

IEEE Standards Coordinating Committee 20 (SCC20) Operating Procedures for the Diagnostic and Maintenance Control (DMC) Subcommittee

(Approved September 13, 2009)

1. Preface¹

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how an SCC20 standard evolves begins in SCC20's 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 Scope²

The scope of the DMC Subcommittee is standards development activity related to diagnostic and maintenance information technologies, as determined by the SCC20 Steering Committee.

1.2 Purpose

The DMC Subcommittee will operate for the following purposes:

- a) To provide for the development, revision, and improvement of DMC 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 system test and diagnosis and associated interfaces between reasoning applications and test and maintenance systems.
- c) To serve as a forum for the development, revision, and improvement of standards related to design for testability, diagnosability, and product maturation.

2. Modifications to these procedures

These operating procedures outline the orderly transaction of business by the DMC Subcommittee. The DMC Subcommittee may amend these procedures with the approval of its Sponsor (The SCC20 Steering). The Sponsor may modify these procedures.

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)

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 DMC Subcommittee or Sponsor. (See also clause 9.)

3. Hierarchy³

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 DMC Subcommittee related subject during stated meetings. Additional presentations will be entertained with subcommittee approval.
2. Proposals may be submitted for committee action at anytime; however, every effort should be made to submit the proposal electronically to a subcommittee officer at least two weeks prior to the meeting so that review may be included in the agenda and the proposal distributed in a timely fashion.

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, DMC is a Subcommittee of SCC20, the hierarchy now aligns with the SCC20 Operating Procedures which are compliant with the SCC Type II IEEE template.

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

The DMC 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 in the judgment of the presiding DMC Subcommittee Co-chair, 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 DMC Subcommittee Responsibilities⁴

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

6. Officers

6.1 Officer Overview⁵

The DMC Subcommittee shall have two Co-chairs and there may be a Secretary.

⁴ Items 'a' through 'e' of the template have been deleted

⁵ The entire 6.1 text of the template has been replaced

6.2 Election of Officers⁶

Individuals may self nominate for DMC 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.

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

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

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

6.3 Temporary Appointments to Vacancies⁷

If a DMC 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 DMC Subcommittee Co-chair, the SCC20 Chair shall make the temporary appointment, with input from the DMC Subcommittee. In the case of DMC Subcommittee Secretary, the DMC Subcommittee Co-chairs shall make the temporary appointment.

6.4 Removal of officers⁸

A DMC 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 DMC Subcommittee officer. The DMC 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 DMC Subcommittee Officers

6.5.1 Co-chairs⁹

Each DMC 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

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

- b) Form Study Groups, as necessary
- 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 DMC Subcommittee.
- o) Be familiar with training materials available through IEEE Standards Development Online.

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 DMC Subcommittee does not have Vice-Chair(s)

6.5.3 Secretary¹¹

Should the DMC 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 DMC Subcommittee members for DMC 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 DMC Subcommittee membership roster as outlined in 4.3 of the SCC20 Operating Procedures.
- d) Record participant attendance at each meeting

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

- e) Schedule and announce meetings in coordination with the Co-chairs and meeting host with at least 21 calendar days notice
- f) Be responsible for the management and distribution of DMC Subcommittee documentation in compliance with IEEE-SA guidelines, including but not limited to 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 DMC Subcommittee does not have a Secretary, the responsibilities fall to the DMC Subcommittee Co-chairs.

6.5.4 Treasurer¹²

The DMC Subcommittee does not have a Treasurer

7. DMC Subcommittee

7.1 Overview¹³

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

7.2 DMC Subcommittee membership status¹⁴

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 DMC Subcommittee Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration or who make a substantive contribution to the meeting in the judgment of the presiding Co-chair. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements. Attendance at a joint meeting or an unofficial meeting shall not be used as sufficient to determine membership status.

7.3 Subgroups of the DMC Subcommittee¹⁵

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

The DMC Subcommittee may, from time to time, form subgroups for the conduct of its business. Only DMC 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 DMC Subcommittee shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the DMC Subcommittee. Any resolution of a subgroup shall be subject to confirmation by the DMC Subcommittee.

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

8. DMC Subcommittee Member Roster¹⁶

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

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

8.1 DMC Subcommittee Member list¹⁷

The DMC Subcommittee Secretary or designee shall maintain a current and accurate membership list. The membership list can be posted on the DMC Subcommittee web site and can be publically distributed. The membership list shall include the following at a minimum:

- a) Title and its designation (IEEE SCC20 DMC Subcommittee)
- b) Scope of the DMC Subcommittee
- c) Officers: Co-Chairs, Secretary
- d) Members: for all – name, e-mail address, and affiliation

9. Voting

9.1 Approval of an action¹⁸

Approval of an action listed in 9.2 and 9.3 requires approval by a majority (or two-thirds) vote. A majority (or two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.

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

- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority (or two-thirds) of the voting members of the DMC Subcommittee responded.

9.2 Actions Requiring Approval by a Majority¹⁹

The following actions include approval by a majority vote:

- a) Adoption of DMC 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 Vote²⁰

The DMC has no actions requiring approval by a two-thirds vote. These actions are subject to confirmation by SCC20 (Sponsor).

9.4 Voting between meetings²¹

The DMC 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 Quorum²²

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, where a registered delegate is defined to be an official attendee as specified in 7.2. 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 DMC Subcommittee meeting.

10. Meetings²³

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

11. Conduct²⁴

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

It is expected that participants in the DMC 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. Appeals²⁵

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

13. Communications²⁶

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

14. DMC Subcommittee document archiving

Documents supporting development and deliberation of DMC 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 DMC Subcommittee roster
2. Where practical, all holdings shall be in electronic form and posted in appropriate areas on the DMC 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 discarded.
4. All documents not required by (1) and over five years old shall be discarded.

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

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

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

15. DMC Subcommittee operating procedures revision

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

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