



Project 1616

Draft Standard Motor Vehicle Event Data Recorders (MVEDRs)

P1616 POLICY & PROCEDURES

Policy & Procedures of IEEE Project 1616 Working Group

THIS IS AN UNAPPROVED DRAFT DOCUMENT FOR REVIEW OF P1616
WORKING GROUP ON 2/26/02

1. The objective of IEEE standards meetings for Project 1616 are to develop and produce IEEE standards that reflect a consensus among industry, government, and the general public, and to serve the interests of those groups. The development of standards shall follow the five imperative principles: due process, openness, consensus, balance, and the right of appeal.
2. Anyone who is interested in a standards activity or potentially affected by it is permitted to attend any IEEE P1616 standards meeting.
3. There are two Co-Chairs for P1616 Mr. Tom Kowalick & Mr. Jim Hall.
4. These Co-Chairs will assure that P1616 meetings are conducted in accordance with IEEE Standards Companion.
5. All call for volunteers for P1616 will be widely distributed by print and electronic means until the Working Group includes balanced representation of industry, government and the public.
6. The Co-Chairs of P1616 will be responsible for establishing the calendar of meetings, location of meetings, meeting agendas and records of the meetings.
7. A P1616 site will be established and maintained by IEEE to deposit records of the Working Group. Members will receive information and documentation via an IEEE reflector e-mail service.
The address of the site is: <http://grouper.ieee.org/groups/1616/home.htm>
8. The public will have access to the P1616 website but a section of this site will be exclusively devoted to Working Group members only. This section will contain space where documents and presentations can be shared, reviewed, critiqued and edited prior to public posting. Access to this section of the site will be restricted by password to Working Group members only.
9. P1616 Working Group members will be encouraged to attend meetings to assure continuity. The Co-Chairs will permit Working Groups members to participate via conference call-in and will encourage all to “contribute to the standards process, not merely to monitor progress.” The Working Group at large will decide by consensus the level of participation required to participate in the ballot process. Participation and Contribution will be benchmarks for consensus.

10. The Co-Chairs will be accessible to Working Group members. All will be notified in advance if there will be audio recording, video recording, or photography at the meeting. The Co-Chairs may restrict such activities if they might impede free discussion or compromise commercial value. Furthermore, recording or photography may be halted whenever they are disruptive.

11. There shall be a P1616 Working Group Operating Procedure agreed upon by consensus of the WG and enforced by the chairs.

12. The Chair will announce a Call for Patents as a major agenda item of each meeting.

P1616 Working Group Operating Procedures

1. P1616 Working Group membership requirements:

1.1 **Membership:** Membership is open to everyone willing to actively participate in the activities of the P1616 working group. After participating in one meeting an individual or organization may request of the chair in writing that they be made a member of the working group. All members of the P1616 WG are expected to attend at least one out of three consecutive meetings and are expected to return ballots. Organizations may identify principals and alternates. The organizational principal representative has the responsibility for the return of an organizational ballot. In order to be eligible for membership, individuals must demonstrate professional experience in the field of Motor Vehicle Event Data Recorder (MVEDR) technologies, or a directly related field.

1.2 **Removal of members:** Membership is retained by participating in at least one out of three consecutive WG meetings, including scheduled teleconferences. Membership may be placed in jeopardy when two of the last three letter ballots are not returned, or are returned with an abstention other than "lack of technical expertise." This rule may be excused by the WG co-chairs if the individual or organization is a member in good standing. If members are unable to attend meetings, they may participate either by correspondence or teleconference, when available. Correspondence shall include significant, written contributions that are technically relevant to P1616 or its working groups or state a position regarding an agenda item where a meeting vote is scheduled.. These contributions shall identify the agenda item and submitted to the WG co-chairs at least two weeks before the scheduled meeting where it is to be discussed. The WG Co-chairs shall distribute the contributions to the WG in advance of the meeting and the documents identified to the agenda item by the secretary. A member who has been notified that their membership is in jeopardy and has not met the membership requirements, may be reinstated after reapplying 6 months after notification of the loss of membership. They will be reinstated by the same procedures as a new candidate for membership.

1.3 **Attendance at meetings:** Attendance shall be taken by a sign-in sheet distributed on the morning of every subcommittee meeting session (each day). In order to receive credit for the meetings, a person shall attend at least 50 percent of the each meeting day. This list must be signed before a member attends a meeting of one of the working group subgroup or other ancillary meeting sanctioned by the P1616 WG.

1.4 **Quorum:** A quorum at a meeting is defined as a majority of members in good standing at the beginning of each meeting.

2. Motions:

2.1 **Format of motions:** All motions shall be written so that everyone can see the exact wording. Editorial changes can be made through the chair to clarify the motion as it is being written. After the motion is finished, the chair should review it to make sure that it is understandable before asking for a second. A motion is not property of the group until the chair states it and there is a second. Where there is a procedural issue regarding motions, Robert's Rules of Order, current edition applies.

2.2 **Discussion on motions:** All discussion on motions shall be through the designated chair for the meeting session. In order to provide for orderly discussion on motions, the chair or secretary shall keep a queue of speakers on the motion and determine if there is anyone who has not yet spoken on the issue before letting someone who has already spoken speak again. The only exception is that the person that made the motion can respond to questions to clarify the motion – which should be controlled by the chair. After a motion has been in front of the group for a long while, any member of the committee can “call the question”. This is a motion to stop the discussion and go to a vote. The chair can ask if there is no objection to calling the question. If none, the original motion must be voted on immediately with no further discussion allowed. If there are a few who object to calling the question, then the chair will ask for a vote on calling the question. If that vote is positive, then the original motion is voted on immediately without further discussion. If that is not successful, the discussion on the original motion continues. At any time the maker of the motion with the acceptance of the seconder may withdraw the motion and then the committee is ready to propose a new motion. Where there is a procedural issue regarding discussion of motions, Robert's Rules of Order, current edition, applies.

2.3 **Amendments to motions:** Amendments to motions are considered "friendly" if the person making the motion and the person seconding the motion agree to the change. If not, the amendment has to be voted first and if successful that becomes part of the original motion which is then deliberated and voted. Where there is a procedural issue regarding amendments to motions, Robert's Rules of Order, current edition, applies.

2.4 **Motions by the chair:** The chair cannot move or second a motion but can state a new motion and ask for a motion and ask for a second if the motion is made. The chair can also make motions by acclamation, e.g., thanking the hosts of the meeting, etc. Where there is a procedural issue regarding motions from the chair, Robert's Rules of Order, current edition, applies.

2.5 **Past motions:** Motions passed at previous meetings may be superseded by motions at subsequent meetings if the old motion proved unworkable or circumstances have changed. Where there is a procedural issue regarding motions from previous meetings, Robert's Rules of Order, current edition, applies.

2.6. **Voting on motions:** Consensus is an imperative principle by which a working group may resolve contentious issues. Consensus means the majority agrees on an issue. Consensus positions shall be sought by a show of hands of all attendees. Meeting votes may be taken when less than a quorum is present and a letter ballot will be issued as soon after the end of the meeting. Voting on matters of policy and approval for forwarding technical material for sponsor ballot shall be conducted only by letter ballot, requiring at least 75 percent return and 75 percent of the returned ballot in the Affirmative, not including abstentions.

2.6.1 **Proxies:** One vote can be cast by each individual and organization in attendance at meetings. Proxies can be assigned by those organizations not in attendance at a meeting for motions that have had discussion on before the meeting are announced on the agenda in advance of the meeting where the vote is to be taken. The authority to assign an organization's proxy votes must be requested, in writing, by the organization's principal representative not attending the meeting. The chair will announce these at the beginning of the meeting.

2.6.2 **Required number of votes:** A motion is considered to have passed if approved by a majority of the members of the working group or its subgroups.

2.6.3 **Recording results of voice votes:** The Secretary of the working group shall keep track of the votes at meetings; the chair shall tally and announce the voting results.

2.6.4 **Reasons supporting negative vote:** For letter ballots, a reason for a negative vote is required.

2.6.5 **Abstentions:** The outcome of a vote is based on a majority of approvals, not including abstentions.

Example: If there are 15 persons present and the voting is as follows, the motion passes: 12 abstentions, 2 yes votes and 1 no vote.

Example: If there were 12 abstentions, 2 no votes and 1 yes vote, the motion fails.

2.7 **Voting on motions by e-mail**

Voting, using electronic ballots by e-mail, on simple motions will be allowed as long as no member objects to the use of an e-mail ballot. E-mail ballots may not be cast during a meeting. In order to conduct e-mail ballots, all members of the working group shall have a personal or organizational e-mail address. If this is not the case, a letter ballot shall be issued.

3. **Ballots:**

3.1 **Written ballots:** Letter ballots shall be used to approve major documents produced by the subcommittee or any of its working groups and to forward working group products for sponsor ballot.

3.2 **Identification of organization represented:** Each individual and organization principal casting a vote on a written ballot (as defined above) shall identify the organization that they are representing and indicate if they are the primary or alternate representative of that organization. Only one vote for each organizational member shall be counted.

3.3 **Duration and results of ballot:** The chair shall determine the duration of the balloting period, issue the ballot, and tally the results.

3.4 **Requirements for approval:** In order for an item on a letter ballot to pass, seventy five percent of the members in good standing of the working group shall have returned ballots (including abstentions). Seventy five percent of those who returned ballots (excluding abstentions) must vote in favor of the item on the ballot. All comments accompanying the letter ballots shall be addressed and resolved to the extent possible. All unresolved comments shall be recorded and attempt made to resolve the issues before sponsor ballot.

3.5 **Negative ballots and abstentions:** Reasons supporting a negative vote or abstention are required along with proposed changes in wording that would cause the balloter to change their vote.

4. **Vote to move a document forward:** The majority of the subgroups shall approve to move a document forward for balloting by the parent committee. This can be carried out by a show of hands at a meeting or by written ballot. To move a document forward to sponsor ballot by the working group, the ballot results shall show at least 75 percent return and 75 percent of those returned ballots approving, not including abstentions.