

Standard Coordinating Committee 41 (SCC41) Operating Procedures

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The current active Committee procedures shall be located on the IEEE Standards Association web site. These procedures can be updated no more than once per year.

1.0 Introduction

In today's marketplace, 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](#) or Type 2 SCC. It is essential in the management of a standard's development to avoid any actions by the Sponsor/SCC Type 2 or the participants that result in a violation of procedures.

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

These Operating Procedures outline the orderly transaction of business of SCC41, which shall act as sponsor for standards projects. For the development of standards, openness and due process must apply, which means that any person with a direct and material interest who meets the requirements of these Operating 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:

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

Operating Procedures of this Committee

Anything the Committee creates is hierarchically inferior to the documents and resolutions listed above its Operating Procedures as shown above. The Operating Procedures of the Committee are hierarchically superior to other documents of the Committee. The most current edition of *Robert's Rules of Order* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Committee scope

The Committee develops standards related to dynamic spectrum access networks. The focus is on improved use of spectrum. New techniques and methods of dynamic spectrum access require managing interference, coordination of wireless technologies and include network management and information sharing.

1.2 Organization of the Committee

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

2.0 Responsibilities of the Committee

The Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Committee.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 - i. Approving initial PARs from a subgroup or the Committee, and ensuring that such PARs are consistent with the Committee's New Project Criteria.
 - ii. Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
 - iii. Submitting draft standards from a subgroup or the Committee to the Standards Association for sponsor ballot in accordance with Clause 7.2.
- c) Maintaining the standards developed by the Committee in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Committee

- e) Acting on other matters requiring Committee effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Committee without proper Committee authorization
- h) Limiting distribution of the membership roster to appropriate parties.
- i) Reporting annually to the [IEEE-SA Standards Board](#)
- j) Communicating with the IEEE-SA Standards Board on specific Committee activities as needed
- k) Approving subgroup policies and procedures
- l) Maintaining the SCC41 New Project Criteria, a list of characteristics with which new projects must be consistent to be considered for Committee sponsorship

3.0 Officers

There shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The term of office shall be one calendar year. Any officer may serve consecutive terms. Any officers may, at his or her own discretion, serve until a successor is available.

Officers shall be members of any grade of the IEEE and a member of the IEEE-SA. The officers shall organize the Committee; oversee the Committee's compliance with these Operating Procedures; and submit proposed documents approved by the Committee, (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board.

The IEEE-SA Standards Board Chair has the authority to appoint a Chair and remove an officer. In the case of the formation of a new Committee, the SA Standards Board Chair shall appoint the initial chair of the new Committee.

Officers shall read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

There shall be an annual vote of the Committee to recommend a Committee Chair to the Standards Board, and to elect the Vice-Chair, Treasurer, and Secretary.

The voting members of the Committee shall initiate a ballot to recommend a candidate for Committee Chair. The recommended candidate may then be appointed by the IEEE-SA Standards Board Chair. If the IEEE-SA Standards Board Chair declines to appoint the recommended candidate as Committee Chair or appoint another person as Committee Chair, then another Committee ballot may be initiated to recommend a different candidate

for Committee Chair. The appointment of Committee Chair shall be for the calendar year, but the Chair may serve until a successor is appointed.

The voting members of the Committee shall nominate to the Elections Officer one or more voting members for the position of Committee Chair. Nominations must be seconded to be considered in the election. A member may nominate him or herself. Nominees shall be eligible to hold the office of Committee 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 Committee Chair, the IEEE-SA Standards Board Chair may appoint the Committee Chair.

Committee voting members shall nominate to the Elections Officer one or more voting members for the positions of Vice-Chair, Treasurer, and Secretary. Nominations must be seconded to be considered in the election. A member may nominate him or herself. Nominees shall be members and 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 Committee Chair may appoint a voting member for the office.

The Chair 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 and should not have the same organizational affiliation as any nominee. Nominations will be accepted during a 21-day period to begin no more than 60-days and no less than 30 days before the election. The Elections Officer must notify the Committee of the nominees within five days of the close of the nomination period and no less than 21 days before the issuance of the election ballot.

The Elections Officer shall prepare and conduct the election either at the next plenary meeting, by letter or electronic ballot. The voting period will conclude either during the plenary session in which the vote is taken or at 23:00 GMT on the 14th day after the issuance of the ballot. Each balloter may cast vote(s) for as many nominees for an office as they choose. The nominee with the greatest number of votes shall win the election, provided ballots are returned by a majority of the eligible voting members for that election.

3.2 Temporary appointments to vacancies

If an office other than the Chair becomes vacant due to resignation, removal, lack of nomination at an election, or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months, but never to extend beyond the next election of officers. 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

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Committee. 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. Upon removal of an officer, notification shall be provided to the SA Standards Board Chair. The IEEE-SA Standards Board Chair may also remove an officer. .

3.4 Responsibilities of officers

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

3.4.1 Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Committee as a means of resolving issues
- l) Prioritizing work to best serve the Committee and its goals
- m) Complying with the Chair's responsibility with respect to IEEE-SA patent policy (see OpsMan 6.3.2, <http://standards.ieee.org/board/pat/index.html>, and IEEE-SA Patent Policy)
- n) Submitting approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- o) Submitting the Committee's annual report to the IEEE-SA Standards Board SCC Coordinator
- p) Submitting an Annual Financial Report (IEEE SA Form L50-S) to the Business Manager, Business Administration, or by his assignee, for the operation of the Committee and all of its subgroups.

- q) Appointing subgroup chairs
- r) Selecting members to serve in the appeals pool

3.4.2 Vice Chair

The 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

The responsibilities of the Secretary 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 Department annually
- e) Being responsible for the management and distribution of Committee 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, and assisting the chair with the identification of members who have failed to meet membership requirements
- j) Obtaining the list of active members of each Committee subgroup regarding the active members of that subgroup, as determined by the subgroup chair
- k) Preparing a membership report for each plenary meeting of the Committee

3.4.4 Treasurer

The responsibilities of the Treasurer 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](#)]
- e) Preparing a financial status report for each plenary meeting of the Committee
- f) Assisting the Chair with the preparation of required financial reporting to IEEE-SA or external entities
- g) Setting the fee for each meeting of the Committee and its subgroups in accordance with Clause 6.3

4.0 Membership

1. The Committee members are appointed by one or more of the following:
 - a) The Committee Chair
 - b) An IEEE Society
 - c) The IEEE-SA Standards Board
2. Members may be terminated by the Chair if they fail to meet the minimum requirements for Committee membership.
3. An interested Society of the IEEE may designate up to five representatives to the Committee who will serve as official designated representatives (DR) of the Society upon approval of the Committee Chair. Representatives designated by an IEEE Society may request Committee membership if they satisfy the conditions in Clause 4.1.
4. The IEEE-SA Standards Board may designate official representatives of outside organizations who will serve as official designated representatives (DR) to the Committee. A DR may have an alternate serve in his/her absence. Representatives designated by the IEEE SA Standards Board may request Committee membership if they satisfy the conditions in Clause 4.1.
5. Membership in the IEEE-SA is encouraged for all Committee members
6. All members are voting members if they meet the qualifications set fourth in Clause 4.1 and Clause 4.2.

4.1 Application

To obtain membership status, an individual shall indicate to the Chair his or her interest in the Committee's work and willingness to participate actively. Additionally, an individual shall have enrolled on the SCC41 Activity Area on the IEEE-SA MyProject website and attend 2 of 3 consecutive general meetings. Upon successful completion of the MyProject registration (Manage Activity Profile) and after completion of the second meeting attended, the Chair shall appoint the applicant to membership.

4.2 Review of membership

Active participation in the work of the Committee is a prerequisite to continuing membership. In particular, members are expected to be active in at least one of the Committee's subgroups (as defined in Clause 5) to maintain Committee membership. Failure to attend at least one of every three consecutive plenary meetings or respond to one of every two consecutive electronic ballots shall be deemed grounds for termination of membership. The Chair shall review the membership list at least annually, and preferably prior to each plenary meeting and electronic ballot. Members are expected to fulfill the obligations of active participation defined above. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

When a meeting is held and quorum is not achieved, attendance at the meeting will be counted towards the membership requirements and non-attendance will also be counted as a missed meeting.

4.3 Membership roster

The Secretary shall maintain a current and accurate Committee roster. Due to privacy concerns, the roster shall not be distributed except to the SA Board of Governors and SA Standards Board unless all Committee members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice-Chair, Secretary, Treasurer
- d) Members: for all, name, e-mail address and affiliation. For society or organizational DR, the affiliation is the applicable IEEE Society or external organization

4.4 Membership list

The Secretary shall maintain a current and accurate membership list. The membership list may be posted on the committee web site and may be publicly 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
- d) Members: for all, name and affiliation

5.0 Subgroups created by the Committee

5.1 Administrative subgroups

When one or more subcommittees are formed to expedite the administrative work of the Committee, their formation (and later disbandment) requires a majority vote of the Committee as defined in Subclause 7.1, and approval by the IEEE-SA Standards Board.

5.1.1 Standing administrative subgroups

The Committee has three standing administrative subgroups to perform administrative tasks that would significantly hinder the standards development work of the Committee if they were performed in plenary sessions or would significantly burden the Committee's officers if they had to complete these tasks without assistance. The standing administrative groups are:

- a) The Policies and Procedures Subgroup, which drafts amendments to the Committee's Operating Procedures, the New Project Criteria, and the Baseline SCC41 Working Group Procedures for Committee consideration; and reviews and provides feedback on the proposed procedures of each working group.
- b) The Meeting Planning Subgroup, which assists the Chair with the selection of meeting dates and venues, maintains a checklist of preparatory tasks to facilitate meeting success, and provides guidelines and advice to meeting hosts.
- c) The Information Technology (IT) Subgroup, which manages the Committee's Internet website, file servers, and other IT tools that facilitate the Committee's business.

5.1.2 Administrative subgroup procedures

Administrative subgroups operate informally. The SCC41 Chair appoints the chair of each administrative subgroup. The subgroup chair may appoint a secretary, although minutes of the proceedings and membership rosters are not required. The subgroup chair shall provide at least seven days notice to the Committee of administrative subgroup meetings and teleconferences, and welcome any individual who desires to participate. Each subgroup chair shall provide a report to the Committee at each of its plenary meetings that shall reflect the consensus of the individuals that participated in the subgroup discussion and include agreed-upon recommendations for Committee vote. When determining active participation in the administrative subgroup for purposes satisfying SCC41 membership requirements, the subgroup chair shall base determinations on the individual's general contribution to the subgroup work rather than specific attendance criteria. If the chair determines parliamentary procedures are desirable for the deliberation of an issue, then it may refer to the guidance on mass meetings in the most recent edition of Robert's Rules of Order.

5.2 Other subgroups (e.g., working groups, technical subcommittees, writing groups)

The formation and disbandment of other subgroups other than administrative subgroups (e.g., working groups, technical subcommittees, writing groups, etc.) requires approval by a majority vote of the Committee. The Chair of a subgroup shall be appointed by the Chair of the Committee. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Committee. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. 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 Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

5.3 Study Group

The Chair may form a Study Group for the purpose of developing a new PAR and determining availability of resources. This is usually done in the absence of any other group willing or able to develop a new project.

The life of a Study Group is limited to 6 months, and may be extended once for up to 6 more months with approval of the Chair.

A Study Group is disbanded when it contributes its proposed PAR to the SCC41 Chair for submission to the IEEE SA Standards Board via NesCom.

5.4 Entity Working Groups

If a standards development group being formed has entity-based membership, the Committee shall:

1. Ensure that the entity standards working group adopts the baseline [Operating Procedures for Corporate Standards Working Groups](#) and review amendments to the Operating Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE and not-for-profit corporation laws
2. Ensure working groups are made up of at least three (3) entity participants

6.0 Meetings

Committee meetings shall be held, as decided by the Committee, the Chair, or by petition of 10 or more 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 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. 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.

Please 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

A quorum must be identified before the initiation of Committee 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 Subclause 7.4. For Committees with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For Committees with 50 or more voting members, a quorum shall be defined as 30% 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

Meeting attendees shall demonstrate respect and courtesy towards 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](#).

6.3 Executive session

Meetings to discuss personnel or 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

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

In the event that a member of the Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Committee 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 will remain private.

6.5 Minutes

The minutes shall include the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Motions
 - a) Brief summary of discussion, pros and cons, and conclusions, when such summary is required to interpret the intent of the motion.
 - b) Text of motion
 - c) Name of individual who made the motion
 - d) No other names unless a member requests that his or her negative/abstain vote be recorded, or unless a roll-call vote is ordered
9. Subcommittee reports
10. Copies of handouts
11. Next meeting date and location

7.0 Vote

All members can and should vote on all matters that the Chair puts to a vote. In order to vote, the member shall have paid any fees associated with balloting privileges, to include applicable meeting facility fees.

7.1 Approval of an action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 and 7.1.2. A majority (or two-thirds) vote is defined as either:

- 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 Committee responded.

7.1.1 Actions requiring approval by a majority vote

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) Initial PAR approval recommendations to IEEE-SA Standards Board
- e) Modification of the New Project Criteria

7.1.2 Actions requiring approval by a two-thirds vote

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

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

*Following Committee approval, item c and d require approval by the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to sponsor ballot

No vote is required to move a draft standard to sponsor ballot.

In order to promote harmonization of standards across SCC41, working groups are encouraged to coordinate throughout draft development. Soon before a sponsor ballot, the draft shall be subject to a two-week coordinating review, during which the Committee officers and the officers of each of the Working Groups shall identify in writing inconsistencies between the document other SCC41 sponsored standards. The chair of the working group seeking a sponsor ballot should provide a written response to each identified concern prior to the sponsor ballot. The working group is strongly encouraged to resolve identified inconsistencies although shall not be obligated to modify its draft as a result of the review.

7.3 Vote of alternate

No member is allowed to appoint a proxy or an alternate for any vote.

7.4 Voting between meetings

The Committee shall be allowed to conduct Committee business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be

taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#). 7.4.1 Voting on electronic ballots

For electronic ballots, each member shall vote one of the following positions:

1. Approve
2. Approve with Comments
3. Do not approve (Members shall provide reasons for a negative vote and specific wording or actions that would resolve the objection)
4. Abstain

The Chair may prescribe the format in which comments shall be submitted in order for comments to be considered.

8.0 Communications

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

8.1 Formal internal communication

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 Committee officers.

8.2 External communication

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

8.3 Public statements for standards

All Committee public communications shall comply with the [policies](#) of the *IEEE-SA Standards Board Operations Manual*.

8.3.1 Committee and Sub-group public statements

Committee public statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

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

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 Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Committee logos.

8.3.3 Public statements to be issued by other entities

If the Committee 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 Committee 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

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

8.5 Standards publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

9.0 Interpretations

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations shall be approved by at least a two-thirds approval vote of a group of no less than three members appointed by the SCC41 chair in consultation with the chairs of any subgroup with prior or in-progress documents affected by the interpretation.

10.0. Appeals

The Committee recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the appropriate subgroup. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner. The appeals process shall be substantially similar to the [appeals processes](#) of the IEEE-SA Standards Board, and the Committee shall refer to those processes when interpreting these policies or determining the course of action of an appeal.

10.1 Appeals pool

The SCC41 Chair shall select six members to serve as an appeals pool. The Chair of the Policies and Procedures Subgroup will serve as the Vice-chair for appeals. Members of the appeals pool shall serve a term of one-year.

10.2 Appeal brief

The appellant shall prepare a written appeal detailing the cause of the complaint and the recommended course of action. Appeals shall be submitted to the Secretary, who will acknowledge receipt within seven days of such receipt. The Chair and Vice-chair for appeals will determine if the appeal will be heard within 14 days of receipt. If the appeal will be heard, the Secretary will notify the appellant within seven days of that decision. The Secretary will schedule an appeals meeting that will occur no sooner than 45 days after the appeal decision. If the appellant wants to enter new evidence to the appeal, it must be provided no later than 21 days prior to the appeals meeting.

10.3 Reply brief

Within 21 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.

10.4 Appeal panel

The Chair shall appoint from the appeals pool an 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 ("Appeal Panel"). At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. To ensure continuity of the appeals process, a specific Appeal Panel will remain impaneled until the publication of the Appeal Panel's final decision, even if this extends beyond the one year term of office.

10.5 Conduct of the hearing

The hearing may be conducted via teleconference and will follow the procedures listed in the IEEE-SA Standard Board Operations Manual.

10.6 Appeal Panel decision

The appeals panel shall render its decision within 21 days of the hearing.

10.7 Request for rehearing of the Appeal Panel decision

The Appeals Panel decisions are final. Appeals of these decisions shall be directed to the IEEE-SA Standards Board.

