Draft copyright statements

All drafts shall carry a copyright statement that:

- a) The document is an unapproved draft of a proposed IEEE standard
- b) The document is subject to change
- c) The document shall not be utilized for conformance/compliance purposes.

The *IEEE Standards Style Manual* provides example text to meet the above requirements.

6.1.3.2 Draft distribution to participants

Participants in an active IEEE standards development project are entitled to receive a copy of draft standards produced by that project without charge. The Working Group Chair of the project determines whether an individual (for individual projects) or entity (for entity projects) meets the requirements for participation.

6.1.3.3 Draft distribution for adoption consideration

If a Working Group intends to coordinate drafts of a project for possible adoption of the approved standard by a national, regional, or international standards-developing organization, the ~~Sponsor-Standards Committee~~ and Working Group Chair shall jointly develop a plan with the IEEE Standards Department. IEEE may require an agreement prior to any adoption.

6.1.3.4 Draft distribution for coordination

If a Working Group intends to coordinate drafts of a project with a standards-developing organization or technical organization involved in the technology covered by that project, the ~~Sponsor-Standards Committee~~ and Working Group Chair shall work with the IEEE Standards Department to establish the liaison relationship, subject to the *IEEE-SA Liaison Organization Guidelines for the Provision of Draft IEEE Standards*. Once the relationship has been established, the Working Group Chair may submit drafts to the liaison organization for coordination. Prior to, or simultaneously with, the submission of a draft to the liaison organization, the Working Group Chair shall inform the IEEE Standards Department of the submission and shall also supply the relevant draft. The Working Group Chair shall immediately inform the IEEE Standards Department when the liaison relationship is no longer needed.

All drafts submitted to liaison organizations shall have as its cover page a liaison organization cover letter that outlines the IEEE copyright, permitted uses, distribution mechanisms, and additional recipients of the draft. Template liaison organization cover letters are available from the IEEE Standards Department.

6.1.3.5 Other draft distribution

Requests for drafts other than described in subclauses 6.1.3.2 – 6.1.3.4 shall be directed to the IEEE Standards Department.

6.1.4 Draft Industry Connections Work Products

All draft Industry Connections Work Products shall be clearly labeled to indicate they are drafts.

6.1.4.1 Draft Industry Connections Work Product copyright statements

All draft Industry Connections Work Products shall carry a copyright statement that:

- a) The Work Product is a draft
- b) The Work Product is subject to change

- c) The Work Product shall not be utilized for conformance/compliance purposes.

A draft Industry Connections Work Product may be distributed without charge to the participants for that Industry Connections activity. Other persons seeking permission to reproduce the draft Industry Connections Work Product, in whole or in part, must obtain permission from the IEEE Standards Department.

The IEEE-SA Industry Connections activity document template provides example text to meet the above requirements.

6.2 Commercial terms and conditions

6.2.1 IEEE standards

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

6.2.2 Industry Connections Work Products

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE Industry Connections Work Product, except for provisions approved by the IEEE in connection with the sale or license of the IEEE Industry Connections Work Product by the IEEE or by an agent authorized by the IEEE. While an Industry Connections Work Product may contain references to products, services, or companies, an Industry Connections Work Product shall not endorse or appear to endorse any particular products, services, or companies.

6.3 Patents

The patent policy is set forth in clause 6 of the *IEEE-SA Standards Board Bylaws* and is incorporated herein by reference.

Letters of Assurance are to be e-mailed, faxed, or mailed to the IEEE Standards Association (to the attention of the PatCom Administrator). The PatCom Administrator shall accept each Letter of Assurance that is complete and is received from an individual within the issuing organization whose title suggests authority for intellectual property and legal matters. The PatCom Administrator's duties with regard to Letters of Assurance shall be purely ministerial (i.e., without regard to or exercise of the PatCom Administrator's discretion regarding the content of the Letters of Assurance received). For each Accepted Letter of Assurance, the PatCom Administrator shall record the date on the signed Letter of Assurance and the date upon which the IEEE accepted such. The chair or the chair's delegate of an IEEE standards-developing working group or the chair of an ~~IEEE~~ ~~s~~Standards ~~Sponsor~~ ~~Committee~~ shall request a Letter of Assurance from Affiliates specifically excluded on an Accepted Letter of Assurance.

Upon written request, the IEEE will make available copies of any Accepted Letter of Assurance and its attachments. Letters received after 31 December 2006 shall be posted on the IEEE-SA website.

6.3.1 Public notice

The following notice shall appear in all draft and approved IEEE standards.

Attention is called to the possibility that implementation of this standard may require use of subject matter covered by patent rights. By publication of this standard, no position is taken by the IEEE with respect to the existence or validity of any patent rights in connection therewith. If a patent holder or patent applicant has filed a statement of assurance via an Accepted Letter of Assurance, then the statement is listed on the IEEE-SA web site (see <http://standards.ieee.org/about/sasb/patcom/patents.html>). Letters of Assurance may indicate whether the Submitter is willing or unwilling to grant licenses under patent rights without compensation or under reasonable rates, with reasonable terms and conditions that are demonstrably free of any unfair discrimination to applicants desiring to obtain such licenses.

Essential Patent Claims may exist for which a Letter of Assurance has not been received. The IEEE is not responsible for identifying Essential Patent Claims for which a license may be required, for conducting inquiries into the legal validity or scope of Patents Claims, or determining whether any licensing terms or conditions provided in connection with submission of a Letter of Assurance, if any, or in any licensing agreements are reasonable or non-discriminatory. Users of this standard are expressly advised that determination of the validity of any patent rights, and the risk of infringement of such rights, is entirely their own responsibility. Further information may be obtained from the IEEE Standards Association.

6.3.2 Call for patents

The chair or the chair's delegate of an IEEE standards-developing working group or the chair of an ~~IEEE Standards Sponsor Committee~~ shall be responsible for informing the participants at a meeting that if any individual believes that Patent Claims might be Essential Patent Claims, that fact should be made known to the entire working group and duly recorded in the minutes of the working group meeting. This request shall occur at every standards-developing meeting once the PAR is approved by the IEEE-SA Standards Board.

The chair or the chair's delegate shall ask any patent holder or patent applicant of a Patent Claim that might be or become an Essential Patent Claim to complete and submit a Letter of Assurance in accordance with Clause 6 of the *IEEE-SA Standards Board Bylaws*. Information about the draft standard will be made available upon request.

6.3.3 Inactive standards

All active IEEE standards are subject to periodic review for revision within ten years of IEEE-SA Standards Board approval or transfer to inactive status (see clauses 2.2 and 5.3 of the *IEEE-SA Standards Board Bylaws* and 9.2). Thus, any standard that incorporates patented technology may at some point in time be transferred to inactive status. Clause 6 of the *IEEE-SA Standards Board Bylaws* contains policies concerning the period of validity for any Letter of Assurance received from a party regarding an Essential Patent Claim.

6.3.4 Multiple Letters of Assurance and Blanket Letters of Assurance

A Submitter may provide the IEEE with a Blanket Letter of Assurance for a specific [Proposed] IEEE Standard that covers all Essential Patent Claims the Submitter may currently or in the future have the

ability to license. A Submitter may submit separate Letters of Assurance providing different licensing positions for different potential Essential Patent Claims.

Over time, a Submitter may also provide multiple assurances for a given Patent Claim by submitting multiple Letters of Assurance for such claim. For Essential Patent Claims, each such Letter of Assurance shall be binding on the Submitter. Each potential licensee may choose to invoke the terms of any applicable Letter of Assurance accepted by the IEEE, with one exception: If a Submitter has signed and submitted a Letter of Assurance specifically identifying a Patent Claim before or concurrently with signing and submitting a Blanket Letter of Assurance, the Blanket Letter of Assurance cannot be invoked as to the specified Patent Claim. (The Submitter, however, may submit a separate specific Letter of Assurance offering the Blanket Letter of Assurance terms for the specified Patent Claim.) The intention of this paragraph is to permit the Submitter to offer alternative assurances, and to permit the potential licensee to choose from among the alternative assurances offered.

If, after providing a Blanket Letter of Assurance, the Submitter acquires an Essential Patent Claim or a controlling interest in an entity that owns or controls an Essential Patent Claim, the existing Submitter's Blanket Letter of Assurance shall apply to such acquired Essential Patent Claims unless the acquired entity or the prior holder of the acquired Essential Patent Claim has submitted a Letter of Assurance before the acquisition. Any Blanket Letter of Assurance submitted by the acquired entity or the prior holder of the acquired Essential Patent Claim before the acquisition shall continue to apply to acquired Essential Patent Claims covered by such assurance (but not to the acquirer's Essential Patent Claims). Letters of Assurance covering specified Essential Patent Claims shall continue to apply to specified Essential Patent Claims, whether acquired in the acquisition or held by the acquirer before the acquisition, as provided in this Operations Manual. Nothing in this paragraph shall prevent an acquiring party from asking a seller of an acquired Essential Patent Claim or an acquired entity to submit additional Letters of Assurance before closing of the acquisition.

6.3.5 Applicability of Letters of Assurance to Amendments, Corrigenda, Editions, or Revisions

An Accepted Letter of Assurance referencing an existing standard, amendment, corrigendum, edition, or revision will remain in force for the application of the Essential Patent Claim(s) to the technology specified in another amendment, corrigendum, edition, or revision of the same IEEE Standard but only if (a) the application of the technology required by the amendment, corrigendum, edition, or revision of the same IEEE Standard has not changed from its previous usage and (b) the same Essential Patent Claims covered by the prior Accepted Letter of Assurance remain Essential Patent Claims in the same IEEE Standard or revision thereof.

The Working Group Chair shall initiate a request for a new Letter of Assurance from a known Submitter when re-using portions of, or technologies specified in, an existing [Proposed] IEEE Standard, amendment, corrigendum, edition, or revision referenced in an Accepted Letter of Assurance in a different [Proposed] IEEE Standard.

6.4 IEEE standard document structure

6.4.1 Normative and informative

Normative material is information required to implement the standard and is therefore officially part of the standard. Informative material is provided for information only and is therefore not officially part of the standard.

6.4.2 Frontmatter

The frontmatter of an IEEE standard is informative.

6.4.3 Notes and footnotes

Notes and footnotes are informative except as noted in subclauses 6.4.4 and 6.4.5.

The *IEEE Standards Style Manual* provides further information about notes and footnotes.

6.4.4 Notes to tables and footnotes to tables

A note to a table is informative. A footnote to a table is normative.

6.4.5 Notes to figures and footnotes to figures

A note to a figure is informative. A footnote to a figure is normative.

6.4.6 Normative references

Normative references are documents that contain additional material that is necessary to implement the standard. Thus, normative references are indispensable when applying the standard. Each normative reference shall be cited, and the role and relationship of each normative reference shall be explained in the body of the standard.

IEEE and other nationally or internationally recognized standards developing organizations (SDOs) are preferred as the source of normative references. Documents published by other organizations may be cited provided the document is publicly available at a cost that is not unreasonable at the date of publication of the IEEE standard. Documents that are cited as normative references, but that are developed by organizations that are not nationally or internationally recognized SDOs, shall include the edition or date of publication in the citation. References to standards that are not active are permitted, provided such standards are publicly available at the date of publication of the IEEE standard. Draft standards may be used as normative references if they are unambiguously dated, readily available, and retrievable at the date of publication of the IEEE standard. Please consult with an IEEE Standards project editor if such inclusion is necessary.

References to specific clauses or subclauses, tables, and figures of another document shall include the date of said document.

6.4.7 Shall, should, may, and can

The word *shall* indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall* equals *is required to*).

The word *should* indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should* equals *is recommended that*).

The word *may* is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*).

The word *can* is used for statements of possibility and capability, whether material, physical, or causal (*can* equals *is able to*).

6.4.8 Assigned numbers or names

A draft that defines any of the following items, for which any instance is intended to be allocated independent of approval in an IEEE standard, shall define the rules of such allocation:

- Namespaces
- Listings of products, services, entities, or objects
- Assignment of unique identifiers
- Assignment of unique numbers

In such instances, the draft and the rules for allocation shall be subject to mandatory coordination (see 5.4.4).

7. IEEE participation on committees outside the IEEE

7.1 Liaisons with external organizations

7.1.1 Definition of an External Liaison

An External Liaison is appointed by ~~an IEEE~~ Standards ~~Sponsor-Committee~~ to an organization external to the IEEE. The External Liaison provides communication between their ~~IEEE-Standards Sponsor-Committee~~ and the external organization. The volunteer serving in this capacity acts as an information conduit only and may express an opinion as part of the consensus building process.

An External Liaison is not an External Representative, as defined in the *IEEE Standards Association Operations Manual*, Clause 7.1.1.

7.1.2 General requirements for the establishment of an External Liaison

The ~~IEEE-Standards Sponsor-Committee~~ shall have a sufficient degree of activity within a sector or subsector of the relevant technical or industrial field in which the External Liaison is being established.

In order to be effective, the liaison relationship shall operate in both directions.

7.1.3 Establishing an External Liaison

A ~~n IEEE~~ Standards ~~Sponsor-Committee~~ may establish an External Liaison with any organization external to the IEEE it deems appropriate. Establishment of External Liaisons shall be communicated to the appropriate IEEE-SA Staff Liaison.

7.1.4 Appointment of External Liaisons

Once a ~~n IEEE~~ Standards ~~Sponsor-Committee~~ has established an External Liaison, the ~~IEEE-Standards Sponsor-Committee~~ shall appoint a representative and notify the appropriate IEEE-SA staff with the name and contact information of the representative.

7.1.5 Responsibilities of an External Liaison

The External Liaison assists the IEEE in identifying potential collaborative opportunities between the IEEE-SA and the external organization.

7.1.6 Submission of IEEE documents to an external organization

All participants in IEEE standards activities are responsible for protecting the intellectual property rights of IEEE standards. If a participant wishes to introduce an IEEE copyrighted document to an external organization, the participant shall obtain permission from the IEEE-SA.

8. Publication

8.1 Standards

Upon approval by the IEEE-SA Standards Board, the standard shall be published as an IEEE standard. The ~~Sponsor-Standards Committee~~ shall be notified of the approval in writing. Balloters with unresolved negative ballot comments shall be informed in writing of the approval and of their right to appeal.

Working group members and ~~Sponsor-Standards Association~~ ballot group members are listed in the front matter of the published IEEE standard. For entity-based standards, entities are listed and may be accompanied by the individual representing the entity.

8.1.1 Errata

An erratum shall be prepared when an editorial error is found in an approved IEEE standard that represents a deviation from the standard as approved by the IEEE-SA Standards Board and that could result in misinterpretation of the standard. The date of the erratum and a statement that the erratum represents an editorial correction only shall appear.

8.1.2 Amendments and corrigenda

Amendments and corrigenda are processed with separate PARs and balloted independently in accordance with the requirements of these procedures, including submission to the IEEE-SA Standards Board. A corrigendum may not extend the scope of the existing standard. An amendment may extend the scope of the existing standard, but if the proposed scope of the amendment PAR or the changes made in the draft amendment are found to be excessive by the IEEE-SA Standards Board, the ~~Sponsor-Standards Committee~~ shall initiate a revision PAR to replace the amendment PAR.

All PARs for amendments and corrigenda shall include a project scope.

All amendments and corrigenda shall follow the style conventions for indicating changes defined in the *IEEE Standards Style Manual*.

~~Sponsor-Standards Association~~ ballots of amendments and corrigenda shall also include access to the approved base standard and any approved amendments and corrigenda in order to provide sufficient information to the ~~Standards Association~~ balloting group.

Up to three amendments can be approved before the standard shall be revised, unless the base standard has been approved within the past three years. In such a case, multiple amendments may be added until the base standard is three years old. After the three-year period, RevCom shall defer consideration of additional amendments or corrigenda until a revision or a two-year extension request is approved by the IEEE-SA Standards Board.

If, for any extenuating circumstances, an exception to these rules is required, the ~~Sponsor-Standards Committee~~ shall take its request for a two-year extension to RevCom. A project plan outlining the rationale for the request, as well as a schedule for the revision, also shall be submitted. RevCom will review the request and make a recommendation to the IEEE-SA Standards Board.

During the two-year extension period, ~~Sponsors—the Standards Committee~~ can submit additional amendments and corrigenda for approval consideration. However, after this period, RevCom shall defer consideration of additional amendments or corrigenda until a revision is approved by the IEEE-SA Standards Board.

8.1.3 Normative annexes

Normative annexes are official parts of the standard that are placed after the body of the standard for reasons of convenience or to create a hierarchical distinction. They are official (substantive) parts of the standard. A normative annex shall be referred to as such (Annex A, Annex B, etc.) in its title, the table of contents, and the text.

8.1.4 Informative annexes

Informative annex texts shall be submitted with the proposed standard.

Informative annexes are included in a standard for information only and are not normative (substantive) parts of the standard. Standards writers should carefully consider the nature of material placed in informative annexes. The working group should also understand that informative annex material *is* considered part of the balloted document and, as such, shall be submitted to the IEEE-SA Standards Board for approval.

8.2 Publication of drafts

Drafts of standards under development are normally distributed to members of the group involved in their generation (working group, subcommittee, etc.) for comment and letter ballot. The normal method for generating valid comments is to conduct a letter ballot of the working group or subcommittee.

All drafts, no matter how broad their circulation, shall be marked on the cover and elsewhere with the appropriate copyright and legal statements as defined in Clause 6.

When using the approved IEEE standards designation on a draft standard, the designation shall be structured, at a minimum, as “IEEE Pxxx/DXX,” where “xxx” represents the specific designation and “XX” represents the specific draft version of that document. The date of the draft shall also be included. Any additional information (such as the draft chapters) may be included at the discretion of the working group. The draft designation shall appear on each page of the draft in the same location for the sake of continuity (for example, the upper right corner, the bottom right corner, etc.).

9. Review of IEEE standards

9.1 Revision

The ~~Sponsor Standards Committee~~ should initiate revision of a standard whenever any of the material in the standard (including all amendments, corrigenda, etc.) becomes obsolete or incorrect, or if three or more amendments to a base standard exist three years after its approval. The ~~Sponsor Standards Committee~~ may initiate revision of a standard when new material becomes available and normal evaluation of need and feasibility indicates revision is warranted. The procedure for revising a standard is the same as for developing a new standard. A revision shall encompass the cumulative scope of the project (including all approved amendments and corrigenda).

In a revision, balloters may register objections to any part of the standard, as the revision process opens the entire document to comment. (The amendment process shall be used when new material and possibly corrections of a limited scope are proposed.)

The draft revision document submitted to the IEEE-SA Standards Board shall be a complete version of the revised document. A complete document shall include both the changed and the unchanged text, with balloted changes incorporated into the document.

When a standard is revised, its approved amendments and corrigenda shall be removed from active status as separate documents. Existing amendments and corrigenda shall either be integrated into the base document or eliminated as indicated in the PAR or determined by the ~~Sponsor Standards Association~~ balloting process.

9.1.1 American National Standards

For those IEEE Standards that are also American National Standards, the ~~Sponsor Standards Committee~~ should initiate a revision prior to the standard's fifth anniversary of approval as an American National Standard (ANS) in order to keep the standard from being withdrawn by ANSI. If this does not occur, the ~~Sponsor Standards Committee~~ can provide a rationale for extension to the RevCom Administrator, who will communicate the request to ANSI. The request for an extension of time shall be submitted to ANSI prior to the thirtieth day following the fifth anniversary of approval as an ANS. A request for extension shall provide the schedule of work that will lead to revision.

9.2 Removal from active status

Standards that are no longer useful or contain significant obsolete or erroneous information should be recommended for withdrawal from active status by the ~~Sponsor Standards Committee~~. A recommendation for withdrawal from active status shall be supported by a ~~Standards Association~~ ballot ~~by the Sponsor~~ (see 5.4) with a 50% return and at least a 75% approval.

Every IEEE Standard shall be subject to transfer to inactive status by the IEEE-SA Standards Board at the end of the calendar year that is ten years past its approval date (i.e., the standard will be labeled *Inactive* and reserved for historical reference).

A standard remains active until it is officially transferred to inactive status by the IEEE-SA Standards Board. When a standard is transferred to inactive status, its amendments and corrigenda are also transferred to inactive status.

10. Maintenance and modification of the *IEEE-SA Standards Board Operations Manual*

Proposed modifications to this manual may be submitted to the Secretary of the IEEE-SA Standards Board by members of the IEEE-SA Standards Board and any of its committees. This manual will be maintained by the IEEE Standards Department Staff, reviewed by ProCom, and approved by the IEEE-SA Standards Board.

This document shall be reviewed by legal counsel.

10.1 Interpretations of the *IEEE-SA Standards Board Operations Manual*

Requests for interpretations of this document shall be directed to the IEEE-SA Standards Board. The Secretary of the IEEE-SA Standards Board shall respond to the request within 30 days of receipt. Such response shall indicate either an interpretation or a specified time limit when such an interpretation will be forthcoming. The time limit shall be no longer than is reasonable to allow consideration of and recommendations on the issue by, for example, the Procedures Committee of the IEEE-SA Standards Board.