

**Policies and Procedures for:
P1666.1 Working Group**

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P1666.1 Working Group Policies and Procedures for Standards Development

1.0 Introduction

1.0.1 Role of Standards Development

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 member entities and their representatives and the IEEE by establishing the necessary framework for a sound standardization process.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

1.0.2 Modifications to these procedures

These Policies and Procedures outline the orderly transaction of business by the 'P1666.1' Working Group, hereinafter referred to as "the Working Group".

The Working Group may amend these procedures where permissible with the approval of its Sponsor. The Sponsor may modify these procedures where permissible. 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 are addressed by the Working Group or Sponsor. (See also Clause 7.)

1.0.3 Hierarchy

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, 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](#)

Policies and Procedures of [IEEE-SA Design Automation Standards Committee](#)

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

1.0.4 Fundamental Principles of Operation

For the development of standards, openness and due process are mandatory.

Openness means that any entity, as defined in Clause 2.3, that has or could be reasonably expected to have a direct and material interest, and that meets the requirements of these procedures has a right to participate by:

- a) Attending Working Group meetings (in person or via electronic means)
- 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. In addition, due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

2.0 Working Group Responsibilities

2.1 Primary Responsibilities

The Working Group shall:

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval as specified by the PAR.
- b) Use the IEEE Standards document template format.
- c) Submit to the Sponsor any documentation required by the Sponsor, for example, a project schedule or a monthly status report.
- 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) Use the IEEE-SA approved tool for Working Group meeting registration.
- g) Use the IEEE-SA approved tool for creation and submission of Working Group rosters.
- h) Use the IEEE-SA approved tool for Web hosting of Working Group information.

2.2 Other Responsibilities

The Working Group shall:

- a) Provide a business rationale for the development of the standard, explaining the business needs for the standard and what the standard will fulfill for industry and the general public.
- b) Obtain funding to cover dedicated support from the IEEE Standards Association, when desired, to expedite the standards development process.

2.3 Working Group Constitution

Each entity shall be an Advanced Entity Member of the IEEE Standards Association in order to be eligible for membership in the Working Group. There shall always be at least three members in the Working Group during the life of the project. For other information on participation in the Working Group, see Section [5.2.1.2](#) of the *IEEE-SA Standards Board Bylaws*.

Each designated and alternate member representative (see 4.1) can vote for only one entity; no one individual can be the member representative for more than one entity except for a temporary proxy vote. Each representative shall declare what entity he or she represents and that the representative's voting shall be independent of any other entity.

The following qualify to become entity members of the Working Group:

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Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in [5.2.1.2](#) of the *IEEE-SA Standards Board Bylaws*, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

In the event that, through merger or acquisition or other similar event, an entity member of the IEEE-SA has its assets totally or substantially transferred to another entity, membership in the Working Group may be transferred to the new entity, provided that the new entity is not already a member of the Working Group.

3.0 Officers

There shall be a Chair and a Secretary, and there should be a Vice-Chair. The office of Treasurer is suggested if significant funds are involved in the operation of the Working Group and/or its subgroups, or if the group has multiple financial reports to supply to the IEEE Standards Association. A person may simultaneously hold the positions of Secretary and Treasurer. All officers shall be Designated Representatives (DRs) of entities that are IEEE-SA Advanced Entity Members (see 4.1).

Officers shall be representatives of Advanced Entity members of the IEEE-SA.

At the first organizational meeting, the Working Group shall elect its operating officers in accordance with the procedures of its Sponsor, and, where necessary, Robert's Rules of Order.

3.1 Election of Officers

The Chair or Sponsor designee shall appoint an elections processor, whose function is to conduct an election. The elections processor 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 officer in

temporary appointment, when an officer's entity affiliation has changed, or when the term of office has expired.

The Working Group members shall nominate to the elections processor 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 not run for more than one office at the same time. 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 3.2.

The elections processor shall conduct the election by letter ballot, electronic ballot, or a vote at a meeting. Voting will conclude no sooner than after 14 calendar days for a letter or electronic ballot. Voting shall be by "approval," whereby each ballot 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, provided ballots are returned by a majority of the eligible voters for that election. If a majority of votes is not received, the ballot can be extended or a new ballot will take place. Any tie votes will be broken by a runoff ballot, where eligible voters may cast only one vote in the election.

The Sponsor shall affirm the election of the Chair and Vice-Chair. If the Sponsor does not affirm the Chair or Vice-Chair, another election will be run or the Sponsor will make a temporary appointment per Clause 3.2.

If any officer's entity affiliation changes, that officer shall be subject to re-election by a majority of the members of the Working Group. If additional candidates are interested in serving in the officer role, they may run against the current officer at this time. The current officer continues to serve in his or her officer role until the close of the election. The election determines who will serve out the remainder of the existing term of office.

3.2 Temporary Appointments to Vacancies

If an office other than the Chair becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. In the case of Chair or Vice-Chair, the Sponsor shall make the temporary appointment, with input from the Working Group. In the case of Secretary, the Chair shall make the temporary appointment. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3.1 at the earliest practical time.

3.3 Removal of Officers

An officer may be removed by approval of two-thirds of the members of the Working Group, or in accordance with the procedures of the IEEE-SA Design Automation Standards Committee. Removal of the Chair and Vice-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.

3.4 Responsibilities of Working Group Officers

Officers of the Working Group have a fiduciary duty to the IEEE when acting in their officer role and thus are required (a) to act in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest Group, (b) to comply with all applicable policies and procedures, and (c) to see that participants of the Working Group conduct themselves in accordance with the applicable policies and procedures

The officers of the Working Group shall manage the day-to-day operations of the Working Group. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair or his/her designee shall include:

- a) Leading the Working Group activity according to all of the relevant Policies and Procedures.
- b) Forming Study Groups, as necessary.
- c) Being objective.
- d) Entertaining motions, but not making motions.
- e) Not biasing discussions.
- f) Delegating necessary functions.
- g) Ensuring that all parties have the opportunity to express their views.
- h) Setting goals and deadlines and adhering to them.
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- j) Seeking consensus as a means of resolving issues.
- k) Prioritizing work to best serve the group and its goals.
- l) Complying with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see *IEEE-SA Standards Board Operations Manual* 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see *IEEE-SA Standards Board Bylaws* 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>).
- m) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- n) Participating as needed in meetings of the Sponsor to represent the Working Group.

- o) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.2 Vice-Chair(s)

The responsibilities of Vice-Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice Chair.
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
- c) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices.
- b) Distributing meeting agenda (as per 6.0). Notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Sponsor 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) Being familiar with training materials available through [IEEE Standards Development Online](#).

If the function of Secretary is fulfilled by IEEE staff, this shall be a non-voting position and the IEEE-SA membership condition is not required. Otherwise, the Secretary shall be the Designated Representative of an Advanced Entity member.

3.4.4 Treasurer

Not applicable.

4.0. Working Group Membership

4.1 Overview

Working Group membership is by entity. An entity shall be an Advanced Entity Member of the IEEE-SA, declare their intent to join the Working Group, and pay any services fee, if established, to be a member of the Working Group. Non-voting members shall fulfill the requirements for voting membership determined by the Sponsor and the Working Group to gain and maintain membership in the Working Group. For other information on participation in the Working Group, see Subclause [5.2.1.2](#) of the *IEEE-SA Standards Board Bylaws*.

An entity shall have one Designated Representative (DR) and may have more than one alternate (DRA) participating in the Working Group. The Entity Member Representative of the entity determines the DR/DRA for the Working Group. The assignment of a DR/DRA can change throughout the life of the Working Group. It is the entity's responsibility to notify the Working Group Secretary of changes to the DR/DRA assignment. Only the DR is eligible to vote on behalf of the entity for all Working Group 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 in the Working Group shall give the DR the right to vote on all Working Group matters provided voting rights are maintained as given in Clause 4.2.

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.

4.1.1 Working Group Membership Status

Membership shall be granted automatically to those entities attending the meeting of a newly chartered Working Group and upon their request provided they fulfill the requirements of clauses 1.0.4, 4.1, and 8.0. Thereafter, membership shall be granted after the entity attends two consecutive meetings of an existing Working Group and also requests membership status.

Each entity (member), through its DR or DRA, is expected to attend meetings as required by these procedures. The Secretary records attendance at each meeting. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via

teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

Membership status is maintained through consistent participation at meetings and through Working Group votes. If a Working Group member misses two consecutive meetings or two consecutive Working Group letter ballots, its voting privilege may be revoked. The Chair shall notify, in writing, a member that has lost its membership.

A member that has lost its voting privileges shall have its voting privileges reinstated by attendance at two consecutive meetings of the Working Group and upon request for member status. All voting privileges and rights shall be restored after attending the second consecutive meeting. If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the Working Group Chair will be consulted on the status of the member.

4.2 Review of Membership

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1.1. When a voting 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. Working Group Membership Roster

A Working Group roster is a vital aspect of standards development. It serves as a record of members and observers 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 observers 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: Chair, Secretary.
- d) Members (including names, addresses, and affiliations)
 - 1) Entity name
 - 2) Designated Representative (indicated by “DR”), representative email address, and entity address.
 - 3) Alternate(s) (indicated by “DRA”), representative email address, and entity address(es).
- e) Observer (Including names, entity name, addresses, and affiliations).

- f) Non-voting administrative positions (including names and addresses).

All Working Group members are required to review their information contained in the roster following each meeting they attend. If a Working Group meets only virtually, it shall determine a schedule to check the accuracy of the roster periodically.

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 have submitted their written approvals for such distribution.

4.4 Working Group Membership Public 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: Chair, , Secretary.
- d) Members: (for all) -- name, affiliation.

5.0 Subgroups of the Working Group

The Working Group may, from time to time, form subgroups for the conduct of its business. Membership in the subgroup is granted to any member of the Working Group. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of non-Working Group members and specify the terms and conditions under which those members participate in 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.

6.0 Meetings

Working Group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Working Group meetings shall be held, as decided by the Chair, or by petition of 15% or more of the voting members, to conduct business. This may include making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.

A meeting notice shall be distributed, by a Working Group officer or designee, 30 calendar days in advance to all participants. A meeting agenda shall be distributed to all participants at least 14 calendar days in advance of a meeting. (Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.) Notification of the potential for action shall be included on any distributed agendas for meetings.

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 *IEEE-SA Standards Board Operations Manual* (Subclause 5.3.3.1).

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend subject to the provisions of Clause 4.1, however some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

A quorum shall be identified before the initiation of Working Group 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., or at the next Working Group meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as *one-half* of the Working Group members (i.e., the DR or DRA of each entity).

6.2. Conduct

Meeting attendees shall demonstrate respect and courtesy toward 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](#).

All Working Group participants shall act in accordance with all IEEE Standards policies and procedures, including intellectual property policies and procedures. Where applicable, Working Group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

6.3 Executive Session

Meetings to discuss personnel or sensitive 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

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.

6.5 Minutes

The minutes shall record the essential business of the Working Group in concise format, including the following items at a minimum:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1. Brief summary of discussion and conclusions
 - 2. Motions, including the names of mover and seconder
- i) Items reported out of executive session
- j) Next meeting--date and location

Copies of handouts and subgroup reports may be included in the minutes or made available as separate items.

7.0 Voting

7.1 Approval of an Action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds). The “majority, two-third vote” is defined as one of the following:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.

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- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Sponsor responded.

7.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes

7.1.2 Actions Requiring Approval by a Two-thirds Vote

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

- a) Approval of change of the Working Group scope *
- b) Establishment of fees, if necessary
- c) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot

*Item a) is subject to confirmation by the Sponsor.

7.2 Proxy Voting

Members of the Working Group may employ proxy voting only when other methods of participation have been exhausted. The Chair must be informed of all proxies prior to the start of the meeting in which the proxies are to be in effect. Each appointment of a proxy shall be sent to the Working Group Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy (an email is acceptable.) A proxy shall not be valid without written acknowledgment from the Working Group Chair and the member serving as proxy of receipt of the appointment.

Any one member of the Working Group may hold no more than two proxy votes in addition to his or her vote. Proxy voting shall be allowed only for those members who cannot attend the entire meeting; proxies may not be appointed for parts of meetings. A member may appoint a proxy for no more than two meetings of the Working Group within an established six-meeting period. Proxy voting shall not count towards maintenance of membership by the member who appoints a proxy. The Chair shall announce all proxy voting to the Working Group members at

the start of the meeting in which the proxy is to be in effect. The DRA of one entity may serve as a proxy for another entity, to allow the DR to serve as the representative of its entity only.

Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the Chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter himself or herself may also choose to abstain prior to any formal decision of the Chair.

A person appointed as proxy may not appoint another person to act in his or her stead.

7.3 Voting Between Meetings

At the discretion of the Chair the Working Group shall be allowed to conduct votes between meetings 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).

8.0 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 and do not necessarily represent the views of the Sponsor, IEEE-SA, or IEEE. Communications shall be in compliance with the Sponsor's communication requirements.

9.0 Appeals

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Working group, including but not limited to presenting the concern to the Working Group, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern can be brought to the Sponsor for resolution.

10.0 Indemnification

IEEE Bylaw I-300.3 discusses the IEEE policies for indemnification, which participants in the Working Group are expected to read and be familiar with. Entity representatives included in the Working Group roster will be recognized as duly authorized participants in IEEE standards development activities.

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