

Accepted by SASB – 11-December-2013

Voting Systems Standards Committee

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**IEEE Computer Society
Voting Systems Standards Committee
Policies and Procedures for Standards Development**

1.0 Introduction

This clause shall not be modified except to:

- **Identify specific procedures related to the Sponsor as listed in paragraph 5 of this section.**
- **Replace shaded italics with the name of the Sponsor. If the name of the Sponsor is inserted only in the title (above) and at the first occurrence (in paragraph three), the Sponsor will add the additional sentence shown in brackets, and replace [Sponsor Name] in the remainder of the document with "the Sponsor" or appropriate related form**

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of Voting Systems Standards Committee. [Herein after referred to as "the Sponsor" or appropriate related form.] For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by:

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

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

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

Accepted by SASB – 11-December-2013

New York State Not-for-Profit Corporation Law

IEEE Certificate of Incorporation

IEEE Constitution

IEEE Bylaws

IEEE Policies

IEEE Board of Directors Resolutions

IEEE Standards Association Operations Manual

IEEE-SA Board of Governors Resolutions

IEEE-SA Standards Board Bylaws

IEEE-SA Standards Board Operations Manual

IEEE-SA Standards Board Resolutions

Policies and Procedures of this Sponsor

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

1.1 IEEE Sponsor scope

This clause shall include the Sponsor's approved scope.

The scope of the Voting Systems Standards Committee (VSSC) is voting systems for public elections in the United States of America. Voting systems can include, but are not limited to, voter registration systems, election management systems, vote capture systems, vote tabulation systems, election results reporting systems, election canvassing systems, and election audit systems.

1.2 Organization of the Sponsor

This clause shall not be modified.

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

2.0 Responsibilities of the Sponsor

This clause shall not be modified except to include additional responsibilities.

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor

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

2.1 Sponsorship

This clause may be modified. Replace shaded text with the name of the Sponsor.

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

2.1.1 Joint-Sponsor responsibility/accountability

This clause shall not be modified. Replace shaded text with the name of the Sponsor. If the sponsor will not jointly sponsor standards, then the text below shall be removed and replaced with the words "Not applicable."

The Voting Systems Standards Committee shall complete a joint sponsorship agreement for jointly sponsored projects.

3.0 Officers

This clause shall not be modified except to add additional officer roles.

There shall be a Chair, up to two (2) Vice Chair(s), a Treasurer, a Secretary, and a Standards Coordinator. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA (IEEE-SASB Bylaw 5.2.1). The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

This clause may be modified. There are three cases provided as options for describing the election or appointment of officers: one for the case in which the Chair appoints other officers; a second for the case in which the other officers are elected; and a third in which all officers are elected. Use the introduction and an appropriate section -- Case 1, Case 2, or Case 3 – or a similar process, as the basis for this clause.

Officers shall be elected annually in accordance with the procedures of IEEE Computer Society Standards Activities Board. An officer may serve any number of consecutive terms. In the absence of such procedures, the following process shall be followed.

The Sponsor Chair, or the IEEE Computer Society Standards Activities Board, shall appoint an Elections Officer whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each voting member may cast one approval vote for as many nominees for an office as the voting member chooses. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

The voting members of the Sponsor shall initiate a ballot to recommend a candidate for Sponsor Chair. The recommended candidate may then be appointed by the entity that established this Sponsor. If the entity that established this Sponsor declines to appoint the recommended candidate as Sponsor Chair or appoint another person as Sponsor Chair, then another Sponsor ballot may be initiated to recommend a different candidate for Sponsor Chair. The appointment of Sponsor Chair shall be for the calendar year, but the Chair may serve until a successor is appointed.

The voting members of the Sponsor shall nominate to the Elections Officer one or more voting members for the position of Sponsor Chair. Nominees shall be eligible to hold the office of Sponsor Chair. Upon written notification, the nominee has 14 calendar days to indicate

acceptance or rejection of the nomination. If no nomination is received or accepted for the office of Sponsor Chair, the IEEE Computer Society Standards Activities Board may appoint the Sponsor Chair. Sponsor voting members shall nominate to the Elections Officer one or more voting members for the positions of Vice Chair(s), Treasurer, Secretary, and Standards Coordinator. Nominees shall be eligible to hold the office for which they are nominated. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the Sponsor Chair may appoint a voting member for the office.

3.2 Temporary appointments to vacancies

This clause may be modified.

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

3.3 Removal of officers

This clause may be modified.

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Sponsor. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.4 Responsibilities of officers

This clause may be modified.

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

3.4.1 Chair

This clause shall not be modified except to include additional responsibilities.

The responsibilities of the Chair shall include

- a) Leading the activity according to all of the relevant policies and procedures

- b) Forming study groups, as necessary
- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhering to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus of the Sponsor as a means of resolving issues
- k) Prioritizing work to best serve the Sponsor and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- m) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- n) Ensuring that each Working group has a set of P&P approved by the Sponsor. The chair will provide the Working group P&Ps to AudCom upon request.
- o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups

3.4.2 Vice-Chair

This clause may be modified to include additional responsibilities.

If there are two Vice Chairs, the Chair shall designate a 1st Vice Chair and a 2nd Vice Chair. The 1st Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Secretary

This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it must be listed as the responsibility of one of the other officers.

The responsibilities of the Secretary shall include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings

- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
- e) Being responsible for the management and distribution of Sponsor documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

3.4.4 Treasurer

This clause may be modified to include additional responsibilities.

The responsibilities of the Treasurer shall include:

- a) Maintaining a budget
- b) Controlling all funds, including any into and out of the Committee's bank account
- c) Following IEEE policies concerning standards meetings and finances
- d) Adhering to the IEEE Finance Operations Manual

3.4.5 Standards Coordinator

The responsibilities of the Standards Coordinator shall include:

- a) Scheduling Standards efforts within the VSSC including existing documents, 5-year reviews, new document preparation, and schedule of document previews
- b) Coordinating preparation and submittal of withdrawal ballots to the Standards Board
- c) Coordinating with WG chairs in the preparation and submittal of PARs to the Standards Board
- d) Coordinating with WG chairs in the submittal of Draft Standards to the Standards Board

4.0 Membership

Membership of the Sponsor is composed of the following:

- a) Officers as defined in Clause 3.0
- b) Chairs of Active WGs
- c) Other voting members as defined in Clause 4.1
- d) In addition, the Sponsor may include the following Non-Voting Members:
 - 1) Chairs of Hibernating WGs
 - 2) Acting positions (prior to confirmation)

- 3) The IEEE representative to the U.S. Election Assistance Commission's Technical Guidelines Development Committee

With the exception of the Chair, members of the Sponsor are not required but are encouraged to be members or affiliates of the IEEE-SA and either the IEEE or the IEEE Computer Society. Appointment to each non-voting membership position is subject to confirmation by the Sponsor.

4.1 Voting membership

The clause shall be modified to specify details on obtaining and maintaining membership status and requirements for meeting attendance.

Each voting member is expected to attend meetings as defined in this clause. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements. Attendance at a meeting counts if the individual attends at least two-thirds of the duration of the meeting, defined either by elapsed time or by number of roll calls.

If a voting member does not attend at least two of the three consecutive meetings or vote in at least two of three consecutive letter ballots, or a combination of the two, his or her voting membership status may be revoked at the discretion of the Chair. Members who have had their voting membership status revoked must re-apply for membership as defined in clause 4.1.1.

4.1.1 Application

This clause is optional and may be modified to include additional membership requirements. If the clause is not utilized, the text below can be removed and replaced with the words "Not applicable."

An individual who attends the most recent meeting may apply for membership after the close of that meeting. A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively. Membership is subject to approval by the ExCom as defined in Clause 5.1.

Individuals who are interested in the business of the Voting Systems Standards Committee may become observers of the committee by submitting a request to the Chair or Secretary, containing the individual's name, affiliation, e-mail address, and phone number.

4.2 Review of membership

This clause may be modified to include additional membership requirements.

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

4.3 Membership roster

This clause may be modified with the exception of distribution of the roster.

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

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: Chair, Vice Chair(s), Secretary, Treasurer, Standards Coordinator
- d) Members: for all, name, e-mail address, affiliation and membership status.

4.4 Membership public list

This clause shall not be modified except to include or delete the optional bracketed text.

A current and accurate Sponsor membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

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

5.0 Subgroups, Study Groups and Working groups created by the Sponsor

5.1 Administrative subgroups

This clause may be modified to include detailed description, organization, and responsibilities of subgroups, including executive committees (ExCom) and administrative committees (AdCom).

Accepted by SASB – 11-December-2013

When one or more subgroups is formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom), its formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1.

The Executive Committee (ExCom) members shall be the Sponsor (Chair, Vice Chair(s), Secretary-Treasurer and Standards Coordinator).

5.2 Working groups – Individual Method

This clause shall not be modified.

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

The Sponsor shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working groups – Entity Method

This clause shall not be modified.

If a Working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards Working group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups. In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Hibernation of a WG

If a WG has no active PARs, and is not actively developing a new PAR, then it should be considered to either be placed in hibernation (if it has developed standards or recommended practices in the past that are still current), or disbanded (if it has no current standards or recommended practices).

A WG may be hibernated at the request of the WG Chair and the approval of the Sponsor. The hibernating WG may be returned to active status by the Sponsor in order for the WG to develop a new PAR.

Hibernating WG Chairs become Non-Voting Members of the Sponsor after their WG enters hibernation. The Sponsor Chair may appoint new non-voting hibernating WG Chairs to replace vacancies as soon as practical, subject to confirmation by the Sponsor at the next plenary meeting. A non-voting hibernating WG Chair of the Sponsor shall be recognized as a full member of the Sponsor, having all rights and meeting privileges except the right of voting on Sponsor motions.

5.5 Disbanding a WG

After all standards, recommended practices, and technical reports for which a hibernating WG is responsible are withdrawn or transferred to another group or groups, a Sponsor electronic ballot of 30 days minimum duration shall be conducted to determine whether the hibernating WG is to be disbanded.

If the Sponsor electronic ballot on disbanding the group passes, the WG is disbanded. If the ballot fails, then the Sponsor Chair shall determine a future date when the disbanding of the group may be re-balloted.

5.6 Standards study groups

This clause shall not be modified except to include detailed description, organization, and responsibilities of the Study Group.

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.7 Other subgroups

This clause shall not be modified except if this action is moved from 7.1.1 “Actions” requiring approval by a majority vote, to 7.1.2 “Actions” requiring approval by a two-thirds vote. In that case, the word “majority” shall be changed to “two-thirds.”

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The

Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

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

6.0 Meetings

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.

Sponsor meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

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

6.1 Quorum

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be retained or deleted.

A quorum shall be identified before the initiation of Sponsor business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting

membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

This clause shall not be modified.

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All Working group participants shall act in accordance with all IEEE Standards policies and procedures.

6.3 Executive session

This clause shall not be modified.

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting fees

This clause may be modified.

The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

6.5 Minutes

This clause shall not be modified.

The minutes shall record the essentials, including the following:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1) Brief summary of discussions and conclusions
 - 2) Motions, including the names of mover and seconder.
- i) Items reported out of executive session
- j) Next meeting--date and location

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

7.0 Vote

7.1 Approval of an action

This clause shall not be modified.

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority), and 7.1.2 (two-thirds). The “majority, two-thirds vote” is defined as one of the following:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Sponsor responded.

7.1.1 Actions requiring approval by a majority vote

This clause shall not be modified, except for the addition of actions. Items in 7.1.1 may be moved to 7.1.2 if desired.

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties

- b) Disbandment of subgroups
- c) Approval of minutes
- d) Delegation to a sub-group for Authorization of a Sponsor ballot
- e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1.
- f) Approval of a new WG Chair

7.1.2 Actions requiring approval by a two-thirds vote

This clause shall not be modified, except for the addition of actions.

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

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Sponsor scope*
- d) Approval of termination of the Sponsor*
- e) Removal of an officer except the Chair

* Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

This clause may be modified.

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy Voting

This clause shall not be modified if the Sponsor allows Proxy voting. (If the Sponsor does not allow Proxy voting, replace text below with the words “Not Applicable”).

Not applicable.

7.4 Voting between meetings

This clause may be modified.

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

8.0 Communications

This clause shall not be modified.

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

8.1 Formal internal communication

This clause may be modified.

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

8.2 External communication

This clause shall not be modified.

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

8.3 Public statements for standards

This clause shall not be modified.

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

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

8.3.1 Sponsor public statements

This clause shall not be modified except to include additional requirements.

Accepted by SASB – 11-December-2013

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

8.3.2 Subgroup public statements

This clause shall not be modified except to include further requirements.

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

8.3.3 Public statements to be issued by other entities

This clause shall not be modified.

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

8.4 Informal communications

This clause shall not be modified.

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

8.5 Standards publicity

This clause may be modified.

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

9.0 Appeals

This clause shall not be modified except to include details of the Sponsor's appeals process or to select the suggested appeals text below. This clause shall include the Sponsor's detailed appeals process and shall not reference other documents.

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

The Sponsor recognizes the right of appeal on procedural grounds. Procedural concerns within a Sponsor subgroup or working group shall be first presented to the subgroup or working group for resolution. If the procedural concern is not resolved after presentation to the subgroup or working group for resolution, the complaint regarding any procedural action or inaction on the part of the Sponsor, or a Sponsor's subgroup, shall be presented to the Sponsor for resolution. If the party bringing the complaint determines that the Sponsor's proposed resolution is unacceptable, such party can file a procedural appeal with the Sponsor.

Appeals to the Sponsor shall be addressed as follows:

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

Upon receiving a written appeal, the Sponsor Chair shall form an Appeal Committee consisting of at least three members of the Sponsor, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute, and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Sponsor, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Sponsor that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with subgroup or working group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written

communication to the Sponsor Chair and the appellant outlining the reason for its decision.

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

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

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

Sponsor procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Sponsor's 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 Sponsor 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 Sponsor 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 Sponsor 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 Sponsor Appeal Panel may address questions to individuals. The Sponsor 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

Accepted by SASB – 11-December-2013

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 Sponsor Appeal Panel may convene to review the ground rules before the participants appear.

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