

# **Operating Procedures of the IEEE/AESS Gyro and Accelerometer Panel**

**Date of Submittal: July 15, 2011**  
**Date of Acceptance: 10 September 2011**

## 0.0 Preface

This version of the operating procedures of the IEEE/AESS Gyro and Accelerometer Panel is effective 10 September 2011.

## 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. 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 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 the Gyro and Accelerometer Panel 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 Sponsor

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Operating Procedures. The Operating 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**

The Sponsor drafts and maintains documents for standard terminology, specification formats and test procedures, recommended practices and guides for, and thus promulgates understanding of, components and systems for detection or measurement of linear or angular motion.

### **1.2 Organization of the Sponsor**

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

### **2.0 Responsibilities of the Sponsor**

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 PARs from a subgroup or the Sponsor
  2. Submitting a proposed Project Authorization Request (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 Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without proper Sponsor 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 Sponsor activities as needed

## **2.1 Sponsor Website**

The Sponsor shall maintain a website consisting of a public page and a private page. The Chair or a Chair appointee shall maintain the website.

The public page shall contain general information about the Sponsor, including its Operating Procedures, Operating Procedures of its working groups, membership application form, the yearly objectives of the Sponsor and working groups, a list of the current officers and their contact information for the Sponsor and working groups, a list of upcoming meetings, and announcements of the Industry Survey of documents.

The private page shall be accessible by a password provided to Sponsor voting members, working group voting 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 membership rosters of the Sponsor and working groups, and a form for such current members to renew their memberships for the next year.

## **3.0 Officers**

There shall be a Chair, a Vice Chair, a Secretary, and an IEEE Liaison. If significant funds are involved in the operation of the Sponsor and/or its subgroups then there shall be a Treasurer. The term of office shall be one calendar year. Any officer may serve consecutive terms. A person may simultaneously hold the positions of Chair and IEEE Liaison, Vice Chair and IEEE Liaison, Secretary and IEEE Liaison, or Secretary and Treasurer. Any officer may, at his or her own discretion, serve until a successor is available.

Officers shall be members of any grade (except students) of the IEEE and members of the IEEE-SA. The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Operating 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**

### **3.1.1 Chair and Vice Chair**

The Sponsor shall elect a Chair and Vice Chair for a one year term of office.

The election of Chair and Vice Chair shall take place at the last scheduled meeting of each calendar year. Nominations shall be opened at the preceding meeting and shall remain open until a motion to close has been passed at the election meeting. The newly elected officers take office at the beginning of the next calendar year.

Any members (including working group members) participating (either present or by remote conferencing means) at the meetings at which nominations are open may nominate one or more voting members for Chair and Vice Chair. Nominees shall be eligible to hold the office for

which they are elected. A person shall be nominated for no more than one Sponsor office. Upon notification, the nominee has until nominations are closed to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

Voting is restricted to sponsor voting members participating (either present or by remote conferencing means) at the election meeting. Voting shall be by secret ballot at the election meeting, with a majority of those voting required for validity. In the event that only one person has been nominated for an elective office, voting for that office shall be by acclamation. If no one person receives a majority of the vote, that person with the least vote shall be eliminated and another secret ballot taken.

If no quorum existed at the election meeting, the election will be scheduled for each subsequent meeting until a quorum is achieved. In such a case, the current officers will maintain their positions, if they choose not to resign, until the end of the meeting at which the election took place.

### **3.1.2 Secretary**

The Chair shall appoint a Secretary for a one year term of office that is concurrent with the Chair's term of office.

### **3.1.3 Treasurer**

If deemed required, the Chair shall appoint a Treasurer for a one year term of office that is concurrent with the Chair's term of office.

### **3.1.4 IEEE Liaison**

The Chair shall appoint an IEEE Liaison for a one year term of office that is concurrent with the Chair's term of office.

### **3.1.5 Consecutive Terms**

Any Sponsor officer (elected or appointed) may serve consecutive terms.

### **3.1.6 Election Precedence**

Elections of Sponsor officers shall be held prior to elections of working group officers.

## **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. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1 and the newly appointed or elected officer takes office immediately and for the remaining term of the vacated office.

## **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 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**

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**

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 Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the Sponsor and its goals
- m) 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>)
- 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 Sponsor's annual report to the IEEE-SA Standards Board
- p) Submitting an Annual Financial Report (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**

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). The Chair may delegate duties to the Vice Chair.

#### **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 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**

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](#)

#### **3.4.5 IEEE Liaison**

The responsibilities of the IEEE Liaison include

- a) Being the point of contact of the panel with the IEEE Standards Association and AESS Standards Coordinator, except for things that these organizations call out as being the responsibility of the Chair
- b) Coordinating panel activities with other professional societies as appropriate
- c) Receiving notifications from the IEEE Standards Association of items requiring Sponsor action
- d) Reporting back to the IEEE Standards Association the results of Sponsor actions
- e) Submitting Project Authorization Requests (PAR) and extensions
- f) Submitting drafts for mandatory editorial coordination
- g) Submitting ballot invitation requests, balancing the balloting pool, and initiating ballots
- h) Resolving ballot comments and initiating recirculation ballots
- i) Submitting balloted drafts (along with required supporting documentation) for approval
- j) Delegating necessary functions

## **4.0 Membership**

### **4.1 Voting membership**

#### **4.1.1 Application**

A request for voting membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Sponsor's work, qualifications and willingness to participate actively. Voting membership is attained by fully completing the membership application form (which can be found on the public page of the Sponsor's website), submitting it to the Chair, acceptance of the form by the Chair, and by having met the requirements of 4.1.2. After submitting the initial written application, required yearly re-registration may be accomplished from the private page of the Sponsor's website.

#### **4.1.2 Voting membership requirements**

To remain a voting member one must attend (either by being present or by remote conferencing means) at least two meetings a year. If a member cannot attend two meetings per year, that member may choose to identify good cause for not meeting this attendance requirement.

#### **4.1.3 Voting membership privileges**

Voting members shall be entitled to vote on any matter addressed during a meeting and can access the private page of the Sponsor's web site.

### **4.2 Review of membership**

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1.2. When a voting member is found in default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of voting membership status.

### **4.3 Membership roster**

The Secretary shall maintain a current and accurate Sponsor membership roster. 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
- d) Members

The roster shall include the following for each officer and member:

- a) Name
- b) Email address
- c) Affiliation

Each year the Chair shall notify all members of the requirement to renew membership and ensure that the roster is updated accordingly.

#### **4.4 Membership list**

The Secretary shall maintain a current and accurate membership list. The membership list can be posted on the Sponsor web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers
- d) Members: for all, name and affiliation

#### **5.0 Subgroups created by the Sponsor**

##### **5.1 Administrative subgroups**

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

##### **5.2 Other subgroups**

The formation and disbandment of other subgroups other than administrative subgroups (e.g., working groups, technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The initial Chair of a subgroup shall be appointed by the Chair of the Sponsor. 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 Sponsor. The scope, duties, and membership of all subgroups shall be reviewed by the Sponsor 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 Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

Subgroups follow the approved subgroup Operating Procedures, which are developed and maintained by the Sponsor.

##### **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 of the Sponsor.

A Study Group is disbanded when it contributes its proposed PAR to the Sponsor Chair for submission to the IEEE-SA Standards Board via the IEEE-SA Standards Board New Standards Committee (NesCom).

#### **5.4 Entity Working Groups**

If a standards development group being formed has entity-based membership, the Sponsor 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**

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 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. 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). It may be necessary to contact the meeting host in order to ensure that any arrangements for access to the meeting facility are made in a timely manner.

#### **6.1 Quorum**

A quorum must 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 subclause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as one-third of the current total voting membership. Otherwise a quorum shall be defined as 10% of the current total voting membership or 17, 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 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 participants shall comply with all applicable laws (nation-based and international) and act in accordance with all IEEE Standards policies and procedures. Where applicable, participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

### **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. Executive Session attendance may be limited to officers.

### **6.4 Meeting fees**

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 shall make the decision to grant such relief. These discussions will remain private.

### **6.5 Minutes**

The minutes shall record the essentials, including 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. Technical topics
  - a) Brief summary of discussion, pros and cons, and conclusions
  - b) Motions and actions items with name and due date
  - c) Copies of handouts
  - d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
9. Subcommittee reports
10. Next meeting--date and location

### **6.6 Presiding officer**

The Chair shall preside over the meeting. In the event that the Chair is absent, the Vice Chair shall preside over the meeting. In the event that both the Chair and the Vice Chair are absent, the Secretary shall preside over the meeting.

### **6.7 Remote participation**

A voting member may participate by remote conferencing means and still be entitled to vote, provided that the voting member has been present for the entire discussion of the question.

## **6.5 Agenda**

The agenda shall be consistent with the approved yearly objectives of the Sponsor and subgroups. Sponsor and subgroup objectives and priorities for the generation of documents shall be established at the first meeting of each calendar year and approved by majority vote.

## **7.0 Vote**

An attempt to reach a consensus shall be made before voting takes place. Voting shall be by show of hands unless the presiding officer (see 6.6) deems a secret ballot is in order. The presiding officer shall not vote except to break a tie.

## **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 Sponsor 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) Approval of agenda
- e) Approval of yearly objectives
- f) Approval of subgroup recommendations
- g) Approval to submit a PAR for a draft document
- h) Approval of motions on the contents of draft documents
- i) Approval of recommendation to submit drafts for industry survey
- j) Authorization of a Sponsor ballot

### **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 Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of interpretations

- d) Approval of change of the Sponsor scope\*
- e) Approval of termination of the Sponsor
- f) Removal of an officer except the Chair
- g) Approval of recommendation to skip industry survey
- h) Approval to open up the subject of a previously approved motion for reconsideration

\*Following Sponsor approval, items d and e require notification to the IEEE-SA Standards Board.

## **7.2 Approval of moving a draft standard to Sponsor ballot**

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.

## **7.3 Proxy Voting**

The Sponsor does not allow proxy voting.

## **7.4 Voting between meetings**

The Sponsor shall be allowed to conduct Sponsor 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\(4\)](#).

## **8.0 Communications**

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor 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 Sponsor officers.

### **8.2 External communication**

Inquiries relating to the Sponsor 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 Sponsor public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

#### **8.3.1 Sponsor and subgroup public statements**

Sponsor public statements shall not be released without prior approval by the Sponsor, 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 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**

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**

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

### **8.5 Standards publicity**

The Sponsor 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 a two-thirds approval vote of the Sponsor or a group delegated by the Sponsor. Every effort should be made to ensure that the group reflects a balance of those who are materially interested.

## **10.0. Appeals**

The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor or its subgroups is performed in an identifiable manner.

### **10.1 Appeal brief**

The appellant shall file a written appeal brief with the Secretary within 30 days after the date of notification of action of the Sponsor or its subgroups or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. The appellant shall include documentation supporting all statements in the appeal brief.

All issues regarding the action or inaction of the Sponsor or its subgroups shall be filed together in one appeal.

The Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief within five working days of such receipt. The Chair and Vice Chair shall review the appeal brief and determine within ten days of receipt of the appeal brief whether the appeal deals with technical or procedural matters and should be heard by the Sponsor or deals with ethical matters and should be returned to the appellant with instructions to file the appeal with the IEEE Ethics and Member Conduct Committee or IEEE-SA Standards Conduct Committee, as appropriate.

If it is determined that the Sponsor should hear the appeal, the Secretary shall, within 20 days of receipt of the appeal brief, send the appellee a copy of the appeal brief and acknowledgment, and shall send the appellant and the appellee a written notice of the meeting at which the appeal will be addressed.

The appeal shall be put on the agenda for the next scheduled meeting that is at least 60 days after written notice was provided by the Secretary. New evidence meeting the requirements of 10.3 shall be provided at least two weeks before the meeting at which the appeal will be addressed.

### **10.2 Reply brief**

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

### **10.3 Conduct of the appeal**

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 Sponsor members may address questions to individuals. The Sponsor members shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

### **10.4 Appeal decision**

The Sponsor shall not make findings with respect to ethical rules, but shall limit its consideration to procedural and technical matters. The Sponsor shall render its decision, based upon majority vote, in writing within 30 days of the meeting, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding against the appellant, with a specific statement of the facts that demonstrate that appellant failed to meet its burden to demonstrate that fair and equitable treatment of the appellant was not taken;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate committee for reconsideration.

The Sponsor Secretary, shall notify the appellant, the appellee, and Sponsor members in writing of the appeal decision.

### **10.5 Request for re-hearing of the appeal decision**

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

- a) To adopt the appeal decision, and thereby deny the request for re-hearing; or
- b) To conduct a re-hearing; or
- c) At its discretion, to ask the IEEE-SA Standards Board to consider the matter.

Only one re-hearing can be conducted per appeal.

### **10.6 Informal settlement**

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