

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.

1.01 Openness. Openness implies that censorship or other administrative interception of emails or other communications shall not be permitted in the activities of SCC38. However, interested persons, or members, may be barred from expressing positions or opinions for a fixed period should the Chair

determine that expressions made by that person have been scandalous, libellous, vulgar, or abusive in some other way. Repeated such expressions may be cause for termination of all participation in SCC38.

1.02 Balance. Balance implies that no single entity should be allowed to dominate the group. Such entities shall include businesses or corporations, formal research groups or facilities, political action groups, non-profit organizations, and other similar affiliations. To ensure balance, each member of SCC38 shall be required to disclose their affiliation with any and all groups that may have an interest in the work of this Standards Committee. The SCC38 Chair shall ensure that voting by multiple members sharing any affiliation is based on individual decisions and does not constitute *en block* domination. The Chair may void any vote suspected of having been dominated in this way and may exclude temporarily from voting, all members the entity in question. If this voiding ever is done, the Chair shall next hold a vote by the remaining SCC38 members to call for removal from SCC38 membership any or all members sharing the affiliation in question.

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.

To provide for realistically achievable agreement in sponsorship of standards development, and taking into consideration the contentious and politically cavillous past efforts, the scope of SCC38 shall be focussed on particular elements of electronic voting systems, one at a time, as described next. Discussion may be *ad lib*, but no vote may be held on any aspect of a sponsored standards document

except the one described by the element currently in question. Once SCC38 has begun on an element, the sponsored standard must be well specified and a PAR submitted before SCC38 may hold a vote on anything subsumed by a different element.

[jmw: My list of elements follows, numbered 1.10 - 1.14]

1.10 Vote-Casting Equipment.

This standards document, or section of one, shall be to specify the design of voting equipment operated by a voter.

Such equipment shall include devices operating on electrical, magnetic, electronic, mechanical, or optical principles, combinations of these principles, or on other similar principles. Such equipment shall be limited to devices or systems which collect and/or record votes at a precinct or other immediately local place. The design of such equipment shall include data storage functionality and data format(s), physical and logical user interfaces for ballot presentation and vote-casting, and interfaces to devices or systems meant to transfer vote counts for centralized recording and counting.

This equipment standard shall include one or more geometrical designs for ballot layout. Every such layout shall be adaptable to any election of arbitrary numbers of candidates or propositions of any kind.

Such equipment shall not include devices or systems which include functionality, by any means, to validate voter registration or identity, make election decisions, or transfer vote information to places away from the physical location of the equipment.

1.11 Vote-Casting Data Transfer Interface.

This standards document, or section of one, shall be to specify the data format and hardware interface(s) permitted to be connected to the Vote-Casting Equipment of 1.10.

These interfaces shall not include anything under control of a voter.

1.12 Voter Reassurance Interface.

This standards document, or section of one, shall be to specify one or more means by which the Vote-Casting Equipment (1.10) can be monitored by the current voter, and no one else, to ensure that the equipment has recorded all votes as intended by the voter.

This interface shall permit the voter to void current choices entered, and reenter choices, until the voter is satisfied. After the voter has committed the final vote(s), this interface shall show the voter the final choices in a way, possibly in a permanent form, which may be verified by the voter and also concealed by the voter from anyone else present at the voting location.

1.13 Recount (Precinct) Reassurance Interface.

This standards document, or section of one, shall be to specify one or more means by which final choices by the Vote-Casting Equipment (1.10) can be recorded and stored permanently with other precinct-level votes and ballot content, so that every vote cast can be inspected individually and recounted if necessary.

This interface shall not be capable of recording information allowing an individual voter's identity to be associated with the vote(s) cast.

1.14 Election Data Storage and Transfer Equipment.

This standards document, or section of one, shall be to specify one or more means by which votes transferred by the data interface (1.11) can be transferred at a precinct level for purposes of counting and permanent storage, and conveyed to more central levels for decision of an election.

Note that this element is not necessarily equivalent to the one described in 1.13.

The transferred or stored information shall not allow an individual voter's identity to be associated with vote(s) cast.

[jmw: In my opinion, testing, hardware and software validation, etc. are not a SPONSOR P&P issue but rather are a Std DEVELOPMENT issue and should not be a concern of SCC38 P&P. Any of the elements I have provisionally listed can be standardized by the respective working group with proper testing, maintenance, validation, etc. provisions.]

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. Submittal of one or more draft standards to the Standards Association for sponsor ballot~~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) Maintaining the SCC38 membership roster and providing for public distribution of it~~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) Providing for appointment or election of a SCC38 representative to the Technical Guidelines Development Committee (TGDC) of the U.S. Election Assistance Commission (EAC).
- l) Supplying guidance to the TGDC Representative so that concerns of the IEEE and SCC38 are communicated to the EAC.

3.0 Officers

This clause may not be modified

There shall be a Chair, a Vice-Chair, and a Secretary, ~~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, and to elect the Vice-Chair; and Secretary ~~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 (hardcopy or email) explanation of the reason(s) why the recommendation was not accepted..

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 Treasurer~~ shall be ~~elect~~ed by 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 or emailed notification, the nominee has 14 calendar days to indicate to the Chair 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, a temporary appointment shall be made by the Chair for a period of up to ~~312~~ months. If an election to the vacant position is not held within that time, the position shall become vacant until such election. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

If the office of Chair should be come vacant for reasons such as the above, the Vice Chair, or if none, the Secretary, shall make a temporary appointment for up to three months, as above.

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, provided the removal decision is delivered in writing (hardcopy or email) to the officer being removed and to all members of the SCC38 Committee.

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 a person or group 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) [Posting copies of all official notices to the email reflector](#)

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 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 SCC38 members and the SCC38 public web site](#) within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster, [publishing it to the SCC38 public web site \(with email addresses mangled to discourage use for automated spamming\)](#), and submitting it to the IEEE Standards Department annually. [Changes in the roster shall be provided on request by any SCC38 member if such changes have not yet been published.](#)
- 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) [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 Treasurer

~~This clause may be modified.~~

~~SCC38 shall not have a Treasurer.~~

~~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~~
- ~~d) 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) With concurrence of one or more of the above, if recommended by five or more members of SCC38.
2. Members may be terminated by decision 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~~ one 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. ~~A representative may have an alternate serve in his/her absence.~~ The total of all IEEE Society and SA representatives of outside organizations may not exceed 5% of the number of all other SCC38 members.
5. Membership in the IEEE-SA is encouraged 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 ~~two consecutive~~ meetings, if at least one of the meetings includes remote participation by teleconference or similar means, ~~or failure to~~ respond to communications,] without specific written notification to the Secretary of the Committee shall be deemed grounds for termination from the Committee. A member removed for inattendance may be reinstated by attending a subsequent meeting and submitting a written request for reinstatement to the Chair. 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

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 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. 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}~~. To avoid inadvertent conflicts of interest, the roster shall include not only a primary affiliation, but also any other affiliation with a company or other organization in any way involved with anything within the scope of SCC38. Such affiliations include work as an employee, officer, contractor, equipment or software vendor or distributor; lobbyist; or advocate or member of a political action group involved in elections or in voting equipment.
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 reason(s) for such denial shall be provided, at the time of denial, in writing (hardcopy or email), 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 appointed by the Chair of the Committee. The Chair of a subgroup may be removed by a no-confidence vote of two-thirds of that 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 *45 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. Preferably, all meetings should be open to participation via teleconference and/or videoconference,. Attendance via teleconference or videoconference counts as meeting attendance, provided the Secretary does not determine that an attendee has been unconnected for an excessive fraction of the meeting.

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 *fewerless* 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 on matters requiring a scheduled decision shall be by email or, with permission of the Secretary to individual voters, by hardcopy mail.

Votes taken by members in live attendance during a meeting, for the purpose of deciding motions, may be recorded by visual observation of those present or by audio or video identification of the members voting.

Except in executive session, voting shall not be secret, and documentation of votes cast by individual members may be circulated freely within the SCC38 membership. This is to facilitate individual exchange of ideas which might affect subsequent voting choices and thus improve SCC38 decisions.

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 of 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 Vote of alternate

This clause may be modified.

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

No alternate voting is permitted.

There are no alternate votes on meeting motions allowed, because SCC38 is made up only of actively working, individual members, none of whom is permitted an alternate or temporary placeholder substitute.

There is no good reason to allow proxy or alternate voting in email votes, because the week or more for the vote to be delivered should permit enough time for any real contributor to review the issue and send in a decision.

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).

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.

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.

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.

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.

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 approval by 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.

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, who shall have final say on procedures (including points of order) for conducting a meeting in progress. A procedural appeal not a point of order *re* the current meeting may be appealed first to the Chair and, if not satisfied, to the Interpretations group described in 9.0.

Technical appeals initially are referred back to the ~~{subcommittee or working group}~~. Unsatisfied technical appeals may be referred once to the whole Committee; in this case, a majority vote on the appealed technical topic shall be the final decision on it.

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.