

Operating Procedures

IEEE Standards Coordinating Committee 20

Version 15¹

SCC20 Log 08-3

(The preface and terminology are not officially part of the Operating Procedures of IEEE Standards Coordinating Committee 20, but are provided as information and for clarification)

Preface

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Standards SCC Type 2 constitute the fundamental requirements for proper standards practice in the IEEE. A type 2 SCC has all the responsibilities of a type 1 SCC and can also act as a Sponsor for standards projects. For further information, see the *IEEE-SA Standards Board Bylaws*, subclause [4.3.1](#).

The IEEE-SA requires that these procedures be adopted intact, with modifications of some clauses allowed as indicated. Modifications for additional unique SCC20 details may be proposed, which will be audited for appropriateness by the IEEE-SA Standards Board Audit Committee, once approved by the SCC20 Steering Committee.

The current active Committee procedures shall be located on the IEEE Standards Association web site. These procedures can be updated no more than once per year.

Terminology

These Operating Procedures use the following vocabulary in establishing the procedures relevant to the operation of the Committee and its subcommittees.

Ballot Designee: A Committee member whom has been added to myBallot™ to act on behalf of the sponsor (SCC20) for the standard(s) projects in the IEEE electronic balloting process. The Ballot Designee is designated by the Chair.

Full Member: An individual who has fulfilled the obligations of active participation in at least one Subcommittee.

¹ All Text in BLUE has been added to the “to be released” SCC Type 2 Baseline Operating Procedures Draft 1.6 provided May 8, 2008.

Interested Party: An individual who has indicated interest in the activities of the Committee but that has not fulfilled the obligations of active participation in Committee or Subcommittee activities or has chosen not to be entered as a Full Member of a Subcommittee.

Subgroup: This term is synonymous with a Standards Coordinating Committee 20 Subcommittee.

The Committee: This term is synonymous with Standards Coordinating Committee 20 (SCC20).

Vote (or Voting): A formal indication of a choice between two or more candidates or courses of action within any Committee or Subcommittee meeting.

1.0 Introduction ²

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](#) or Type 2 SCC. It is essential in the management of a standard's development to avoid any actions by the Sponsor/SCC Type 2 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 *Standards Coordinating Committee 20 (SCC20)*, which shall act as sponsor 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

² This clause shall be included and shall not be modified except to identify specific procedures related to SCC20.

[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 Committee

Anything the Committee creates is hierarchically inferior to the documents and resolutions listed above its Operating Procedures as shown above. The Operating Procedures of the Committee are hierarchically superior to other documents of the Committee. *Robert's Rules of Order (Revised)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Committee scope³

If the scope of this Committee changes, the rules in the *IEEE-SA Standards Board Operations Manual* concerning change of scope shall be followed.

Provides for the management, development, and maintenance of language and interface standards supporting system-level (onboard and offboard) automatic test and diagnosis. These standards include (but are not limited to) test requirements, test programs, test procedures, diagnostic knowledge, maintenance information, and major hardware subsystem interfaces between and within Automatic Test Systems.

1.2 Organization of the Committee⁴

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

1.3 Organization chart

A schematic chart showing the current organizational structure of the Committee created and maintained by the Secretary to be updated annually or as necessary. This chart shall be included in the Chair's annual Standards Coordinating Committee report to the IEEE-SA Standards Board.

2.0 Responsibilities of the Committee⁵

The Committee shall be responsible for the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Committee
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 - a. Approving PARs from a subgroup or the Committee
 - b. Submitting draft standards from a subgroup or the Committee to myBallot™.

³ This clause shall be included and shall not be modified except to include the Committee's approved scope.

⁴ This clause shall be included and shall not be modified.

⁵ This clause may be modified to include additional responsibilities

- c) Maintaining the standards developed by the Committee in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Committee
- e) Acting on other matters requiring Committee effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Committee without proper Committee 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 Committee activities as needed.
- k) Approving proposed IEEE standards (within its scope) for submission to RevCom.

2.1 Sponsorship

The Committee is responsible for the development and coordination of standards project(s), including their maintenance, after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the Committee is responsible for those IEEE-SA Standards Board approved project(s) for which this Committee has been identified as either the sponsoring Standards Coordinating Committee or where the Committee has been identified by a project being sponsored by two sponsors.

2.1.1 Sole sponsor responsibility/accountability

When the interest in a standard falls solely within the scope of the Committee, SCC20 shall assume the responsibility, and be accountable for the standard. Each SCC20 assigned standards project(s) as well as each of the IEEE published standards that were developed within the Committee is the responsibility of the Committee. This development and maintenance of standards shall be accomplished as defined within the clauses of these Operating Procedures.

2.1.2 Co-sponsor responsibility/accountability

When the breadth of interest in a standard is great enough that one or more Committees outside of this Committee have been identified as having a sponsorship role, SCC20 shall either, assume the responsibility and be accountable for the standard, or shall not co-sponsor the standard. This development and maintenance of standards shall be accomplished as defined within the clauses of these Operating Procedures.

3.0 Officers⁶

There shall be a Chair, a Vice-Chair, and a Secretary. There shall be an annual vote of the Committee to recommend a Chair, elect the Vice-Chair, Secretary. The term of appointment of officers shall be one year, and this term can be renewed annually. [The Chair and Vice-Chair may serve a maximum of four](#)

⁶ This clause may not be modified.

consecutive terms. There is no term limit for the Secretary. The IEEE-SA Standards Board Chair has the authority to appoint a Chair and remove an officer.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA. Other Committee officers (e.g., vice chair and secretary) are elected or appointed as provided in 3.1 and shall be members of the IEEE-SA. The officers shall organize the Committee; oversee the Committee's compliance with these Operating Procedures; and submit proposed documents approved by the Committee, (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board.

Officers should read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers ⁷

The Secretary shall invite members of the Committee to submit their names on appropriate Committee forms as provided for nomination in the election of the Committee officers.

The Steering Committee recommended candidate for Chair may then be appointed by the IEEE-SA Standards Board Chair. If the IEEE-SA Standards Board Chair declines to affirm the Committee Chair, another Committee invitation may be initiated or the IEEE-SA Standards Board Chair may appoint a Chair of the Committee. The appointment shall be for the calendar year, but the Chair may, at his or her discretion, serve until a successor is appointed.

The Vice-Chair and Secretary shall be elected by the voting members of the Steering Committee.

If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

Liaison officers are appointed by their respective organizations. Representatives are required to submit to the Chair written confirmation of their appointment by their organization as liaison members to the Committee.

3.2 Temporary appointments to vacancies ⁸

If an office other than the Chair becomes vacant due to resignation or removal, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or invitation for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers ⁹

An officer may be removed by a two-thirds approval vote of the Steering Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be

⁷ This clause may be modified with the exception of appointment of the chair.

⁸ This clause may be modified.

⁹ This clause may be modified.

given an opportunity to make a rebuttal prior to the vote on the motion for removal. The IEEE-SA Standards Board Chair may also remove an officer.

3.4 Responsibilities of officers¹⁰

The officers of the Committee shall manage the day-to-day work of the Committee. The officers are responsible for implementing the decisions of the Committee and managing the activities that result from those decisions.

All the Committee officials are expected to attend all meetings of the Committee and Steering Committee. Meetings may be by electronic means with sufficient notice, or by announcement of a date and location with sufficient notice. Attendance at electronic meetings is by electronic communication. Attendance at announced meetings of date and location is by physical presence or as defined in subclause 7.4.2.

3.4.1 Chair¹¹

The responsibilities of the Chair, in addition to being the official point of contact for communication within the IEEE-SA, are to:

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a person or group 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 Committee as a means of resolving issues
- l) Prioritizing work to best serve the group and its goals
- m) Ensuring that the Committee and all subgroups comply with the [IEEE-SA Patent Policy](#)
- n) Submit approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom)
- o) Submitting the Committee's annual report to the IEEE-SA Standards Board SCC Coordinator
- p) [Preside at Steering Committee and Committee plenary meetings](#)

¹⁰ This clause may be modified.

¹¹ This clause may be modified to add responsibilities.

- q) Prepare Committee and Steering Committee meeting agendas
- r) Represent the Committee at IEEE-SA Standards Board meetings as a liaison
- s) Attending IEEE meetings that are of interest to the Committee
- t) Appointing subgroup (e.g., subcommittee) co-chairs
- u) Appointing ballot designees in myBallot™

3.4.2 Vice Chair¹²

The responsibilities of the Vice-Chair in addition to carrying 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) are to:

- a) Becoming Chair pro-tem when the Chair resigns and before elections have been arranged
- b) Providing Parliamentarian duties for the Chair at meetings
- c) Providing services as requested by the Chair

3.4.3 Secretary¹³

The responsibilities of the Secretary in addition to providing services as requested by the Chair are to:

- 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
- 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 Committee 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
- j) Taking of minutes of Steering Committee and Committee Plenary meetings
- k) Logging of Committee documents

¹² This clause may be modified to include additional responsibilities.

¹³ This clause may be modified to include additional responsibilities.

- l) Preparation of annual Committee forms used to establish and maintain official Committee membership information. (see subclause 11.3)
- m) Collect Committee officer self-nominations

4.0 Membership ¹⁴

The full membership of the Committee is comprised of Full Members, Interested Parties, and Liaisons.

The membership of the Committee, each of the Standards Development Subcommittees, and the Administrative Subcommittee, shall be derived annually by the following guidelines:

- a) Individuals with a current SCC20 Membership Application on file shall be made Full Members of SCC20 provided they are also Full Members of at least one SCC20 Standards Development Subcommittee.
- b) Individuals shall be made Interested Parties of an SCC20 Standards Development Subcommittee after filing a current SCC20 Membership Application. Interested parties shall be included in SCC20 mailing lists for items such as meeting announcements but shall not be given access to member-specific (i.e., private areas) of Subcommittee websites or IEEE-copyrighted materials. Upon request, interested parties who subsequently participate in at least one meeting of an SCC20 Subcommittee shall be Full Members of that Subcommittee.
- c) Members of the Steering Committee shall automatically be made ex officio Full Members of every SCC20 Standards Development Subcommittee regardless of their participation history.
- d) Membership of the Administrative Subcommittee (ADMIN) shall be as appointed by the SCC20 Chair.

Steering Committee members are appointed by one or more of the following:

- a) The Committee Chair
- b) An IEEE Society
- c) The IEEE-SA Standards Board

Members may be terminated at the request of the Chair if they fail to meet the minimum requirements for membership.

An interested Society of the IEEE may designate up to **five** members to a Technical Committee who will serve as official designated representatives (DR) of the Society upon approval of the Chair.

The IEEE-SA Standards Board may designate official representatives of outside organizations. A representative may have an alternate serve in his/her absence.

Membership in the IEEE-SA is encouraged for all Committee members

¹⁴ This clause may be modified to include additional procedures and membership requirements.

4.1 Application ¹⁵

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 [through the completion of the SCC20 Membership Form \(see subclause 11.3 item a\)](#).

4.2 Review of membership ¹⁶

Active participation in the work of the Committee is a prerequisite to continuing membership. Failure to attend **one** meeting or respond to communications without specific written notification to the Secretary of the Committee shall be deemed grounds for termination from the Committee. The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation defined above. 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.

4.3 Membership roster ¹⁷

The Secretary [as well as each subcommittee secretary](#) shall maintain a current and accurate Committee roster. A list containing the names of the Committee members may be distributed to the Committee; the roster shall not be distributed to the Committee members unless all members have submitted their written approval for such distribution. All changes to the roster shall be forwarded to the Chair immediately. [This roster shall be included in the Chair's annual report to the IEEE-SA Standards Board.](#) The roster shall include the following:

1. Title of the Committee and its designation
2. Scope of the Committee
3. Officers: Chair, Vice-Chair, Secretary [Treasurer]
4. Members: for all, list name, e-mail address and affiliation. {Name, e-mail address 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. For each subgroup, list subgroup title, Chair, and names, e-mail addresses, and affiliations of all members.

¹⁵ This clause may be modified to include additional membership requirements.

¹⁶ This clause may be modified to include additional membership requirements.

¹⁷ This clause may be modified with the exception of distribution of the roster to Committee members.

5.0 Subgroups created by the Committee

5.1 Administrative subgroups¹⁸

When one or more subcommittees are formed to expedite the administrative work of the Committee (e.g., AdCom, ExCom), their formation (and later disbandment) requires recommendation by a majority of the voting members of the Committee and approval by the IEEE-SA Standards Board. The formation and disbandment of other subgroups (e.g., working groups, technical subcommittees, writing groups, etc.) requires approval by a majority of the voting members of the Committee. The Chair of a subgroup shall be appointed by the Chair of the Committee.

5.1.1 The Steering Committee

The Steering Committee is the governing body and conducts the business of the Committee. The agenda items upon which the Steering Committee is normally asked to vote, concerns policy and administration matters related to the efficient conduct of business during the development of standards and the processes the subgroups followed to develop the standards. The Steering Committee assures that all standards have been fully developed and processed by a subgroup in compliance with all the mandated IEEE and SCC20 requirements. Clause 7 identifies the actions required to be addressed by the Steering Committee.

The elected officers are as follows:

- a) Chair
- b) Vice-Chair
- c) Secretary

The additional members of the Steering Committee (also considered officers of SCC20) are:

- a) Presiding Co-chairs for each of the active standards developing subcommittees identified on the organization chart.
- b) United States (U.S.) Department of Defense (DoD) Liaison.
- c) United Kingdom (UK) Ministry of Defense (MoD) Liaison.
- d) National Defense Industrial Association (NDIA) Liaison.
- e) IEEE Instrumentation & Measurement (I&M) Society Liaison.
- f) IEEE Aerospace and Electronic Systems (AES) Society Liaison.
- g) IEEE Computer Society Liaison.
- h) Other liaisons as approved by either SCC20 or the IEEE.

Members of the Steering Committee holding more than one position in the listing only have one vote.

The Secretary and the Administrative Subcommittee's co-chairs are non-voting members of the Steering Committee.

¹⁸ This clause may be modified to include detailed description, organization, and responsibilities of subgroups, including executive committees (ExCom) and administrative committees (AdCom)

All voting members of the Steering Committee shall be a member of any grade of the IEEE and a member of the IEEE-SA.

5.1.2 The Administrative Subcommittee

The Administrative Subcommittee (ADMIN) is a standing subcommittee that is responsible for the administrative and planning activities of the Committee. ADMIN reports to the Steering Committee, making recommendations to the Steering Committee on subgroup activity, meetings, and strategic plans.

The ADMIN Subcommittee is responsible for:

- a) Verifying that all policies and procedures set forth by the IEEE-SA Standards Board Bylaws, IEEE-SA Standards Board Operations Manual, IEEE-SA Operations Manual, and this document (Operating Procedure IEEE Standards Coordinating Committee 20) are followed as part of any and all Committee activities.
- b) Reviewing the initial version, and all revisions, of Project Authorization Requests (PAR) s required for each standard. The ADMIN Subcommittee shall report directly to the relevant Subcommittee, and ultimately make a report to the Steering Committee for their approval before the PAR can be submitted to the IEEE-SA.
- c) Reviewing the initial version, and all revisions, of Requirements Documents that the Committee requires for each standard. The ADMIN Subcommittee shall report directly to the relevant Subcommittee, and ultimately make a report to the Steering Committee for their information.
- d) Establishing locations for SCC20 meetings.
- e) Identifying any other standardization efforts having common interests with the Committee.
- f) Mentoring new members of the Committee.
- g) Perform tasks, as delegated to the ADMIN Subcommittee, by the Chair, Vice-Chair, Secretary, or Steering Committee.
- h) Addressing written inquiries requesting interpretations of the Committee's IEEE approved standards.
- i) Addressing first hearings of an appeal.
 - A written report as generated by ADMIN, containing the findings and recommendations relating to either its review or the review of an appeal shall be submitted to the Steering Committee.

The ADMIN Subcommittee shall be controlled by the procedures set forth in this "Operating Procedure IEEE Standards Coordinating Committee 20". (As a non-standards developing subcommittee, ADMIN shall not have its own Subcommittee Operating Procedure)

The ADMIN Subcommittee shall maintain a membership of at least two (2) Co-Chairs. ADMIN Co-Chairs shall be a member of any grade of the IEEE and a member of the IEEE-SA. It is preferred that ADMIN Co-Chairs have been active members of SCC20 for at least five (5) years. ADMIN Co-Chair positions do not carry a vote on the SCC20 Steering Committee.

5.2 Other subgroups (e.g., working groups, technical subcommittees, writing groups) ¹⁹

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. The scope, duties, and membership of all subgroups shall be reviewed by the Committee 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 Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

5.2.1 Subgroups (e.g.; subcommittees) of the Committee

Subcommittees have been formed to expedite the work of the Committee; their formation (and later disbandment) requires recommendation by the Steering Committee and the approval by the IEEE-SA Standards Board. The formation and disbandment of other subgroups (working groups, technical subcommittees, writing groups, etc.) requires approval by a majority of the voting members of the founding subcommittee.

The Committee consists of four Standards Developing Subcommittees: Diagnostic and Maintenance Control (DMC), Hardware Interfaces (HI), Test and ATS Description (TAD), and Test Information Integration (TII).

5.2.1.1 Standards Developing Subcommittees

Each standing standards developing subcommittee and working group of the Committee shall have at least one Co-Chair (Chair) and a Secretary, who shall be officers of that body. The preferred Committee practice is to appoint two Co-Chairs to each standing subcommittee. Unless defined by higher-level documents, its members shall determine the details of subcommittee organizational structure.

The officers of standards developing subcommittees (Co-Chairs and Secretary) are responsible for the conduct of all business within their subcommittee, for compliance of their subcommittee with all requirements of the IEEE-SA Standards Board Operations Manual, IEEE-SA Operations Manual, the SCC20 Operating Procedures, and the Subcommittees Operations Manual, participation in the management of the Committee through the Steering Committee, and for performance of other functions (such as to act (or their designees) as Ballot Designees to the IEEE myBallot™, for each of the standard(s) that their Subcommittee produce and maintain,). Only one of the Subcommittee Co-Chairs will preside over each session of the subcommittee and represent that subcommittee at Steering Committee meetings.

¹⁹ This clause may be modified to include detailed description, organization, and responsibilities of the subgroups.

As appropriate, Co-Chairs who are unable to perform their subcommittee duties are subject to removal by the Chair.

The Subcommittee Secretary is responsible for the preparation and submittal of minutes for any subcommittee meeting to the Secretary at the completion of that meeting. The Subcommittee Secretary shall have two weeks in which to provide a corrected set of minutes to the Secretary. Should no corrected minutes be available, the first submittal will be recorded as the official meeting minutes. It is acceptable for the minutes to be made available to the Secretary via the Subcommittee's website.

Operating procedures for the conduct of subcommittees are set forth in the Operations Manual for each subcommittee. At a minimum, these operating procedures should include a statement of the approved scope of the subcommittee, the overall organization of the subcommittee (including but not limited to officers and provisions for working groups to be formed), definition of what constitutes an subcommittee meeting, any standing procedures in addition to those already specified in parent procedures, document archiving procedures, and operating procedures revision. The definition of a meeting must include any meeting held in conjunction with a full Committee meeting and any "interim" face-to-face meetings of the whole committee. At the discretion of the subcommittee, the definition may also include small working groups meetings, electronic meetings, and teleconferences.

The scope and duties delegated to the subcommittee shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the Steering Committee.

Prior to beginning detailed development work, the subcommittee developing the standard shall write a Requirements Document for the new standard. The new standards Requirements Document sets forth the requirements for the proposed standard. Failure to comply with the requirement for preparation of this requirements document, or with the established mandatory standards development procedures, will be sufficient grounds for the Steering Committee to stop a proposal or standard from proceeding to the IEEE-SA Standards Board. The Steering Committee approval of the contents of the requirements document is not required. All standards developed by the Committee shall comply with their Requirements Documents. The standards development subcommittee shall establish procedures to ensure that the standards they develop conform to their Requirements Documents.

Each standard development subcommittee shall receive and act on all proposals affecting its standards. Proposals shall be processed according to a set of procedures which shall be set forth in the Operations Manual of the standard development subcommittee.

Proposals for the revision of an SCC20 standard will be submitted to the Co-Chairs of the appropriate standard development subcommittee, or to the Secretary when in doubt. All submitted proposals shall be assigned a log number by the assigned subcommittee. Arrangements for acceptance and review of change proposals within standard development subcommittees and working groups will be controlled by procedures set forth in the operations manual for the standard development subcommittee. Change Proposals should contain the following material:

- a) Name of the originator of the proposal including contact information.
- b) Identification of the relevant standard.
- c) A statement of the problem.

- d) Identification of other standards that are affected.
- e) A definition of the requirement.
- f) A statement of the proposed change including a draft of the new material.
- g) A statement as to whether the proposed change is upwards compatible, or non-upwards compatible.
- h) Subcommittees log number, or a designated space to enter one when assigned.

Subcommittee action will normally occur at Committee meetings, as well as at other meetings of the subcommittee and its working groups, which may be scheduled throughout the year.

Changes in a standard developed by the Committee must complete a quality assurance (QA) cycle prior to balloting. Only after having completed the QA function will changes be considered ready for ballot. The QA function will be performed by a working group of the responsible Standards Development Subcommittee. Their activity will consist of such tasks as checking drafts for self-consistency, completeness, readability, conformance to requirements, and conforming to IEEE-SA Standards Board guidance (e.g. Style Guide).

Each subcommittee shall establish and maintain a configuration control system for its documents and shall issue its own log numbers. Copies of logged material shall be made available during the Committee meeting by the subcommittee Co-Chairs to the Secretary for archiving. The standard development subcommittee Co-Chairs shall be responsible for ensuring that all markings required by the IEEE are included on the material.

Draft standards proposed by a subcommittee shall be referred to the Steering Committee following a successful ballot, as a final validation that the standards development process was followed properly.

Each subcommittee is responsible for the drafting and balloting of its standard with the assistance of the myBallot™ service. The format of all Committee standards shall conform to the IEEE Standards Style Manual except as agreed with the IEEE-SA.

Balloting of all Committee standards shall be in accordance with the published requirements of the IEEE-SA.

The IEEE-SA publishes all Committee standards. Each subcommittee is responsible for ensuring that its standard is correctly published.

The Steering committee delegates responsibility to the appropriate subcommittee for development and continued maintenance of Committee standards. The subcommittee shall make recommendations to the Steering committee for actions concerning maintenance of those standards for which the subcommittee has been delegated responsibility (withdrawal of the standard, reaffirming the standard, revising the standard, amending the standard, etc.)

6.0 Meetings²⁰

Committee meetings shall be held, as decided by the Committee, the Chair, or by petition of 5 or more 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 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.

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).

Committee meetings are conducted at least annually to provide for the revision of standards and the conduct of other business. Procedures governing meetings are subject to modification at each meeting by the Steering Committee. Committee meetings are numbered by year and sequence, such as 08-1, 08-2 and so on.

Standards developing subcommittees and working groups determine their own meeting schedules, and meet as required for the timely conduct of business. In addition to interim meetings, which may transpire standard development, groups are expected to meet, in conjunction with the scheduled Committee meeting. Unless alternative procedures are established, the following rules will generally apply to all subcommittee and working group meetings:

- a) An appointed or elected Chair will preside over each session.
- b) The presiding Chair will determine each day's schedule.
- c) The subcommittee or working group shall prepare meeting minutes, which shall contain a record of meeting activities of all votes taken. In cases where the abstentions are significant or the vote is close, the presiding Chair should attempt to resolve issues by various methods such as rephrasing the issue in order to obtain consensus. If the issue still cannot be clearly resolved, the results shall be reported to the next higher level of Committee structure.
- d) Ad Hoc working groups of the Committee are not required to satisfy item c).

6.1 Quorum²¹

A quorum must be identified before the initiation of Committee 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 Clause 7.4. A quorum shall be defined as a majority of the current total voting membership. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists. If a quorum is not present, the chair may choose to conduct certain business of the meeting via e-mail, telephone, fax, or letter as appropriate.

²⁰ This clause may not be modified except that the values in the shaded text may be increased.

²¹ This clause shall be included and shall not be modified.

6.1.1 Subgroups

For Subcommittee meetings, a quorum is calculated as:

50% of the registered delegates attending divided by 2, truncated, plus 1

E.g.; there are 9 delegates registered for a subcommittee meeting; then: $9/2 = 4.5$, truncated = 4, plus 1 = 5 delegates that are required (as a minimum) to form a quorum for the subcommittee meeting.

6.1.2 Steering Committee

For a SCC20 Steering Committee meeting, a quorum is determined by:

50% of the of the available votes divided by 2, truncated, plus 1

E.g.; there are 10 Steering Committee votes (see subclause 5.1.1); then: $10/2 = 5$, truncated = 5, plus 1 = 6 delegates that are required (as a minimum) to form a quorum for the Steering Committee meeting.

When a member of the Steering Committee holds more than one position in the listing, the member shall only have one vote.

Notice of Steering Committee meetings shall be sent to all members of the Steering Committee.

6.2 Conduct²²

Participants shall demonstrate respect and courtesy towards 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](#).

6.3 Executive session²³

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.

6.4 Meeting fees²⁴

The Committee may charge a meeting fee to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The Committee 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 Committee has a financial difficulty and is unable to pay

²² This clause shall be included and shall not be modified.

²³ This clause shall be included and shall not be modified.

²⁴ This clause may be modified.

the meeting fee, the member may apply to the Committee 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 Meeting wrap-up

For each Committee meeting, the Co-chairs of each subcommittee and the Secretary will produce meeting minutes. These minutes shall be provided to the Secretary prior to leaving the meeting site. Corrections may be provided within two weeks of the end of the meeting. The Secretary will then compile the complete minutes of the meeting, including all attachments, and post them on the SCC20 Web-site as a logged item. Compilation will normally be completed within one month of receipt of all subcommittee materials.

6.6 Meeting minutes

All minutes for meetings of the Committee, its subcommittees and their working groups shall be precise, complete and accurate, in particular all the actions as agreed at the meeting. Actions taken outside of formally constituted meetings should not be included in minutes. Such items are best recorded in separate logged documents.

To minimize reproduction and distribution costs, items bearing log numbers will not normally be included in minutes except as otherwise directed by the Chair. Log numbers should be referenced in the minutes.

The minutes of a meeting of each committee, subcommittee, or other body shall also include a list of all participants of that meeting and an annex, which lists all newly logged items since the last formally published minutes.

7.0 Vote²⁵

7.1 Approval of an action²⁶

Approval of an action requires approval by a majority vote of the Sponsor. Notification of the potential for action shall be included on any distributed agendas for meetings.

The Steering Committee is normally asked to vote on items concerning policy and administration matters related to the efficient conduct of business during the development of standards and the processes followed by the subcommittees to develop the standards.

7.2 Approval of moving a draft standard to sponsor ballot²⁷

Approval of 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 Committee for approval. The

²⁵ This clause may be modified.

²⁶ This clause may be modified.

²⁷ This clause may be modified.

Committee may form and delegate approval authority. Approval of moving a standard to sponsor ballot from a subgroup shall be limited to procedural issues only.

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

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

7.3 Vote of alternate²⁸

An alternate's vote is counted only if the designated representative fails to vote.

Each member of the Steering Committee who is an official representative of a Society, technical committee, or outside organization may have a single designated alternate to act on behalf of the member in his or her absence. Alternates for other members of SCC20 shall not be permitted.

7.4 Voting between meetings²⁹

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

7.4.1 Electronic meeting definition

An electronic meeting is any meeting of the Steering Committee, one or more subcommittee(s), or working groups, in which one or more members of the Steering Committee, a subcommittee, or working group participate by Telephone, E-mail, or other electronic means.

The decision to hold an electronic meeting of the Steering Committee is vested with the Chair. Any member of the Committee may request an electronic meeting of the Steering Committee. If the Chair feels that the issue is appropriate, the Chair will then proceed in compliance with the requirements for an electronic Steering Committee meeting. The conduct of an electronic meeting shall not mitigate or otherwise compromise the opportunity for full participation by all those entitled to provide inputs and vote.

²⁸ This clause may be modified.

²⁹ This clause shall be included and shall not be modified.

7.4.2 Restriction on electronic meetings

Participation in a meeting of the Steering Committee, subcommittee, or working group by Telephone, E-mail, or other electronic means, shall only be permitted under the circumstances set forth in subclause 7.4.3, and provided the requirements of subclause 7.4.4 are met.

7.4.3 Circumstances under which electronic meetings may be held

An electronic meeting may be held, and participation by Telephone, E-mail, or other electronic means is hereby authorized under one or more of the following circumstances:

- A. In-between any Committee meetings, where the Chair (or subcommittee / working group Co-chair(s)) determines that electronic participation is necessary in order to address the matter under consideration before the next Committee meeting is held.
- B. At any Committee meeting where the Chair determines that electronic participation is necessary to achieve a quorum.
- C. At any Committee meeting upon the request of a member anticipating being absent provided twenty-four (24) hours advanced notice (from the meeting start date) is given to the Chair or Secretary and provided further that one or more matters under consideration at the Committee meeting shall require the affirmative vote of the member in order for the matter to be approved.

7.4.4 Electronic meeting requirements

No electronic meeting may be held unless the following requirements are met:

- A. The Telephone or other electronic means of communication has the capability of permitting 1) the Chair (or subcommittee / working group Co-chair(s)) 2) all other members of the Committee physically present, 3) and all members present at a point of electronic access, to hear/view the conversation and comments of the members participating by electronic means and the member or members participating by electronic means can hear/view the comments and conversation of the electronic meetings chair, physically present members as well as other members participating by electronic means.
- B. The agenda is set for the meeting prior to commencing an electronic meeting.
- C. The time and/or date for the electronic meeting to begin and end are set.
- D. It is not necessary to strictly follow Robert's Rules of Order (revised) during the process of conducting an electronic meeting. The concepts of motions, seconds, friendly amendments, votes, and minutes shall however be adhered to during the electronic meeting.

7.4.5 Notification requirement

If any electronic meeting is called under the provisions of subclause 7.4.3, the electronic meetings Chair shall make a good faith effort to contact all absent members (Three (3) business days advanced notice) so as to provide every absent member with the opportunity to participate by electronic means.

7.4.6 E-mail requirement

In the event that the electronic meeting is being held via E-mail, the electronic meetings Chair shall provide all participating members with an E-mail address to which their comments should be addressed. The participating member shall direct all comments to this E-mail address.

7.5 Actions requiring approval by a majority of the **Steering Committee**³⁰

The following actions require approval by majority of the voting members of the Committee, excluding abstentions, either by letter or electronic ballot or an equivalent formal recorded vote at a meeting:

- a) Formation of a subgroup, including its procedures, scope, and duties.
- b) Disbandment of subgroups.
- c) Approval of minutes.
- d) Authorization of a letter ballot.
- e) Committee involvement with co-sponsored standards products.
- f) Changes in subgroup scope and/or duties.
- g) Maintenance of standards (withdrawal, reaffirmation, revision, etc)
- h) Approval of initial, and revisions to a, PAR
- i) Delegation of tasks to the Administrative subcommittee.
- j) Procedures governing Committee meetings.
- k) Public statements to/from other IEEE entities.

7.6 Actions requiring approval by two-thirds of those voting of the **Steering Committee**³¹

The following actions require approval by at least two-thirds of the voting members of the Committee, excluding abstentions, either by letter ballot or an equivalent formal recorded vote at a meeting:

- a) Adoption of new or revised Committee procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Committee scope*
- d) Approval of termination of the Committee*
- e) Resolution(s) of an appeal.
- f) Terminating a proposal or standard due to failure to comply with policies and procedures.
- g) Maintenance of the Committees Operating Procedures.

* Following Committee approval, item c and d require approval by the IEEE-SA Standards Board.

³⁰ This clause shall be included and shall not be modified.

³¹ This clause shall be included and shall not be modified.

8.0 Communications³²

All correspondence on behalf of the Committee shall contain identification of the Committee as the source of the correspondence.

8.1 Formal internal communication³³

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 Committee officers.

8.2 External communication³⁴

Inquiries relating to the Committee 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 standards³⁵

All Committee public communications shall comply with the [policies](#) of the *IEEE-SA Standards Board Operations Manual*.

8.3.1 Committee public statements³⁶

Committee public statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Clause [7.6](#) of these procedures.

8.3.2 Subgroup public statements³⁷

Subgroup (also called Subcommittee) public statements shall not be released without prior approval of the subgroup. Such public statements also require approval by a two-thirds vote of the Committee.

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 Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Committee logos.

³² This clause shall be included and shall not be modified.

³³ This clause shall be included and shall not be modified.

³⁴ This clause shall be included and shall not be modified.

³⁵ This clause shall be included and shall not be modified.

³⁶ This clause may be modified to include additional requirements.

³⁷ This clause shall be included and shall not be modified except to include further requirements.

8.3.3 Public statements to be issued by other entities ³⁸

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 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 Committee 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.

8.3.4 Distribution of committee materials and lists

Committee and subcommittee mailing lists will not be used for commercial purposes, and will not be distributed outside the Committee other than for official standards development purposes to the IEEE-SA, other standards development organizations, or other duly constituted bodies.

8.4 Informal communications ³⁹

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

8.5 Standards publicity ⁴⁰

The Committee 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 ⁴¹

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations shall be approved by **at least a two-thirds approval vote of the Administrative Subcommittee.**

10.0. Appeals ⁴²

The Committee recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the **SCC20 Steering Committee**. 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. The appeals process shall be substantially similar to the [appeals processes](#) of the IEEE-SA Standards Board.

³⁸ This clause shall be included and shall not be modified.

³⁹ This clause shall be included and shall not be modified.

⁴⁰ This clause may be modified.

⁴¹ This clause shall be included and shall not be modified, except to replace the shaded text.

⁴² This clause shall be included and shall be modified to include details on the appeals process.

The SCC20 Steering Committee is the body within Committee for the hearing of appeals, both internal and external. The SCC20 Steering Committee will normally delegate first hearing of an appeal to the Administrative Subcommittee for review. Should the appeal relate to the activities of the Administrative Subcommittee the Chair will make alternative arrangements. The Administrative Subcommittee shall submit to the SCC20 Steering Committee a written report, which shall contain the findings and recommendations relating to either its review or the review of an appeal. Appeals against the Administrative Subcommittee generated review report as submitted to the SCC20 Steering Committee will be reviewed by the SCC20 Steering Committee. Appeals against the resolution of an appeal by the SCC20 Steering Committee shall be directed in the first instance to the SCC20 Steering Committee. Should a further appeal be made against the resolution of the SCC20 Steering Committee of the original appeal, the SCC20 Steering Committee shall submit the original appeal and any subsequent related appeals to the IEEE-SA Standards Board for their resolution.

11.0 Committee documentation

11.1 Reference notebook

The notebook shall contain, as a minimum, the following items:

- a) The most recent edition of the IEEE-SA Operations Manual.
- b) The most recent edition of the IEEE-SA Bylaws.
- c) The current IEEE SCC20 Operating Procedures (this document).
- d) A copy of each current SCC20 standards development subcommittees Operating Procedures.
- e) Copies of all current Project Authorization Requests (PAR) held by each subcommittee of the Committee.
- f) For each standard issued by the Committee, or a proposed standard in preparation, a copy of the Requirements Document governing that standard.
- g) A copy of the Chair's most recent annual report to the Standards Board.
- h) A copy of the current Committee Membership Roster.
- i) A copy of the current Committee Organization Chart.
- j) A copy of the current Committee mailing list.
- k) Other items as the Chair or the Steering Committee may direct.

Contents of the Notebook may be maintained on the SCC20 Web-site.

Upon request from the Chair, or any subcommittee Co-chair, some contents of the Reference Notebook shall be made available to members of the Committee for the purpose of furthering standards development work.

11.2 Logging System

The Secretary shall maintain a logging system for the Steering Committee and Committee-level material. The Secretary shall maintain the master copy of the log file, and will issue SCC20 log numbers upon request. Log numbers shall not be reserved, or issued in advance of need. SCC20 log numbers will not normally be assigned to documents that could properly bear a log number issued by a subcommittee or study group. Copies of documents to be logged shall be provided to the SCC20 Secretary for logging.

11.3 Forms

There are two forms maintained and used by the Secretary. These are the SCC20 Membership Form (also referred to as the “Blue Sheet” Form) and the SCC20 Committee Officer Self-Nomination Form.

- a. The SCC20 Membership Form (“Blue Sheet” Form) is used annually to acquire information about a membership applicant (individual) for the calendar year the membership is being applied for. It is also used to alter information previously submitted should changes be required before the next annual submission of Membership Forms. This information provides the Committee with contact information and IEEE affiliation of the individual (See subclause 4.1).
- b. The Self-Nomination Form is used to enable Committee members to nominate themselves for the positions of Chair, Vice-Chair, and Secretary, as well as for the Co-chair positions of all subcommittees. This form will require all candidates to state that they have a commitment of employer's support if elected or appointed, and will provide space for name, signature, telephone, and fax numbers, IEEE membership number, and E-mail address.

12.0 Maintenance of these operating procedures

This document may be changed by a two-thirds affirmative vote of the Steering Committee and approval of the IEEE-SA AudCom. Proposals for changes shall be submitted via the Secretary to the Chair, who will arrange in a timely fashion for the proposal to be considered by the Steering Committee. Following each Committee meeting, the Secretary or a designee shall review the minutes and prepare proposals for changes as required to these Operating Procedures. Reasons for rejection of an Operating Procedures change proposal shall be included in the Steering Committee minutes.