Operating Procedures

for the

Hardware Interfaces (HI) Subcommittee
(e.g., Standards Working Group)

A subcommittee of the
IEEE Standards Coordinating Committee 20 (SCC20)

Version 2.0
9/13/09

1. Preface[1]

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a SCC20 standard evolves begins in SCC20s Subcommittees. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect SCC20 Subcommittee participants and the IEEE by establishing the necessary framework for a sound standardization process.

1.1 Scope[2]

The HI Subcommittee provides the management, technical development, expansion, and improvement of standards; deemed under its control by the SCC20 Steering Committee.

1.2 Purpose

The HI Subcommittee will operate for the following purposes:

a) To provide for the development, revision, and improvement of HI Subcommittee related standards deemed under its control by the SCC20 Steering Committee.
b) To serve as a forum for the development, revision, and improvement of standards related to the hardware interfaces of Test Systems.

2. Modifications to these procedures

These operating procedures outline the orderly transaction of business by the HI Subcommittee. The HI Subcommittee may amend these procedures with the approval of its Sponsor (The SCC20 Chair). The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the HI Subcommittee or Sponsor. (See also clause 9.)

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[1] Preface has been updated to be compliant with the SCC20 Operating Procedures
[2] Scope and Purpose have been added to be compliant with the SCC20 Operating Procedures (5.2.1.1)

3. Hierarchy[3]

The latest version of several documents takes precedence over these procedures 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
Policies/Procedures of SCC20

Robert's Rules of Order (Revised) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

3.1. Standing procedures

Robert's Rules of Order (Revised) shall guide the conduct of all meetings with the following adaptations, designed to expedite the transaction of business:

1. Any member in attendance is routinely permitted one (1) uninterrupted fifteen (15) minute presentation on any HI Subcommittee related subject during stated meetings. Additional presentations will be entertained with subcommittee approval. Generally these presentations will be made early in the meeting.

2. Proposals may be submitted for committee action at anytime; however, every effort should be made to submit the proposal to a subcommittee officer at least two weeks prior to the meeting, so that review may be included in the agenda and copies made in a timely fashion. Moreover, electronic copy of proposals is encouraged to facilitate logging and posting on the HI Subcommittee web page and e-mail.

3. Discussion on a specific issue following the formal seconding of a motion will be limited to 15 minutes, unless the presiding HI Subcommittee Co-chair permits the discussion to continue.

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[3] *Policies/Procedures of the IEEE Society that established your Sponsor and Policies/Procedures of the Technical Committee or Standards Committee that established your Sponsor* were deleted, HI is a Subcommittee of SCC20, the hierarchy now aligns with the SCC20 Operating Procedures which are compliant with the SCC Type II IEEE template.

The HI Subcommittee operates by consensus in that decisions will be taken with the consensus of those present and participating. In the event consensus is not achieved, a formal motion under *Robert's Rules of Order (Revised)* may be made to address the conflict.

4. Fundamental Principles of Operation

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures has a right to participate by:

   a) Attending SCC20 Subcommittee meetings
   b) Becoming a member of the SCC20 Subcommittees
   c) Becoming an officer of the SCC20 Subcommittees
   d) Expressing a position and its basis,
   e) Having that position considered, and
   f) Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. The standards development process should strive to have both a balance of interests and not be dominated by any single interest category.

5. SCC20 HI Subcommittee Responsibilities[4]

The HI Subcommittee shall follow the operating procedures outlined by 5.2.1.1 of the SCC20 Operating Procedures.

6. Officers

6.1 Officer Overview[5]

The HI Subcommittee shall have two Co-chairs and there may be a Secretary. All officers should be IEEE members and shall be individual IEEE-SA members.

6.2 Election of Officers[6]

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[4] Items 'a' through 'e' of the template have been deleted
[5] The entire 6.1 text of the template has been replaced

Individuals may self nominate for HI Subcommittee Co-chair positions by completing the SCC20 self-nomination form described in 11.3 of the SCC20 Operating Procedures. Nominees shall be eligible to hold the office for which they seek to be elected (should be IEEE member and shall be an individual IEEE-SA member).

HI Co-chairs are appointed from these SCC20 self-nominations; by the SCC20 Chair, as define in 3.4.1 of the SCC20 Operating Procedures.

If no nomination is received for a HI Subcommittee Co-chair, a temporary appointment shall be made in accordance with 6.3.

The position of Secretary shall be appointed by the HI Subcommittee Co-chairs.

6.3 Temporary Appointments to Vacancies[7]

If a HI Subcommittee office becomes vacant due to resignation, removal, lack of nomination, or for any other reason, a temporary appointment shall be made for a period of up to twelve months. In the case of HI Subcommittee Co-chair, the SCC20 Chair shall make the temporary appointment, with input from the HI Subcommittee. In the case of HI Subcommittee Secretary, the HI Subcommittee Co-chairs shall make the temporary appointment.

6.4 Removal of officers[8]

A HI Subcommittee officer may be removed by a two-thirds approval vote of the SCC20 Steering Committee. Grounds for removal shall be included in any motion to remove a HI Subcommittee officer. The HI Subcommittee officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

6.5 Responsibilities of HI Subcommittee Officers

6.5.1 Co-chairs[9]

Each HI Subcommittee meeting (See 10 – Meetings) shall have a presiding Co-chair for that meeting.

The presiding Co-chair shall:

    a) Lead the activity according to all of the relevant policies and procedures
    b) Form Study Groups, as necessary

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[6] The entire 6.2 text of the template has been replaced.
[7] The text of 6.3 in the template was adapted to be compliant with SCC20 Operating Procedures
[8] The text of 6.4 in the template was adapted to be compliant with SCC20 Operating Procedures
[9] The text of 6.5.1 in the template was adapted to be compliant with SCC20 Operating Procedures

c) Be objective

d) Entertain motions, but not make motions

e) Not bias discussions

f) Delegate necessary functions

g) Ensure-that all parties have the opportunity to express their views

h) Set goals and deadlines and adhere to them

i) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed

j) Seek consensus as a means of resolving issues

k) Prioritize work to best serve the group and its goals

l) Ensure compliance with the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy and Copyright Policy."

n) Participate as needed in SCC20 Steering Committee meetings to represent the HI Subcommittee.

The non-presiding Co-chair shall:

a) Carry out the duties if the presiding Co-chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)

b) Be familiar with training materials available through IEEE Standards Development Online

6.5.2 Vice-Chair(s) [10]

The HI Subcommittee does not have Vice-Chair(s)

6.5.3 Secretary[11]

Should the HI Subcommittee have a Secretary, the Secretary shall:

a) Distribute agendas at least 14 calendar days before a meeting to either: the SCC20 Secretary for full SCC20 meetings or to the HI Subcommittee members for HI Subcommittee meetings held independently of SCC20.

b) Record and have published minutes of each meeting within 60 calendar days of the end of the meeting

c) Create and maintain the HI Subcommittee membership roster as outlined in 4.3 of the SCC20 Operating Procedures.

d) Record participant attendance at each meeting

e) Schedule and announce meetings in coordination with the Co-chairs with at least 21 calendar days notice

f) Be responsible for the management and distribution of HI Subcommittee documentation in compliance with IEEE-SA guidelines, including but not limited to

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[10] The text of 6.5.2 in the template was adapted to be compliant with SCC20 Operating Procedures

[11] The text of 6.5.3 in the template was adapted to be compliant with SCC20 Operating Procedures

guidelines with regard to posting and distribution of drafts and approved IEEE standards.

g) Maintain lists of unresolved issues, action items, and assignments

h) Be familiar with training material available through IEEE Standards Development Online

In the event the HI Subcommittee does not have a Secretary, the responsibilities fall to the HI Subcommittee Co-chairs.

6.5.4 Treasurer[12]

The HI Subcommittee does not have a Treasurer

7. HI Subcommittee

7.1 Overview[13]

HI Subcommittee membership is by individual. Participants shall fulfill the requirements to gain and maintain membership in the HI Subcommittee in accordance with Clause 4 (Membership) of the SCC20 Operating Procedures.

7.2 HI Subcommittee membership status[14]

Membership shall be granted, and status maintained, in accordance with Clause 4 (Membership) of the SCC20 Operating Procedures.

Each member is expected to attend meetings as required by these procedures. The HI Subcommittee Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

7.3 Subgroups of the HI Subcommittee[15]

The HI Subcommittee may, from time to time, form subgroups for the conduct of its business. Only HI Subcommittee members appointed to the subgroup shall vote on questions within such subgroups. Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the HI Subcommittee shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the HI Subcommittee. Any resolution of a subgroup shall be subject to confirmation by the HI Subcommittee.

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[12] The text of 6.5.4 in the template was adapted to be compliant with SCC20 Operating Procedures

[13] The text of 7.1 in the template was adapted to be compliant with SCC20 Operating Procedures

[14] The text of 7.2 in the template was adapted to be compliant with SCC20 Operating Procedures

[15] The text of 7.3 in the template was adapted to be compliant with SCC20 Operating Procedures

March 2009

The presiding Co-chair of the HI Subcommittee shall appoint the chair of the subgroup.

8. HI Subcommittee Member Roster[16]

A HI Subcommittee member roster is a vital aspect of standards development. It serves as a record of members in the HI Subcommittee and is an initial tool if an issue of indemnification arises during the process of standards development.

The HI Subcommittee Secretary or designee shall maintain a current and accurate roster of members in the HI Subcommittee in accordance with Sub-clause 4.3 (Membership Roster) of the SCC20 Operating Procedures.

8.1 HI Subcommittee Member list[17]

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

   a) Title and its designation (IEEE SCC20 HI Subcommittee)

   b) Scope of the HI Subcommittee

   c) Officers: Co-Chairs, Secretary

   d) Members: for all – name, e-mail address, and affiliation

9. Voting

9.1 Approval of an action[18]

Approval of an action listed in 9.2 and 9.3 requires approval by a majority vote. A majority vote is defined as either:

   a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority 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 of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of the voting members of the HI Subcommittee responded.

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[16] The text of 8 in the template was adapted to be compliant with SCC20 Operating Procedures

[17] The text of 8.1 in the template was adapted to be compliant with SCC20 Operating Procedures

[18] The text of 9.1 in the template was adapted to be compliant with SCC20 Operating Procedures

9.2 Actions Requiring Approval by a Majority[19]

The following actions include approval by a majority vote:

   a) Adoption of HI Subcommittee procedures or revisions thereof
   b) Formation of a subgroup, including its procedures, scope, and duties
   c) Disbandment of subgroups

9.3 Actions Requiring Approval by two-thirds Vote[20]

The following actions require approval by two-thirds vote:

   a) Approval to move the draft standards project to the Sponsor (SCC20) for IEEE
   Standards Sponsor ballot

These actions are subject to confirmation by SCC20 (Sponsor).

9.4 Voting between meetings[21]

The HI Subcommittee shall be allowed to conduct votes between meetings in accordance
with Sub-clause 7.4 (Voting between meetings) of the SCC20 Operating Procedures.

9.5 Quorum[22]

The presence of a quorum must be announced by the presiding Co-Chair at the beginning
of each meeting. Unless otherwise approved by the SCC20 Chair (Sponsor), a quorum
shall be as defined by Sub-clause 6.1.1 (Subgroups) of the SCC20 Operating Procedures.
If a quorum is not present actions may be taken subsequent to confirmation by a letter or
electronic ballot as detailed in 9.4, or at the next HI Subcommittee meeting.

10. Meetings[23]

HI Subcommittee meetings shall be held in accordance with Clause 6 (Meetings) of the
SCC20 Operating Procedures.

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[19] The text of 9.2 in the template was adapted to be compliant with SCC20 Operating Procedures
[20] The text of 9.3 in the template was adapted to be compliant with SCC20 Operating Procedures. Item a of
the template was deleted as it is an existing requirement of SCC20 Steering.
[21] The text of 9.4 in the template was adapted to be compliant with SCC20 Operating Procedures
[22] The text of 9.5 in the template was adapted to be compliant with SCC20 Operating Procedures
[23] The text of 10 in the template was adapted to be compliant with SCC20 Operating Procedures

11. Conduct[24]

It is expected that participants in the HI Subcommittee behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with subclause 6.2 (Conduct) of the SCC20 Operating Procedures.

12. Appeals[25]

The HI Subcommittee recognizes the right of appeal. Appeals shall be handled in accordance with Clause 10 (Appeals) of the SCC20 Operating Procedures.

13. Communications[26]

Inquiries relating to the HI Subcommittee should be handled in accordance with Clause 8 (Communications) of the SCC20 Operating Procedures.

14. HI Subcommittee document archiving

Documents supporting development and deliberation of HI Subcommittee standards shall be archived. Specific requirements on document archiving include the following:

1. The required archive items shall include:

   - Current PARs, and PAR extensions (as necessary)
   - Current standards drafts
   - Current HI Subcommittee roster

2. Where practical, all holdings shall be in electronic form and posted in appropriate areas on the HI Subcommittee web page.

3. All documents supporting published standards with the exception of the final version of the standards as submitted to the IEEE for publication shall be archived.

4. All documents not required by (1) and over seven years old shall be discarded.

The HI Subcommittee co-chairs shall have discretion for adding relevant documents, and removing and retaining documents that are not required by (1).

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[24] The text of 11 in the template was adapted to be compliant with SCC20 Operating Procedures
[25] The text of 12 in the template was adapted to be compliant with SCC20 Operating Procedures
[26] The text of 13 in the template was adapted to be compliant with SCC20 Operating Procedures

Review of the document archive shall be conducted by the HI subcommittee co-chairs at least once per year.

15. HI Subcommittee operating procedures revision

At the discretion of the HI Subcommittee Co-chairs, the subcommittee shall perform a review of the HI Subcommittee Operating procedures to ensure currency and appropriateness of items contained or required therein. Other proposals to revise the HI Subcommittee Operating procedures must be submitted in writing to both the HI Subcommittee Co-chairs and Secretary to be considered at the next HI Subcommittee meeting.

Approval of the HI Subcommittee operating procedures is defined in 9.2.