

Operating Procedures
for the
Microprocessor Standards Committee
A Standards Committee of an IEEE Computer Society

Approved 11 October 2004

Introduction

These Operating Procedures outline the orderly transaction of business of this committee. 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 should have a balance of interests and shall not be dominated by any single interest category.

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence 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
Policies/Procedures of the IEEE Computer Society
Robert's Rules of Order (Revised)

IEEE Sponsor Scope

To create, maintain, and encourage the use of IEEE standards for the engineering of computer systems involving microprocessor and floating-point architectures, technology, buses, interconnects, sensors, microprocessor operating system interfaces, real-time

operating systems, programming and object languages, data interchange, cryptographic hardware, and computer environmental specifications.

(Reference : *IEEE-SA Standards Board Bylaws*, Subclause [4.3.1](#))

1. Organization of the Sponsor

The Committee shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and members. When staff resources permit, the Sponsor shall be supported by a Standards Staff Liaison.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [5.4.1](#))

2. Responsibilities of the Sponsor

The Sponsor shall be responsible for the following:

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

(Reference: *IEEE-SA Standards Board Bylaws*, Subclauses [4.3.1](#) and [5.2.1](#) and *IEEE-SA Standards Board Operations Manual*, Subclauses [4.3.2](#), [4.5](#), and [5.1](#))

3. Officers

There shall be a Chair, a Vice-Chair, a Secretary and Treasurer. These officers shall be appointed/elected in accordance with the procedures of the entity that established this Sponsor. The Chair and Vice-Chair shall be elected by the members of the Sponsor. The Secretary and Treasurer shall be appointed by the Chair. They may serve consecutive terms.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Sponsor, oversee the committee's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so.

The Secretary shall record and have published minutes of each meeting. The Treasurer shall maintain a budget and shall control all funds into and out of the sponsor's bank account.

The Standards Staff Liaison may perform, as a service, administrative work including:

1. Secretarial services
2. Making meeting arrangements
3. Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards
4. Maintenance of adequate records, including the Committee roster

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 4.4.2)

4. Membership

4.1 Voting membership

Voting membership is open to any materially interested individual who notifies the IEEE-SA Standards Department of his/her interest and provides and maintains contact information, and conforms to the committee rules for attendance and balloting.

Voting membership is retained by attendance at two of the last four Sponsor committee meetings.

Working Group Chairs are ex officio voting members of the MSC.

4.2 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively. Please note that all IEEE Standards meetings are open to anyone who wishes to attend. Voting membership is attained following attendance at two of the last four Sponsor committee meetings.

4.3 Review of membership

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation. 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.

4.4 Interest categories

All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation

without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Committee.

If the Sponsor constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause 7).

(Reference: *IEEE-SA Standards Board Operating Manual*, Subclause 5.4.1)

4.5 Membership roster

The Secretary shall maintain a current and accurate Sponsor roster and shall distribute it to the members upon request or at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Title of the Sponsor and its designation
2. Scope of the Sponsor
3. Officers - Chair, Vice-Chair, Secretary, Treasurer, and Standards Staff Liaison
4. Members: for all, list name, [address, IEEE Society(ies) and business affiliations; for society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE Society or organization (as applicable), together with organization address]
5. [Interest category of each member]
6. [Tally of interest categories - total of voting members and subtotals for each interest category]
7. [For each subgroup - title, chair, and names and addresses of all members]

5. Subgroups created by the Sponsor

5.1 Subgroups of the Sponsor

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall be in accordance with the following procedures.

Formation (and later disbandment) of such standards development subgroups requires approval by a majority vote of the Sponsor. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

The charge to any subgroup engaged in standards development shall clearly state which of the following is appropriate:

1. The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the 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 positions on standards, or other purely advisory functions).

5.2 Balloting group

For approval of proposed standards, the Sponsor shall form a balloting group. This group may be the Sponsor, provided that it meets the criteria for Composition given in sub-clause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The Sponsor may also delegate balloting to a specific balloting group in accordance with sub-clause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

6. Meetings

Sponsor meetings shall be held, as decided by the Sponsor, the Chair, or by petition of [3 or more] members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-day notice, including an agenda, shall be distributed to all members, observers, and experts. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

6.1 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section [7.2](#). See *Robert's Rules of Order (revised)*. A quorum is considered to be five [5] of the voting members of the Sponsor. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.

7. Vote

7.1 Balloting positions

Each voting Sponsor member shall vote one of the following positions:

1. Approve (Affirmative). This vote may be accompanied by comments suggesting corrections and improvements. Action on such comments is left to the discretion of the Sponsor..
2. Do Not Approve (Negative). This vote must be accompanied by one or more specific objections with proposed resolution in sufficient detail in a legible form so that the specific wording of the changes that will cause the negative voter to change his or her vote to “approve” can readily be determined. The Sponsor shall encourage the submission of comments with all negative ballots. If a negative vote unaccompanied by comments is received despite these instructions, the vote shall be counted in the total tally of votes as a “negative without comment”. The Sponsor is not required to conduct a recirculation ballot of “negative without comment” votes.
3. Abstain. This category is provided to allow for ballot returns from members who do not wish to review the document because of conflict of interest, lack of expertise, or other reasons.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [5.4](#) and Subclause [5.4.3.1](#))

7.2 Voting by ballot

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.

7.3 Actions requiring approval by a majority

The following actions require approval by a majority of the membership of the Sponsor either at a meeting - provided that notification of the action has been included on the distributed agenda for the meeting - or by letter or electronic ballot:

1. Formation of a subgroup, including its procedures, scope, and duties
2. Disbandment of subgroups
3. Approval of minutes

7.4 Actions requiring approval by two-thirds of those voting

The following actions require a letter ballot or an equivalent(1) formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

1. Adoption of Sponsor procedures, interest categories, or revisions thereof
2. Position Statements for Standards
3. Approval of change of the Sponsor scope
4. Approval of termination of the Sponsor

7.5 Actions requiring approval by seventy-five percent of those voting

Approval of a new or revised standard project or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

8. Communications

All Sponsor officers should use the Sponsor letterhead if available, or email notification, when corresponding on behalf of Sponsor activities.

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, the Secretary, 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.

9. Interpretations

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

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.9)

10. Appeals

The Sponsor recognizes the right of appeal. Technical appeals are referred back to the Sponsor. 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 and in accordance with Subclause 5.4 of the IEEE-SA Standards Board Bylaws and with subclause 5.8 of the IEEE-SA Standards Board Operations Manual.

11. Parliamentary procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

12. Position statements for standards

All communications shall comply with subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

12.1 Committee position statements

Committee position statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Section 7.4 of these procedures.

12.2 Subgroup position statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position 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 bear neither the IEEE nor the IEEE Sponsor logos.

12.3 Informal communications

Informal communications shall not imply that they are a formal position of the Committee, subcommittee, nor the working group.

12.4 Position 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 position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

13. Standards publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

(1) "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.