

Excerpts from the -

SystemVerilog Working Group Procedures and Policies

<http://www.eda-stds.org/sv-ieee1800/P&Ps>

5.1 Working Group Constitution

The following qualify as members of the working group:

- *Corporation*: An entity that has a controlling body, such as a Board of Directors, that does not report to another controlling body.
- *Government agency or subdivision*: An entity that reports to its parent or executive, legislative, or judicial branch of a government.
- *Partnership or association*: An entity comprised of two or more principal members. In order to be a voting member, each partnership or association shall declare that it does not represent the interests of another member of the working group.
- *Consultant*: An entity whose principal source of revenue is derived from providing consulting services for other institutions. In order to be a voting member in a working group, each consultant shall declare that it does not represent the interests of another member in the working group.
- *Academic institution*: An educational entity that has a controlling body, such as a Board of Regents or a Board of Governors.
- *Consortia, vendor-specific user groups, professional societies, and other standards-developing organizations*: The principal and alternate representatives for these types of entities may be employed by other entities that have voting membership in the working group.
- Other institutional persons as approved by the Sponsor coordinating committee

In the event that, through merger or acquisition or other similar event, a working group member has its assets totally or substantially transferred to another entity, working group membership may be transferred to the new entity, provided that the new entity is not a current member of the working group and all provisions of membership are maintained. Any such transfer of membership shall be subject to the approval of the Sponsor coordinating committee.

6. Officers

There shall be a Chair, a Vice-Chair, and a Secretary.

The Chair and Vice-Chair shall be:

- (a) IEEE members of any grade,
- (b) individual IEEE-SA members,
- (c) and must also be a Designated Representative (DR) of an entity that is a corporate IEEE-SA member.

The Secretary must be:

- (a) a DR of an entity that is a corporate IEEE-SA member. ...

2-year term for a maximum of three terms

Length of Service

...The term of service for each of the elected officers is two years.

Term Limits

Any one person may not hold the same office for more than a maximum of three consecutive terms.

6.1 Election of Officers

The Chair shall appoint a Returning Officer to conduct an election of officers. The Returning Officer shall not be a nominee in the election and shall not vote in the election. An election will seek to fill offices ... when the term of office has expired.

Cliff Cummings appointed to be the returning officer to conduct the 2008 election

Members are only nominated to one office - nominations open for 14 days

The members shall nominate to the Returning Officer one or more members for each office to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A member shall be nominated for no more than one office. The response period for nominations shall be at least 14 calendar days. If no nomination is received for an office, a temporary appointment shall be made in accordance with 6.2.

After nominations - voting open for 14 days - approval voting

The Returning Officer shall conduct the election by letter or electronic ballot. Voting will conclude after 14 calendar days. Voting shall be by "approval", whereby each balloter may cast one approval vote for each of any number of nominees for an office. The nominee with the greatest number of approval votes shall win the election.

Election of the Chair and Vice-Chair shall be confirmed by the Sponsor Coordinating Committee. If the Sponsor Coordinating Committee fails to confirm election of the Chair or Vice-Chair, the Returning Officer shall conduct a fresh election for the office not confirmed.

6.2 Temporary Appointments to Vacancies

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6.3 Chair

The Chair shall

- a) Institute a "Call for Participation" to the IEEE-SA corporate and organizational membership upon initiation of the project
- b) "Call for Patents" at each meeting
- c) Solicit "letters of assurance" from patent holders
- d) Ensure coordination with Societies as appropriate
- e) Regularly attend WG meetings (including face-to-face, teleconference, or other electronic means)

- f) Notify Sponsor when document is ready for balloting
- g) Achieve ballot resolution

The Chair also shall:

- a) Be objective
- b) Entertain motions, but not make motions
- c) Not bias discussions
- d) Delegate necessary functions
- e) Ensure that all parties have the opportunity to express their views
- f) Set goals and deadlines
- g) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- h) Seek consensus of the WG as a means of resolving all issues

6.4 Vice-Chair

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 give a technical opinion).

6.5 Secretary

The Secretary shall:

- a) Distribute the agendas
- b) Record and have published minutes of each meeting
- c) Maintain the membership roster
- d) Schedule meetings in coordination with Chair
- e) Be responsible for the management and distribution of WG documentation
- f) Maintain list of unresolved issues, action items, and assignments
- g) Maintain a budget and control all funds into and out of the WG's bank account

Voting is by entity

7. WG membership

WG membership is by entity. To be eligible to vote in the working group an entity must be a corporate member of IEEE-SA. An entity shall have one Designated Representative (DR) and may have more than one alternate (DRA) participating in the WG. The Primary Representative of the entity determines the DR/DRA for the WG. The assignment of a DR/DRA can change throughout the life of the WG. It is the entity's responsibility to notify the Secretary of changes to the DR/DRA assignment.

Only the DR is allowed to vote

Only the DR is eligible to vote on behalf of the entity for all WG matters. If the DR is unable to vote at a meeting, one DRA will be recognized at the start of the meeting to vote on the DR's behalf. Membership shall give the DR the right to vote on all WG matters.

Each person is only allowed to vote as a representative of one organization

Each DR/DRA can vote for only one member of the working group; no one representative can represent the interests of more than one member of the working group except for a temporary proxy vote.

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Voting privileges cannot be lost unless Chair has sent notification in writing

The Chair shall notify, in writing, a member that has lost its voting privileges. ...

Observers shall be permitted to participate in working group meetings and email discussions.

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8. WG Membership Roster

The Secretary shall maintain a current and accurate roster for the working group and shall distribute it to the members upon request or at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- 1) Title of the Sponsor and its designation
- 2) Officers--Chair, Vice-Chair, Secretary
- 3) Standards Staff Liaison (if applicable)
- 4) Members
 - a. Entity name
 - b. Designated Representative (indicated by "DR") and entity address
 - c. Alternate(s) (indicated by "DRA") and entity address (es)

14 days for the voting to close

9. Voting

The working group may conduct a vote by letter or electronic ballot at the discretion of the Chair. The response period for a letter or electronic ballot will be at least 14 days.

Cliff will email the results to Karen to be published

The Chair will publish the results of a letter or electronic ballot within 7 days of the vote conclusion, including the balloting position of each voting member who voted in the ballot. Unless otherwise required, a letter or electronic ballot requires at least a 50% return of the members to be valid.

Approval of an action requires an approval vote from a majority of those votes cast from those entitled to vote at the time of a vote (either at a meeting or by electronic ballot), provided a quorum is present. Those able to vote shall be official members of the working group. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

1) ...

2) ...

3) Approval of WG Officers

In case of a tie in a working group motion, it is broken by the chair of the working group. The chair can only vote to break a tie, making the motion pass or fail. The chair can also vote to create a tie, making the motion fail. The Chair can also choose not to break a tie. In such a case, the motion would fail. If the tie is in an election, usually there is a runoff vote between the two tied candidates. Each voting member is allowed one vote in this case.

9.1 Actions Requiring Approval by Two-Thirds of the Voting WG Membership

... *(not applicable)*

9.2 Proxy voting

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10. Meetings

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A meeting shall be announced 30 days in advance to all members and observers. An agenda shall be distributed at least 14 days in advance of a meeting.

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11. Quorum

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12. Communications

Inquiries relating to the working group should be directed to the Chair, and all members should so inform the individuals who raised such questions. All replies to such inquiries shall be made through the Chair.