

SystemVerilog Language Working Group

Procedures and Policies

1. Preface

These are operating procedures that outline the orderly transaction of business by the SystemVerilog Working Group (SV-WG).

Several documents take precedence over these procedures in the following order:

- New York State Not-for-Profit 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 CAG Sponsor Operating Procedures
- IEEE CAG Working Group Operating Procedures (this document)
- IEEE Robert's Rules of Order (Revised)

2. Openness

For the development of standards, openness and due process must apply, which means that any entity with a direct and material interest has a right to participate by:

- 1) Expressing a position and its basis,
- 2) Having that position considered, and
- 3) Appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

3. Officers

There shall be a Chair, a Vice-Chair, and a Secretary. All officers shall be IEEE member of any grade, individual IEEE-SA members and must also be a DR of an entity that is a corporate IEEE-SA member. The Chair, for organizational purposes, will work with the Sponsor to submit the PAR form to the New Standards Committee (NesCom). At the first organizational meeting, the WG shall elect its operating officers in accordance with the procedures of its Sponsor, and, where necessary, Robert's Rules of Order.

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

3.1 Election of Officers

The Chair shall appoint a Returning Officer for the conduct of 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 that are either vacant, have an official in temporary appointment, or when the term of office has expired.

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 days.

If no nomination is received for an office, a temporary appointment shall be made in accordance with 3.2.

The Returning Officer shall conduct the election by letter or electronic ballot. Voting will conclude after 14 days. Voting shall be by "approval", whereby each balloter may cast an 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 CAG. If the CAG fails to confirm election of the Chair or Vice-Chair, the Returning Officer shall conduct a fresh election for the office not so confirmed. The Member elected and not confirmed shall not be a nominee in the fresh election.

3.2 Temporary Appointments to Vacancies

If an office becomes vacant due to resignation, removal, lack or nomination at an election or for another reason, a temporary appointment shall be made for a period of up to six months. In the case of Chair or Vice-Chair, the temporary appointment shall be made by the Chair of the CAG. In the case of Secretary, the temporary appointment shall be made by the Chair of the Working Group. An election for the vacated office shall be conducted at the earliest practicable time.

3.3 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

3.4 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 (i.e., to give a technical opinion).

3.5 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.

4. Responsibilities of the Working Group

- 1) Developing a proposed IEEE Standard within the scope of the PAR under which the group was formed and complete project within 18–24 months (goal) from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval.
- 2) Present required documentation to the Sponsor prior to PAR submittal to NesCom; including:
 - a. Project schedule
 - b. Monthly status report
 - c. Business rationale
- 3) Schedule meetings (face-to-face or electronic) at least six times a year.
- 4) Obtain funding to cover dedicated support to expedite the standards development process
- 5) Use IEEE Frame Maker template
- 6) Maintaining the standard developed by the Working Group in accordance with the *IEEE-SA Standards Board Operations Manual* and preparing PARs for revision of the standard developed by the Working Group

5. WG membership

WG membership is by entity. To be eligible to participate and 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. 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 WG matters.

Membership and voting privileges shall be granted automatically during the first three initial meetings of the working group to those entities attending the first three initial WG meetings. Thereafter, membership and voting privileges shall be granted to the entity after the entity attends two consecutive meetings of the WG. The entity (member), through its DR or DRA, is expected to attend meetings as required by the procedures established by the WG. The Secretary records attendance for members who attend at least 50 percent of a meeting or a multi-day meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means e.g., Internet conferencing shall also be permitted.

Except for the three initial meetings of the WG, a member must attend 2 out of the last 3 regularly scheduled meetings to be eligible to cast a vote in a WG vote. A member who has lost its voting privileges shall have its voting privileges reinstated by attendance at two consecutive meetings. All voting privileges and rights shall be restored after attending the second consecutive meeting.

Observers shall be permitted to participate in discussions and Working Group meetings and email discussions.

The entity (members) within a WG is to ensure that their representatives have a material knowledge of the project scope.

6. 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)

7. Voting

A vote shall be considered approved if, of the eligible voters present at the time of the vote, those voting YES divided by the sum of those voting YES plus those voting NO plus those Abstaining meets the required percentage. Eligible voters not present or not wishing to vote shall not be counted.

Working Group shall also be allowed to conduct a vote by letter or electronic ballot at the discretion of the Chair of the Working Group. The response period for a letter or electronic ballot will be at least 14 days. The Working Group 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 50% of the Voting Members to return a vote.

7.1 Actions Requiring Approval by a Majority of the Voting WG Membership

The following actions require approval by a majority of the membership of the WG either at a meeting (provided that notification of the action has been included on the distributed agenda for the meeting) or by electronic ballot:

- 1) Adoption of WG procedures, interest categories, or revisions of interest categories
- 2) Approval of minutes
- 3) Approval of WG Officers

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

The following actions require an electronic ballot or an equivalent formal recorded vote with approval by at least two-thirds of the voting members of the WG, excluding abstentions (provided that notification of the action has been included on the distributed agenda for the meeting)

- 1) Approval of change of the WG scope
- 2) Approval of termination of the WG
- 3) Establishment of fees
- 4) Approval of revised WG procedures

8. Meetings

Working Group meetings shall be held, as decided by the Working Group, the Working Group Chair, or by petition of 15% or more of the Working Group Members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A meeting shall be announced 30-day in advance to all members and observers. An Agenda shall be published at least 14 days in advance of a meeting.

The Working Group 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.

9. Quorum

A WG quorum must be identified before the initiation of WG business. A quorum shall be defined as 50% of the WG membership (i.e., the DR or DRA of each entity) entitled to vote at the present meeting, including those present using teleconferencing facilities. A WG vote requires the presence of a quorum. Notwithstanding the withdrawal of enough voting members to leave less than a quorum, the voting members remaining at a duly called or held meeting at which a quorum was initially present may continue to do business until adjournment, so long as any action taken (other than adjournment) is approved by at least a majority of the voting members required to constitute a quorum.

10. Communications

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