



Rail Transit Vehicle Interface Standards Committee

Policies and Procedures Compendium

Policies and Procedures (February 16, 2005)

Guidelines for working group chairs (May 13, 2003)

Definition Policy (2002)

**Policies and Procedures
for
IEEE Rail Transit Vehicle Interface Standards Committee**

February 16, 2005

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1.0 Purpose of committee. The purpose of this committee shall be to serve as the Sponsor and balloting group per Section 4.2.2 of the IEEE Standards Board Bylaws, for all rail transit vehicle interface standards developed by the IEEE.

1.1 Scope of committee. The Rail Transit Vehicle Interface Standards Committee shall develop standards associated with rail passenger vehicles, trains and systems, including (but not limited to) automatic train control, communications and electrical power distribution systems, which interface with these vehicles or trains.

2.0 Precedence. In the event of inconsistencies between documents governing the IEEE Rail Transit Vehicle Interface Standards Committee, the document with the higher precedence (indicated by earlier appearance on the following list) shall take precedence.

New York State Not-for-Profit Law, IEEE Certificate of Incorporation, IEEE Constitution, IEEE Bylaws, IEEE Bylaws (includes IEEE Standards Association Bylaws), IEEE Policy and 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, IEEE Vehicular Technology Society (VTS) Policies and Procedures, Policy & Procedures for IEEE Rail Transit Vehicle Interface Standards Committee (this document), Roberts Rule of Order (revised).

3.0 Officers of committee. The committee officers shall include the Chair, selected by the president of the VTS, a Secretary appointed by the Chairman with the concurrence of the President of VTS, and a Vice Chair, elected by the committee membership. Terms of officers shall be four years and officers may be reappointed or re-elected. Officers shall be members of the IEEE and members of the IEEE Standards Association.

The Chair shall be responsible for conducting all meetings, appointing subcommittee and working groups and their leaders, preparing an annual report on committee activities for the IEEE Standards Board and VTS, and execution of other legitimate business as determined by the Committee. The Vice Chair shall assist the Chair and shall conduct meetings in the Chair's absence. The Secretary shall assist the Chair with documenting actions at meetings, maintaining a current and accurate committee roster, and corresponding with the membership as required.

4.0 Committee formation.

4.1 Voting members. Voting membership is open to any materially interested individual who notifies the IEEE-SA Standards Department or the Chair of his/her interest and provides and maintains contact information, and conforms to the committee rules for membership renewal, attendance and balloting. No more than 2 persons shall be accepted from any single organization. Notwithstanding the above, each organization may designate not more than two (2) alternate members who may vote in the absence of a regular member. The Chair shall see that the committee composition satisfies IEEE Standards requirements for balance per IEEE Standards Operations Manual Section 5.4.1.

4.2 Steering Committee. A steering committee shall be established as an advisory group. The steering committee shall consist of the Chair, the Vice-Chair and up to six additional individuals as nominated and agreed by the sponsor committee. The steering committee is solely an advisory body and may include individuals who are not members of the sponsor committee. The term of ad-hoc members of the steering committee is two years and may be renewed.

5.0 Membership roster. A membership roster shall be prepared by the committee classifying each member and showing that balance has been achieved. It shall be distributed to all members with each copy of the meeting minutes.

6.0 Term of membership. Term of membership shall be four years and may be renewed.

7.0 Membership revocation. Unless there is a good cause, failure to attend at least one committee meeting during any single calendar year shall by default cause a person's membership in the committee to expire. Notice shall be sent to a member whose membership is at risk thirty days in advance of the meeting at which membership would expire.

Membership shall also expire upon the second consecutive letter ballot not returned in advance of the deadline provided that a warning notice was sent to the member a minimum of thirty days in advance of the second ballot.

Officers and members may also be terminated for cause by a 2/3 vote of the committee and approval by the IEEE Standards Board.

8.0 Meetings. Meetings shall be held as determined by the committee, to conduct business including formation of working groups, review of proposed standards, review of ballot results and considering views and objections from all interested parties. Meetings may also be called by the Chairman at any time. Thirty days notice shall be given for any meeting of the committee. Notice of meetings shall be publicized on the committee web site, and written notice (via post, courier, fax, or email) shall be provided to all members. Notice shall include the date, time, location and preliminary agenda. Meetings shall be open to all persons with a direct and material interest, whether or not members of the committee, but only committee members may vote on issues before the committee. Meeting locations shall be at places convenient to the members. For regular meetings determined by the committee, a quorum shall consist of those members and alternates in attendance. For special meetings called by the chair, a quorum shall consist of 50 percent of the committee members/alternates. On questions of parliamentary procedure not covered in these Policies and Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

9.0 Minutes. Written minutes of all meetings shall be published a maximum of sixty days following each meeting, and copies shall be provided to all committee members.

10.0 Subcommittees and working groups. Subcommittee and working groups and their leaders shall be appointed by the Chair to carry out the activities of the committee including, but not limited to, the drafting of specific rail transit vehicle standards.

11.0 Requirements for standards. Requirements for establishing working groups, preparing standards, balloting, and final approval of standards shall be as defined by the IEEE Standards Board Bylaws and IEEE Standards Operations Manual.

12.0 Amendments. These policies and procedures may be amended in writing by a three quarters (75%) affirmative vote of the committee.

13.0 Interpretations. Written inquiries requesting interpretations of the Committee's IEEE approved standards shall be responded to by the Committee or delegated to a working group. The policies of subclause 5.9 of the IEEE-SA Standards Board Operations Manual shall be followed. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with procedures of the IEEE-SA Standards Board and this Committee. Copies of all requests for interpretations and subsequent responses shall be forwarded to the Secretary of the IEEE-SA Standards Board.

14.0 Appeals. The Committee 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.

Guidelines for RTVISC WG Chairs

As adopted in the RTVISC meeting of May 13, 2003

Introduction

The worldwide success of the [Rail Transit Vehicle Interface Standards Committee](#) is based largely upon the volunteer work provided by you and your working group members. However, our success is also very much dependent upon our ability to develop these consensus standards in a way that complies with IEEE rules on open meetings and that maximizes the opportunity for everyone to know what we are doing, why we are doing it, and to be able to participate. To help ensure our ongoing success the following guidelines are adopted.

List of Working Group Members

Each Working Group or Subcommittee chair shall provide to the RTVISC Secretary not less than once a year (by January RTVISC meeting) a list of its members for posting on your wg web page. Most chairs normally include a list of attendees within the minutes of each meeting and normally attendees are members but you should verify who wants to be a member and who is simply attending. You should also establish a minimum participation and other requirements (if any) for wg membership. A common minimum is to attend at least one meeting per year and/or provide substantial contribution to the draft. As travel becomes harder, you may wish to increase the use of teleconferencing. Remember that, under ANSI rules, no one with a material interest in the subject matter can be denied participation.

Meeting Announcements

Future meeting dates should be provided to wg members as soon as they are known. Experience shows that one of the first orders of business at every wg meeting should be to establish a next meeting date (or dates) and a location (if possible). Future meeting dates should be sent to RTVISC for posting to your wg site and also emailed or faxed to every member well in advance of the next meeting. It is your responsibility to verify the web-posted information is correct and to notify RTVISC of any changes or errors. Website information updates normally occur within 24-48 hours.

At a minimum, 30 days public notice shall be provided in advance of all meeting. If a meeting date must be changed within 30 days of the scheduled date it is the responsibility of the wg chair to contact all its members and also the RTVISC Chair to advise of the new date. We owe this simple courtesy to the many volunteers who help us develop these standards.

Meeting Agenda

Agenda should be provided as far in advance of a scheduled meeting as possible and include at the top the following information: WG# and WG Name, Meeting #, date, location, starting & ending times and a local phone contact. Agenda should be brief and contain no maps or other images or graphical information. Should a detailed map be necessary, provide a link to a mapping web site such as mapquest.com. Many firms offer their own detailed links describing how to get to their location. Do not include a graphic map in your Agenda.

Normally two items that always should be included at the beginning of every agenda are:

- Approval of Draft Minutes of prior meeting
- Date and Location for next meeting

Agenda should be restricted to one page and list simply what is to be discussed. If using Microsoft Word or StarOffice, please begin with a blank page and save your agenda as an html/web page (or Adobe pdf). Do not include graphics, headings, etc. Please save your agenda using this format:

wgXXagnYY.htm

where XX represents your Working Group Number and YY represents the Meeting Number.

Meeting Minutes

Draft meeting minutes are best prepared while the meeting progresses by someone other than the Chair who then reviews them and sends them as draft minutes to all wg members and the Secretary for posting to your wg web page. This should be done as soon after the meeting as possible. Experience shows that the sooner the better for everyone.

Draft minutes should be distributed to members or be available for posting as soon as possible on your wg page but not less than one week prior to the next meeting. Minutes should be brief and highlight only what was discussed and what was agreed. Minutes should contain no graphics. If graphics or other files are necessary, provide them as a separate zip file. A separate column for attachments for each working meeting is provided on your web site. Do not forget to include the planned date for your next wg meeting in these draft meeting minutes. Submit minutes and attachments to RTVISC in this format using the "Save As Web page" :

wwXXminYY.htm

where XX represents the Working Group Number and YY represents the Meeting Number. Any attachments should be sent as a separate file using this format:

wwXXminYYatt.zip

Draft Standards

Password protection is required by IEEE and RTVISC has standardized on password-protected zip files for our draft standards. Many RTVISC subcommittees require access to draft standards of other wg's to complete their own work -- even though they may not be members of your working group. Therefore, do not restrict availability of your draft standards only to a "select few" even if you consider it an "interim draft" Any such explanatory information can be included as a attached file in the zip file.

Draft Standards should follow this format:

wwXXdsYY.zip

where XX represents your working group number, "ds" refers to draft standard," and YY refers to the version number.

Please do not use an arbitrary password. Please use the same standard password we have agreed to use for all of the working draft standards. If you do not know what this password is please contact the RTVISC [Chair](#) or [Secretary](#). If you need help creating a password protected zip file please contact the Secretary or Chair.

Most Chairs continue to use Microsoft Word to create draft standards but Adobe pdf is now also being used.

Additional Help

If you have any questions or need any assistance please contact the RTVISC Secretary at +1 (510) 531-8411 or Chair at +1 (215) 641-8876.

DEFINITIONS POLICY, IEEE RTVISC

A policy statement reflecting the committee's adopted positions on definitions is given below:

"It is committee policy to use IEEE Dictionary definitions if at all possible. Further, once any definition has been balloted and accepted for use in any standard sponsored by the IEEE Rail Transit Vehicle Interface Standards Committee it shall be binding for all other standards sponsored by the committee unless it can be shown to be clearly inappropriate. If neither the IEEE Dictionary nor a RTVISC balloted standard provides a suitable definition, then the American Society of Mechanical Engineers Lexicon should be consulted for a suitable definition.. Next, standards sponsored by the ASME Rail Transit Standards Committee should be consulted. Definitions which have been balloted and accepted for any standard sponsored by the ASME Rail Transit Standards Committee shall be also binding for all IEEE RTVISC standards unless there is a different existing IEEE definition or they can be shown to be clearly inapplicable. If none of these sources produce a suitable definition, the TRB Glossary should be consulted . It should be noted that ASME and TRB Glossary definitions are not presently IEEE definitions. Thus, they should be provided in the definitions section of the IEEE standard so they can be balloted and adopted as an IEEE definition. **Only when all of the above approaches has failed should a working group coin its own original definition.** Since it is intended that all working groups of both IEEE RTVISC and ASME RTSC use common definitions, Working group chairs should be careful when reviewing standards prepared by other working groups, to be sure the other group's definitions will be suitable for their standard also. Paul Jamieson chairs the Definitions working group for both the IEEE RTVISC and the ASME RTSC and maintains a database with all definitions which can be downloaded from our website at www.tsd.org."

References:

IEEE Dictionary is available at the website
<http://standards.ieee.org/resources/glance.html>

Definitions adopted by the IEEE Rail Transit Vehicle Interfaces Standards Committee but not yet in the IEEE dictionary are kept at our committee website at www.tsd.org

"Safety Codes and Standards Lexicon", January 2002, American Society of Mechanical Engineers

"Urban Public Transportation Glossary", Transportation Research Board, National Research Council, Benita H. Gray, Editor, 1989