

Operating Procedures for the Gyro and Accelerometer Panel Working Groups

1. Preface

This version of the operating procedures of the Gyro and Accelerometer Panel Working Groups is effective September 14, 2010.

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

2. Modifications to these procedures

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

3. Hierarchy

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

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

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 working group meetings
- b) Becoming a member of the working group
- c) Becoming an officer of the working group
- 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 to be dominated by any single interest category.

5. Working group responsibilities

The working group shall

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval within the allotted time (normally 48 months) or notify the sponsor that additional time is required so that a PAR extension can be requested.
- b) Use the IEEE Standards document template format
- c) Submit to the Sponsor a bi-monthly status report, which may be verbal
- d) Notify the Sponsor of the draft development milestones
- e) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot
- f) Determine annually the working group's objectives

6. Officers

6.1 Officer overview

There shall be a Chair and a Secretary. If significant funds are involved in the operation of the working group then there shall be a Treasurer. The term of office shall be one calendar year. Any officer may serve consecutive terms. A person may simultaneously hold the positions of Secretary and Treasurer. All officers shall be IEEE members and individual IEEE-SA members.

The initial working group chair is appointed by the Sponsor chair for a term which lasts until the end of the year (i.e., until elections are held in accordance with 6.2). At the first organizational meeting, the working group shall elect or appoint the remaining officers in accordance with 6.2.

6.2 Election or appointment of officers

6.2.1 Chair

The working group shall elect a Chair for a one year term of office.

The election of Chair shall take place at the last scheduled meeting of each calendar year. Nominations shall be opened at the preceding meeting and shall remain open until a motion to close has been passed at the election meeting. The newly elected Chair takes office at the first scheduled meeting of the next calendar year.

Any member participating (either present or by remote conferencing means) at the meetings at which nominations are open may nominate one or more members for Chair. Nominees shall be eligible to hold the office for which they are elected. Upon notification, the nominee has until nominations are closed to indicate acceptance or rejection of the nomination. If no nomination is received or accepted, a temporary appointment shall be made in accordance with Clause 6.3.

Voting is restricted to members participating (either present or by remote conferencing means) at the election meeting. Voting shall be by secret ballot at the election meeting, with a majority of those voting required for validity. In the event that only one person has been nominated, voting shall be by acclamation. If no one person receives a majority of the vote, that person with the least vote shall be eliminated and another secret ballot taken.

If no quorum existed at the election meeting, the election will be scheduled for each subsequent meeting until a quorum is achieved. In such a case, the current officers will maintain their positions, if they choose not to resign, until the end of the meeting at which the election took place.

The Sponsor shall affirm the election of the Chair. If the sponsor does not affirm the Chair, another election will be run, or, the sponsor will make a temporary appointment per clause 6.3.

6.2.2 Secretary

The Chair shall appoint a Secretary for a one year term of office that is concurrent with the Chair's term of office.

6.2.3 Treasurer

If deemed required, the Chair shall appoint a Treasurer for a one year term of office that is concurrent with the Chair's term of office.

6.2.4 Consecutive Terms

Any working group officer (elected or appointed) may serve consecutive terms.

6.3 Temporary appointments to vacancies

If an elected office becomes vacant due to resignation, removal, lack of nomination at an election or for another reason, a temporary appointment shall be made for a period of up to six months. The Sponsor chair shall make the temporary appointment, with input from the working group. An appointment or election for the vacated office shall be conducted at the earliest practical time

in accordance with 6.1 and 6.2. The newly elected officer takes office immediately and for the remaining term of the vacated office.

If an appointed office becomes vacant due to resignation, removal, lack of nomination at an election or for another reason the chair shall appoint a new officer. The newly appointed officer takes office immediately and for the remaining term of the vacated office.

6.4 Removal of officers

An officer may be removed by approval of two-thirds of the members of the working group. Removal of the Chair requires affirmation by the Sponsor. Grounds for removal shall be included in any motion to remove an officer of the working group. The 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 working group officers

6.5.1 Chair

The Chair or his designee shall

- a) Lead the activity according to all of the relevant 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.
- m) Fulfill any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- n) Participate as needed in meetings of the Sponsor to represent the working group

6.5.2 Secretary

The Secretary shall

- a) Distribute agendas at least 14 calendar days before a meeting

- b) Record and have published minutes of each meeting within 60 calendar days of the end of the meeting
- c) Create and maintain the membership roster
- d) Record participant attendance at each meeting
- e) Schedule and announce meetings in coordination with the Chair with at least 21 calendar days notice
- f) Be responsible for the management and distribution of working group 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

6.5.3 Treasurer

The Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the working group's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the *IEEE Financial Operations Manual*

7. Working group

7.1 Overview

Working group membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants seeking working group membership are responsible for fulfilling the requirements to gain and maintain membership.

7.2 Working group membership status

Working group membership consists of those Gyro and Accelerometer Panel Members that request working group membership status and participate (either by being present or by remote conferencing means) in at least one working group meeting a year.

Working group members are expected to fulfill the obligation of active participation described above. When a member is found in default of these obligations the Chair shall consider the matter for appropriate action, which may include termination of working group membership status. A person who lost their membership status shall have their membership status restored upon meeting the active participation requirements and upon request for member status.

7.3 Subgroups of the working group

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

The Chair of the working group shall appoint the chair of the subgroup.

8. Working group roster and membership list

8.1 Working group roster

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

A working group officer or designee shall maintain a current and accurate roster of members and participants in the working group. The roster shall include at least the following:

- a) Title of the Sponsor and its designation
- b) Title of the working group and its designation
- c) Officers
- d) Members and participants (including names, email addresses, and affiliations for all members)

A copy of the working group roster shall be supplied to the IEEE Standards Association at least annually by a working group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all Working Group members and participants have submitted their written approval for such distribution.

8.2 Working group member list

A working group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Working Group and its designation
- b) Scope of the Working Group
- c) Officers
- d) Members: for all, name, affiliation

9. Voting

9.1 Approval of an action

Approval of an action listed in 9.2 requires an approval by a majority vote. Approval of an action listed in 9.3 requires approval by a two-thirds vote. Two types of votes are described.

- a) At a meeting (including teleconferences) where quorum has been established, approval ratio is calculated as Approve votes divided by the sum of Approve and Do Not Approve votes.
- b) Outside of a meeting (eg. letter ballot), approval ratio is calculated as Approve votes divided by the sum of Approve and Do Not Approve votes. A majority of all voting members of the Committee must respond for the ballot to be valid.

9.2 Actions requiring approval by a majority

The following actions include approval by a majority vote

- a) Adoption of working group procedures or revisions thereof
- b) Formation of a subgroup, including its procedures, scope, and duties
- c) Disbandment of subgroups
- d) Approval of minutes
- e) Approval of yearly objectives
- f) Approval of subgroup recommendations
- g) Approval of motions on the contents of draft documents
- h) Approval of recommendation to submit a draft to the Sponsor for industry survey

9.3 Actions requiring approval by a supermajority

The following actions require approval by a two-thirds vote :

- a) Approval of change of the working group scope
- b) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot
- c) Removal of an officer
- d) Approval of recommendation to skip industry survey
- e) Approval to open up the subject of a previously approved motion for reconsideration

Items a through d are subject to confirmation by the Sponsor.

9.4 Voting between meetings

The working group shall be allowed to conduct votes 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).

9.5 Quorum

The presence of a quorum must be announced by the Chair at the beginning of each meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as 5 working group members. 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 working group meeting.

10. Meetings

Working Group meetings shall be held, as decided by the Working Group Chair, or by petition of 50% or more of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A working group meeting shall be announced, by a working group officer or designee, 30 calendar days in advance to all participants. An agenda shall be distributed at least 14 calendar days in advance of a meeting.

The working group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

While having a balance of all interested parties is not an official requirement for a working group, it is a desirable goal. As such, the officers of the working group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each working group meeting as required by the SASB Operations Manual (Section 5.3.3.1 Disclosure of Affiliation).

11. Conduct

It is expected that participants in the working group 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 the IEEE Code of Ethics.

All working group participants shall act in accordance with all IEEE Standards policies and procedures. Where applicable, working group participants shall comply with **IEEE Policies Section 9.8** on Conflict of Interest.

12. Appeals

The working group recognizes the right of appeal. All appeals will be addressed by the Sponsor following the process in clause 10 of the Operating Procedures of the IEEE/AESS Gyro and Accelerometer Panel.

13. Communications

Formal inquiries relating to the working group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the working group.