

Bylaws of the IEEE/AESS Gyro and Accelerometer Panel

0. Preface

This version of the Bylaws of the IEEE/AESS Gyro and Accelerometer Panel is effective 09/22/03.

1. Introduction

1.1 Status

The IEEE/AESS Gyro and Accelerometer Panel (GAP) is a technical panel of the IEEE Aerospace and Electronic Systems Society under the supervision of the AESS VP Technical. The panel acts as a Sponsor for documents published by the Institute of Electrical and Electronic Engineers Standards Association (IEEE SA).

During the process of drafting a document, the panel and its delegated committee has the status of a Working Group and the panel proposes the result of an approved IEEE Standards Association affirmation ballot to the IEEE Standards Board as its Sponsor. The panel also ballots the reaffirmation of standards it sponsored.

For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest 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 to openness, due process requires balance, i.e., the standards development process shall have a balance of interests and shall not be dominated by any single interest category.

1.2 Governing Documents

In order of precedence, all actions taken by the panel shall conform to the:

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws (includes IEEE Standards Association Bylaws)
- IEEE Policy & Procedures Manual
- 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
- Policies/Procedures of the IEEE/AESS
- Robert's Rules of Order (Revised)

These Bylaws

1.3 Scope

The panel drafts and maintains documents for standard terminology, specification formats and test procedures, recommended practices and guides for, and thus promulgates understanding of, inertial sensors and systems.

2. Organization

2.1 Structure

The panel consists of the plenary panel and any committees established by the panel.

2.2 Technical Committees

There are two technical standing committees: the Gyro Committee and the Accelerometer Committee. The panel may delegate preparation or revision of any document to a committee, but approval of the document shall be by the vote of panel members at a scheduled meeting. A member of the panel is entitled to sit on any technical committee.

2.3 Executive Steering Committee (ESC)

2.3.1 Membership

The membership of the Executive Steering Committee shall consist of the Panel Chair, Vice Chair, Committee Chairs, and the past Panel Chairs who accept membership.

2.3.2 Functions of the Executive Steering Committee

- a) Recommend general policy to the panel.
- b) Review all proposals to change the Bylaws and make recommendations to the panel.
- c) Appoint an IEEE Liaison Representative at the beginning of each year.
- d) Promote panel membership.

2.3.3 Operating Procedures

- a) The Chair of the Executive Steering Committee shall be the immediate past panel Chair or if not present the acting panel Chair.
- b) The panel Vice Chair or another person appointed by the Executive Steering Committee Chair shall act as secretary.

- c) The Executive Steering Committee shall meet at least twice per year.

2.4 Panel Web Site

A Gyro and Accelerometer Panel World Wide Web site consisting of a public page and a private page shall be maintained. The panel Chair or a panel Chair appointee shall maintain the Web site.

The public page shall contain general information about the Gyro and Accelerometer Panel, including its Bylaws, membership application form, the panel and committee objectives for the year, a list of the current panel officers and their contact information, a list of upcoming meetings, and announcements of the Industry Survey of documents.

The private page shall be accessible by a password provided to panel members and information only members. The private page shall include the minutes of recent past meetings, copies of documents under development or in industry survey, the current lists of panel members and information only members, and a form for such current members to renew their memberships for the next year.

3. Panel Activities and Responsibilities

3.1 Panel Activities

The panel undertakes the preparation and maintenance of standards, recommended practices and guides within its scope, using practices established by the IEEE Standards Association and in accordance with these Bylaws.

3.2 Panel Responsibilities

The panel shall be responsible for the following:

1. Developing proposed IEEE standards within its scope
2. Voting on approval of proposed IEEE standards within its scope
3. Maintaining the standards developed by the panel in accordance with the IEEE-SA Standards Board Operations Manual
4. Responding to requests for interpretations of the standards developed by the panel
5. Acting on other matters requiring panel effort as provided in these procedures
6. Cooperating with other appropriate standards development organizations
7. Protecting against actions taken in the name of the panel without authorization

4. Officers

4.1 Eligibility Requirements

The following officers must be members of the IEEE and the IEEE SA:

Panel Chair
IEEE Liaison member.

4.2 Panel Officers

The Panel elects a Chair and Vice Chair for a one year term of office.

4.2.1 Election

The election of Panel Chair and Vice Chair shall take place at the last scheduled meeting of each calendar year. Nominations shall be made at the preceding meeting, but additional names may be added at the election meeting. The newly elected officers take office at the next scheduled meeting following the election.

4.2.2 Vacancies

In the event that an elective panel office becomes vacant before the term is completed, a special election shall be held at the next scheduled meeting to fill the unexpired term. The newly elected officer takes office immediately.

4.2.3 Presiding Officer

The panel Vice Chair shall preside whenever the panel Chair is absent. In the event of the absence of both panel officers at any meeting, a committee Chair shall act as the panel Chair for that meeting.

4.2.4 Panel Secretary

The panel Chair shall appoint a panel Secretary to serve a concurrent term. In the event of the absence of the panel Secretary at a meeting, or in the event the office becomes vacant, the panel Chair shall appoint a substitute or replacement secretary to take office immediately.

4.2.5 IEEE Liaison

The IEEE Liaison is the point of contact of the panel with the IEEE Standards Association, IEEE Standards Board, and AESS Standards Coordinator, except for things that these organizations call out as being the responsibility of the panel Chair. The IEEE Liaison also coordinates panel activities with other professional societies as appropriate.

The IEEE Liaison receives notifications from the IEEE Standards Association of items requiring panel action, and reports back to the IEEE Standards Association the results of panel actions, including submitting Project Authorization Requests (PAR) and requests

for the IEEE Standards Association to conduct ballots for affirmation and reaffirmation of standards.

When informed by the IEEE Standards Association of the results of a ballot, the IEEE Liaison follows IEEE regulations as to resolving negative ballots with comments and affirmative ballots with comments. If the criteria for an affirmative ballot result have been met, the IEEE Liaison fills out the petition form to the IEEE Standards Board for approving the affirmation or reaffirmation of a standard.

4.3 Technical Committee Officers

Each committee shall elect a Chair for a one year term of office.

4.3.1 Election

Election of the committee chairs shall take place at the last scheduled meeting of each calendar year. Nominations shall be made at the preceding meeting but additional names may be added at the election meeting. The newly elected committee chairs shall take office at the next scheduled meeting following the election.

4.3.2 Vacancy

In the event that a committee Chair's office becomes vacant before the term is completed, a special election shall be held at the next scheduled meeting to fill the unexpired term. The newly elected officer takes office immediately.

4.3.3 Committee Secretary

Each committee Chair shall appoint a Secretary to serve a concurrent term. In the event of the absence of the Secretary at a meeting, or in the event the office becomes vacant, the committee Chair shall appoint a substitute or replacement Secretary to take office immediately.

4.3.4 Presiding Officer

The committee secretary shall serve as Chair pro-tem in the event of the absence of the committee Chair. In the event of the absence of both the committee Chair and the committee Secretary, the panel Chair shall appoint a committee Chair pro-tem.

4.4 Election Precedence

Elections of panel officers shall be held prior to committee elections.

5. Membership

5.1 Panel Member Eligibility

Panel membership is open to any interested individual who intends to actively contribute to the work of the panel.

5.2 Information Only Mailing List

In order to ensure the widest possible acceptance of the documents prepared, the panel maintains an “information only mailing list” for individuals who wish to maintain an awareness of the status of document development. Persons on this list have access to all panel documents through the panel Web site and E-mail lists but are not included in the balloting group.

5.3 Membership Registration

Membership may be attained by fully completing the membership application form on the public page of the panel Web site and submitting it to the panel Chair. After the initial written membership application, yearly reregistration may be accomplished from the private page of the panel Web site.

5.4 Status of Members

All members of the panel act in a personal capacity, and not as a representative of any employer. Indications of employment as part of a mail address are for contact purposes only.

5.5 Eligibility for Voting

5.5.1 Voting at Meetings

Panel members shall be entitled to vote on any matter addressed during a panel or technical committee meeting.

5.5.2 Balloting Group for Affirmation or Reaffirmation of Standards

5.5.2.1 Panel Members Who Are SA Members

Panel members who are members of the IEEE SA shall be included in any balloting group formed for the purpose of voting on affirmation of a proposed document to be submitted for approval to the IEEE Standards Board, or for reaffirmation of an existing document.

A member may request to be omitted from a specific group, but such request must be made before the group is officially formed.

5.5.2.2 Invited Experts

The panel Chair shall review the membership list each year and determine if any member of the panel, not otherwise eligible to be included in the balloting group, should be proposed to the IEEE Standards Board as an “invited expert” to be included in the balloting group for documents scheduled for ballot in the 12 month period following the next Standards Board meeting.

5.6 Membership List

5.6.1 Information Required

The panel Chair shall maintain both a Panel Membership List and an Information Only List that includes the following information:

- Name
- Organization affiliation
- Address
- E-Mail address
- Telephone and FAX numbers
- IEEE membership number (if any)
- Whether a member of the IEEE Standards Association
- Interest category

The Chair, Vice-Chair, Committee Chairs, and members of the Executive Steering Committee shall be identified on the Panel Membership List.

5.6.2 Yearly Update

Each year the panel Chair shall notify all members of the requirement to renew membership and update the membership and information only lists accordingly.

5.7 Member Interest Categories

5.7.1 Purpose

To ensure that balance is achieved between member interests that may be affected by the document being developed and balloted, each application for membership shall declare a single principal interest category of the individual member. This interest category may be changed at any time by written notice to the panel Chair.

5.7.2 Categories

Each member shall declare an interest category selected from the following:

- (P) Producer
- (U) User
- (G) General interest

Even if more than one category applies, the member must select a single category that best reflects that member's personal interest.

6. Procedure for the Generation of Panel Documents

6.1 Objectives

Panel and committee objectives and priorities for the generation of documents shall be established or reviewed at the first meeting of each calendar year. This information shall be posted on the public page of the panel Web site. Committee objectives shall be proposed by each committee and be subject to approval of the panel. Panel objectives shall be set by vote of the panel.

6.2 Project Authorization Request (PAR)

On approval of a draft PAR at a meeting for generating a new document or revising an existing document, the panel Chair shall submit the PAR to the IEEE SA through the IEEE Liaison Member. Work on a proposed document shall be limited to 6 months duration prior to PAR approval by the IEEE SA.

6.3 Delegation of Document Preparation

Preparation of a draft document shall be assigned by the panel to the panel or to an appropriate committee, herein referred to as the working group. The chair of the working group shall appoint a person to maintain the word processing file of the draft document.

6.4 Review of Proposed Documents

6.4.1 Final Draft Document

With panel approval, the final draft document shall be posted to the private page of the panel Web site for member review.

By two thirds vote of the members present and voting at a meeting, the panel may omit the posting of the final draft document and proceed to the Industry Survey phase, provided that panel members are included in the Industry Survey.

6.4.2 Comments by Panel Members

Panel members may submit written comments for consideration by the working group. The resulting revised draft document shall be submitted to the panel for approval to proceed to the Industry Survey phase.

6.4.3 Industry Survey

An Industry Survey is conducted as follows. An announcement of the Industry Survey is sent to interested organizations and posted on the public page of the panel Web site. The announcement shall indicate the method of obtaining a copy of the draft document for review and the closing date for comments.

To the extent possible, those notified should include, but not be limited to, organizations involved in the design, manufacture, test, sales, and end use of gyros and accelerometers, or inertial systems. In addition, government, educational, and other interested institutions will be included as appropriate.

The draft document shall be posted on the private page of the panel Web site for panel and information only members, and copies sent to other persons requesting a copy. Copies shall also be sent to appropriate IEEE Standards Association committees for their comments.

6.4.4 Comments from Industry Survey

The working group shall review the written Industry Survey comments. Changes shall be made to the draft document if deemed appropriate. Disposition of all comments received shall be recorded in the minutes.

Those clauses of the draft document that have changed shall be resubmitted to the Panel for approval prior to formal ballot.

6.5 Formal Ballot

6.5.1 Affirmation of Documents

At the end of the Industry Survey phase, the panel votes to conduct a formal ballot for the affirmation of the draft document.

6.5.2 Reaffirmation of Documents

When notified by the IEEE Standards Association that a reaffirmation ballot is due, the panel votes whether to request a reaffirmation ballot, submit a PAR to revise the document, or to withdraw it. The Industry Survey phase is not required for reaffirmation.

6.5.3 Balloting Group Membership

The balloting group shall consist of Panel Members who are members of the IEEE SA at the time the group is formed, and any “invited experts” proposed by the panel and approved by the IEEE Standards Board, except for those persons who have requested to be omitted from a specific group. Each member of the balloting group shall declare an interest category as defined in 5.7.2. No classification may consist of 50% or more of the balloting group membership, and care shall be taken to assure that all interest categories are represented to the extent possible.

6.5.4 Conducting Ballot

The IEEE Standards Association shall conduct the ballot. Criteria for validity of the ballot and approval shall be in accordance with the then current IEEE SA rules.

6.5.5 Negative ballots

Negative ballots containing substantive matter, and making a specific recommendation of a change to overcome the objection, shall be addressed by correspondence with the voter in a sincere effort to resolve the matter in accordance with the then current IEEE SA practices. The negative comments and the results of the attempts to resolve them shall be recirculated to the balloting group.

6.5.6 Final Approval and Publication of Document

Upon notification from the IEEE Standards Association of a successful ballot, the IEEE Liaison shall submit the document and the appropriate form to the IEEE Standards Board for approval of the document as an IEEE standard.

7. Meetings

7.1 Meeting Schedule

The number, duration, and date of future meetings are set by vote of the panel. Meetings shall be announced at least 30 days in advance by posting on the public page of the panel Web site. A member may participate by telephone and be entitled to vote, providing that the member has been present for the entire discussion of the question.

7.2 Meeting Attendance

Those portions of the Executive Steering Committee meetings that deal with standards development and all other meetings are public and open to any interested individual. However it is necessary for a guest to contact the meeting sponsor in order to ensure that any arrangements for access to the meeting facility are made in a timely manner.

7.3 Agenda

The agenda shall be considered to have been set by the approved yearly objectives of the panel and technical committees, but other matters may be considered at any meeting as New Business.

7.4 Quorum

7.4.1 Panel Quorum

A panel quorum consists of five panel members, including any participating by telephone or other remote conferencing means. At the discretion of the panel Chair, a scheduled meeting of the panel may be called to order with less than five members present. Voting without a quorum may be conducted, but shall be reported to the membership within 30 days. Any votes receiving objections shall be discussed and voted on again at the next meeting that has a quorum.

7.4.2 Committee Quorum

A committee quorum consists of five panel members.

7.5 Minutes

7.5.1 Panel Minutes

The unapproved minutes of panel meetings written by the panel Secretary shall be posted on the private page of the panel Web site. Any corrections to a posted panel meeting minutes shall be published in the minutes of the subsequent panel meeting.

7.5.2 Committee Minutes

The unapproved minutes of committee meetings written by the committee Secretary shall be posted on the private page of the panel Web site. Any corrections to a posted committee meeting minutes shall be published in the minutes of the subsequent committee meeting.

7.5.3 Executive Committee Minutes

The unapproved minutes of the Executive Steering Committee meetings shall be posted on the private page of the panel Web site. Any corrections to a posted Executive Steering Committee meeting minutes shall be published in the minutes of the subsequent panel meeting.

8. Voting

8.1 Location of Voting

Except for formal ballots conducted by the IEEE SA, voting shall only take place at a scheduled meeting of the panel or committee.

8.2 Voting in Elections

Voting for any panel or committee office shall be by secret ballot, with a majority of those voting required for validity.

In the event that only one person has been nominated for any elective office, and has accepted the nomination, voting shall be by acclamation.

If no one person shall receive a majority, that person with the least vote shall be eliminated and another ballot taken.

8.3 Voting on Motions

Voting is done on motions made and seconded, after discussion.

8.4 Method of Voting

All voting, except as otherwise provided in these Bylaws, shall be by a show of hands except where a Chair designates a secret ballot.

All voting, except as otherwise provided in these Bylaws, shall require a simple majority of those voting for passage. A Chair may vote to break a tie.

8.5 Changes to Bylaws

Any change, amendment, addition, deletion, or temporary suspension of any Bylaw shall be moved and seconded at a scheduled panel meeting. Discussion shall be allowed at this meeting but final voting shall not take place until the subsequent regular panel meeting.

Voting for a Bylaw modification shall be by a show of hands. An affirmative vote of two-thirds of those voting shall be required. The modification, if passed, shall take effect immediately.

In the event a Bylaw modification is deemed by the panel Chair to require immediate enactment, the panel Chair may call the question following complete discussion. An affirmative vote of two-thirds of those voting shall be required. The modification shall take effect immediately and shall apply to that meeting only.

9. Communications

9.1 Formal Internal Communications

All formal communications between the panel and its committees shall be recorded in the minutes of a meeting.

9.2 Informal Communications

Informal communications shall not imply that they are a formal position of the panel or a committee.

9.3 Position Statements Relating to Standards.

The panel expresses its technical views in the form of approved published standards, recommended practices, and guides. These views must be approved by a two-thirds vote at a regularly scheduled panel meeting and forwarded to the IEEE SA Standards Board Secretary for action, per 5.1.4 of the IEEE-SA Standards Board Operations Manual.

9.4 Public Position Statements

The panel shall take no public position on any issue not directly related to a standard being written or maintained by the panel. Those positions that are so directly related, must be approved by a two-thirds vote at a regularly scheduled panel meeting and forwarded to the IEEE SA Standards Board Secretary for action, per 5.1.4 of the IEEE-SA Standards Board Operations Manual.

9.5 Standards Publicity

The panel prepares press releases and other forms of publicity to promote their activities when appropriate.

10. Interpretations

The policies of 5.9 of the IEEE-SA Standards Board Operations Manual shall be followed.

11. Appeals

The panel recognizes the right of appeal. Technical appeals are dispositioned by the panel. Every effort shall be made to ensure impartial handling of complaints. Any action or inaction on the part of the panel is performed in an identifiable manner. The result of the panel consideration of an appeal shall be forwarded to the IEEE SA for forwarding to the appellant.