

SCC Type 2 Baseline Operating Procedures

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 SCC details may be proposed, which will be audited for appropriateness by the IEEE-SA Standards Board Audit Committee, once approved by the SCC (hereinafter called the Committee)..

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

Note: Text in *shaded italics* indicates a placeholder that should be replaced with information specific to the Committee. Items in brackets [] are optional.

1.0 Introduction

This clause shall be included and shall not be modified except to identify specific procedures related to this SCC.

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 consideration in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of business of SCC38 ~~this Standards Coordinating Committee~~, 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). In particular, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Balance also implies that no single entity should be allowed to dominate the group. Such entities shall include businesses and corporations, formal research groups or facilities, political action groups, non-profit organizations, and so on. Toward that end, each member of SCC38 shall be required to disclose

their affiliations with groups that have a stakeholder interest in the work of this Standards Committee. For voting purposes, no single entity shall be allowed to represent more than 5% of SCC38. If members of an affiliated entity totals more than 5% of the vote, they can either decide among themselves how to apportion their individual votes such that only 5% is attained, or their collective votes will be reduced proportionately.

Openness implies that censorship or other administrative interception or alteration of communications shall not be permitted in the activities of SCC38. Toward that end, SCC38 shall establish two email reflectors that are archived via a publicly accessible Webpage. The first reflector shall be subscribed to by all members and prospective members of SCC38, shall be post only by the officers of SCC38, and shall be used for all official notices. The second reflector shall be opt-in by any members and prospective members of SCC38, shall be postable by any member and prospective member, and shall be used to conduct informal discussions. Individuals who opt-in to the discussion group will be required to agree with the IEEE Rules of Professional Conduct if they are not already an IEEE member. If a posting is deemed offensive or inappropriate, an officer can choose to communicate with the poster outside of the reflector. Repeated postings that are deemed to violate the IEEE Rules of Professional Conduct will be handled by referring the offense to the IEEE Standards Board for possible disciplinary action that may include suspension of membership in SCC38 or loss of posting privileges.

Openness is also a critical issue for SCC38 due to the nature of its work, which may have broad and long-lasting impact on the international electoral process. It is therefore imperative that this standards process be fully documented, archived and reviewable. Minutes of each meeting must be publicly posted, in a timely fashion, on the SCC38 website. Drafts of any Standard under SCC38 that are circulated to the IEEE-SA for ballot must also be made electronically available via the SCC38 website without charge.

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

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 scope

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

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

The scope of SCC38 shall be all IEEE Standards development that pertains to the specification of functional, performance, and interface definitions of Voting Systems and their related components. Due diligence must be taken in order to ensure that these definitions do not favor or preclude any particular voting system or component design, with the exception that designs or components deemed entirely inappropriate for use in voting applications may be disallowed.

Such definitions shall include specifications related to hardware, software, and data. Components shall include devices operating on electrical, magnetic, electronic, mechanical, or optical principles, combinations of these principles, or on other similar principles. Components of the voting systems that may be specified shall include any or all aspects that are overseen by the U.S. Election Assistance Commission (of which the IEEE is a named representative to its Technical Guidelines Development Committee). These aspects may include (but are not necessarily limited to): ballot design and layout; voting or vote data interfaces; precinct voting; absentee or out-of-precinct voting; ballot tallying; vote and vote tally consolidation, transmission and posting; human factors of voting; voter registration; documentation; auditing; and testing.

Insert approved Committee scope here

1.2 Organization of the Committee

This clause shall be included and shall not be modified.

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

2.0 Responsibilities of the Committee

This clause may be modified to include additional responsibilities.

The Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and assuring 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™.
- 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 Maintaining and providing public 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) Collecting majority and minority opinions and seeking to obtain consensus on topics under consideration by the U.S. Election Assistance Commission, to be presented to its Technical Guidelines Development Committee by the IEEE representative.

3.0 Officers

This clause may not be modified

There shall be a Chair, a Vice-Chair, a Secretary, and the US EAC TGDC Representative ~~and a Treasurer (if significant funds are involved in the operation of the Committee and its subgroups)]~~. There shall be an annual vote of the Committee to recommend a Chair, elect the Vice-Chair, Secretary and US EAC TGDC Representative ~~and Treasurer]~~. The term of appointment of officers shall be one year, and this term can be renewed annually. 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

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

The voting members of the Committee shall initiate a ballot to recommend a candidate for Committee Chair. The recommended candidate 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 ballot 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.

If the recommended candidate is not appointed by the IEEE-SA Standards Board Chair, the IEEE-SA Standards Board Chair must provide a written explanation of the bona fide reasons why the recommended candidate was deemed unacceptable.

If the Committee has no other method for the appointment or election of officers, other than the Chair, the following procedure should be used.

The Secretary and US EAC TGDC Representative ~~{and Treasurer}~~ shall be ~~{elected by majority vote of the voting members of the Committee}~~ ~~{or}~~ {appointed by the Chair}. They may serve consecutive terms. ~~{A person may simultaneously hold the positions of Secretary and Treasurer.}~~

The Chair shall appoint an Elections Officer, whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

Committee members shall nominate to the Elections Officer one or more voting members for the Chair [and office(s)] to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. Upon written notification or emailed, the nominee has 14 calendar days to indicate to the sender acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Committee, but no less than 14 calendar days. Each balloter may cast one approval vote for as many nominees for an office as they choose. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

3.2 Temporary appointments to vacancies

This clause may be modified.

If an office ~~other than the Chair~~ becomes vacant due to resignation, removal, lack of nomination at an election, or for another reason, the office may be left vacant or a temporary appointment shall be made by the Chair or next highest officer ~~the Chair~~ for a period of ~~up to 12 months~~ time until an election can be successfully conducted by the Committee or until the next Committee meeting, whichever is earliest. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

This clause may be modified.

An officer may be removed by a two-thirds approval vote of the Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be 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 but must provide notice of bona fide grounds for the removal, in writing, to the individual being removed, and notice to the entire SCC38 Committee, at the time of removal.

If the SCC38 Chair has been appointed by the IEEE-SA Standards Board Chair who was not someone recommended by affirmative vote of the membership of SCC38, the appointed Chair shall be subject to ratification by the membership of SCC38, with a two-thirds approval vote of all members needed to ratify. If ratification does not succeed, the SCC38 Chair appointment will be declined, and the voting members of the Committee shall initiate another ballot to recommend a candidate for Committee Chair.

If three such recommended candidates for Committee Chair are successively declined for appointment by the IEEE-SA Standards Board Chair, SCC38 will be immediately disbanded.

3.4 Responsibilities of officers

This clause may be modified.

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.

3.4.1 Chair

This clause may be modified to add responsibilities.

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing Collecting a person or group of volunteers from the Committee who are charged with responsibility for carrying out the interpretation policy for 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 equal 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) Being informed and knowledgeable of the work of the Committee and its working groups
- q) Determining an unbiased agenda for meetings and ensuring that it is adhered to
- r) Posting official notices to the email reflector
- s) Evaluation of composition of membership and affiliations of members to ensure balance (such as by determining if 5% representation has been exceeded by any entity).

3.4.2 Vice Chair

This clause may be modified to include additional responsibilities.

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily or permanently unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Secretary

This clause may be modified to include additional responsibilities.

The responsibilities of the Secretary include

- 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 to the Committee members and the publicly available website within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster, publishing it to the publicly available website, and submitting it to the IEEE Standards Department at least annually or after each Committee meeting whenever changes have occurred, whichever is earliest
- 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 after each Committee meeting whenever changes have occurred to the Committee members upon request via the official email reflector and on the publicly available website
- i) Forwarding all changes to the roster of voting members to the Chair
- j) Ensuring that all notices and documentation pertaining to official SCC38 business are posted to the email reflector and archived on the SCC38 website

3.4.4 U.S. EAC TGDC Representative

This clause may be modified to include additional responsibilities.

The responsibilities of the US EAC TGDC Representative includes

- a) Collecting majority and minority opinions and seeking to obtain consensus on topics under consideration by the U.S. Election Assistance Commission, to be presented to its Technical Guidelines Development Committee by the IEEE representative
- b) Maintaining neutrality in the collection and presentation of such opinions

c) Attending all meetings and conducting all official business as a member of the US EAC TGDC

d) Reporting back to the Committee with notes and minutes from all meetings of the US EAC TGDC

e) Where consensus has not been obtained, refraining from voting on or presenting any opinion to the US EAC TGDC as if it were a position of the IEEE, the IEEE-SA, or SCC-38

~~[3.4.4 Treasurer~~

~~This clause may be modified.~~

~~Treasurer shall~~

- ~~a) Maintain a budget~~
- ~~b) Control all funds into and out of the Committee's bank account~~
- ~~c) Follow IEEE policies concerning standards meetings and finances~~
- ~~Adhere to the IEEE Finance Operations Manual~~

4.0 Membership

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

1. 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
 - d) Nomination by five (or more) members of the Committee
2. Members may be terminated at the request of the Chair if they fail to meet the minimum requirements for membership.
3. An interested Society of the IEEE may designate [up to *five*, but no more than 5% of the SCC38 Committee] members to a Technical Committee who will serve as official designated representatives (DR) of the Society upon approval of the Chair.
4. The IEEE-SA Standards Board may designate official representatives of outside organizations, but these must not constitute more than 5% of the SCC38 Committee. ~~[A representative may have an alternate serve in his/her absence].~~
5. Membership in the IEEE-SA is encouraged but not required for all Committee members

~~[4.1 Application~~

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

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.}

4.2 Review of membership

This clause may be modified to include additional membership requirements.

Active participation in the work of the Committee is a prerequisite to continuing membership. Failure to attend ~~one~~ three consecutive official meetings of SCC38 ~~or respond to communications~~ without specific prior written notification to the Secretary of the Committee for each missed meeting shall be deemed grounds for termination from the Committee. For attendance to count, the member must be present at (or connected via teleconference or videoconference) for at least 50% of the meeting. Submission of a proxy does not constitute attendance. The Chair shall review the membership list annually and shall notify and remove from membership any members who have not met the attendance requirement. A removed member can be reinstated by attending a subsequent meeting and submitting a written request for reinstatement to the Chair. Members are expected to fulfill the obligations of active participation defined above in order to be counted toward quorum and allowed to vote on any matters before the Committee. ~~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

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

The Secretary shall maintain a current and accurate Committee roster. A list containing the names of the Committee members ~~may shall~~ be distributed to the Committee and publicly posted on the SCC38 website; 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. 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}~~, US EAC TGDC Representative
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} All stakeholder affiliations must be identified. These would include (but are not limited to): officer, employee, subcontractor, or 1% or greater shareholder of election equipment vendor, distributor, supplier or manufacturer; election-related association officer or member; election advocacy group officer or member; political action group member; lobbyist
5. ~~{For each subgroup, list subgroup title, Chair, and names, e-mail addresses, and affiliations of all members}~~

5.0 Subgroups created by the Committee

5.1 Administrative subgroups

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

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. If approval is denied by the IEEE-SA Standards Board, the bona fide reason(s) for such denial shall be provided, at the time of denial, in writing, to the Committee. 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 nominated by the Committee and appointed elected by majority vote by the Chair of the Committee. The Chair of a subgroup can be removed by a no-confidence vote of two-thirds of its subgroup's members.

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

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

The scope and duties delegated to the subgroup shall be approved by majority vote of the Committee 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).

6.0 Meetings

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

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 (at least 14-calendar days before meeting)-, 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).

Meetings shall be made accessible to all members. This means that an effort shall be made to hold meetings on a rotating basis among regions of the IEEE in which there is Committee membership. If

rotating locations are not feasible, all meetings must be open to participation via teleconference and/or videoconference, using software or facilities that are readily available to all Committee members. Attendance via teleconference or videoconference counts as meeting attendance, if the member is connected via the remote medium for at least 50% of the meeting. The Chair shall ensure that remote attendees are able to be equally recognized in order to provide comment and votes.

6.1 Quorum

This clause shall be included and shall not be modified except that the values in the shaded text may be increased.

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. For Committees with less than 50 ~~{voting}~~ members, a quorum shall be defined as a majority of the current total ~~{voting}~~ membership. For Committees with 50 or more ~~{voting}~~ members, a quorum shall be defined as 10% of the current total ~~{voting}~~ membership or 26, whichever is greater. ~~{Voting}~~ ~~m~~Members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

This clause shall be included and shall not be modified.

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 session

This clause shall be included and shall not be modified.

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 fees

This clause may be modified.

The Committee may charge a meeting fee not to exceed \$10.00 to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The Committee Officers ~~{Treasurer}~~ 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 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.

7.0 Vote

This clause may be modified.

All votes shall be recorded either non-anonymously by raising of hands or individual voice vote, or semi-anonymously through the use of paper, email or fax submitted to the Secretary (or if an election, to the Elections Officer). The method chosen for each vote shall be determined at the discretion of the Chair, but if a non-anonymous method is chosen, any single member can veto this choice and require that a semi-anonymous voting method be used. Reporting of vote results will include the names of members who have voted but not their vote choices.

7.1 Approval of an action

This clause may be modified.

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.

7.2 Approval of moving a draft standard to sponsor ballot

This clause may be modified.

Approval ~~of~~ ~~[for]~~ moving a draft standard to sponsor ballot, ~~[and]~~ or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Committee for approval. 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 Proxy Votes of alternate

This clause may be modified.

Any member or designated representative who is unable to attend all or part of a meeting in which votes are being conducted can assign a proxy to another member who is in attendance to cast votes. This proxy shall be assigned in writing by sending an email or fax indicating the meeting for which the proxy is intended, and the type of proxy, to the individual who is being given the proxy, with a copy sent to the Committee Secretary. ~~An alternate's vote is counted only if the designated representative fails to vote.~~

A proxy shall become immediately in effect and remain in effect for the entire meeting and any subsequent continuation meetings unless it is revoked in writing by the assigner or unless the assigner is present and able to vote for themselves. A blanket proxy provides the assignee with the ability to vote however they choose on any matters that come up for vote. A limited proxy provides the assignee with the ability to vote only as specified on particular specified matters. A limited proxy with blanket privileges provides the assignee with the ability to vote only as specified on particular specified matters

and however they choose on any unspecified matters. An individual who has been assigned a proxy can reassign that proxy to another member if they become unable to vote, but the assignment must retain the original intent (blanket, limited, or limited with blanket) as specified in that particular proxy.

7.4 Voting between meetings

This clause shall be included and shall not be modified.

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).

Such actions shall also be subject to the notification, membership, quorum and voting requirements specified in this P&P.

7.5 Actions requiring approval by a majority of the Committee membership

This clause shall be included and shall not be modified.

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

7.6 Actions requiring approval by two-thirds of those voting of the Committee membership

This clause shall be included and shall not be modified.

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*

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

Approval of a Committee Chair appointed by the IEEE-SA Standards Board shall also be subject to a two-thirds approval of those voting of the Committee membership.

8.0 Communications

This clause shall be included and shall not be modified.

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

All official correspondence shall be posted to all Committee members via the official email reflector, and archived and publicly viewable on the SCC38 website. All other communications shall be allowed to be transmitted via the opt-in email reflector without modification, delay or censorship.

8.1 Formal internal communication

This clause shall be included and shall not be modified.

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, and the Committee members.

8.2 External communication

This clause shall be included and shall not be modified.

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, although the Chair may opt to designate a member of the Committee to respond to an inquiry or inquiries.– If the Chair repeatedly fails to respond to inquiries in a timely or thorough fashion, this can be reported to the IEEE-SA Standards Board and could constitute grounds for removal.

8.3 Public statements for standards

This clause shall be included and shall not be modified.

All Committee public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

8.3.1 Committee public statements

This clause may be modified to include additional requirements.

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 statements

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

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require two-thirds approval 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.

8.3.3 Public statements to be issued by other entities

This clause shall be included and shall not be modified

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.

8.4 Informal communications

This clause shall be included and shall not be modified.

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

8.5 Standards publicity

This clause may be modified

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

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

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 *a group determined by the* Committee.

10.0. Appeals

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

The Committee recognizes the right of appeal on procedural grounds. Procedural appeals shall first be entertained immediately by the Chair. If the Chair's decision is deemed unacceptable by the member who submitted the appeal, the Interpretation group (described in 9.0 above) shall be consulted.

Technical appeals are initially referred back to the [*subcommittee or working group*]. Unsatisfied technical appeals may be referred to the whole Committee, with a majority vote being the method used to resolve the issue.

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.