

Operating Procedures of the IEEE Registration Authority Committee

Introduction

The IEEE Standards Board established the IEEE Registration Authority (IEEE RA) in 1986 and the IEEE Registration Authority Committee (IEEE RAC) in 1991. In 1998, the IEEE RAC became a committee of the IEEE-SA BoG (IEEE-SA BoG).

The following material supplements the provisions of the IEEE-SA Operations Manual, which shall be the prevailing document in the event of conflict. The purpose of this document is to specify the organization, responsibilities and basic procedures of the IEEE Registration Authority Committee.

1. Scope

1.1 The IEEE RAC reports to the IEEE-SA BoG and provides guidance on registration to IEEE Standards Developing Committees (SDC).

1.1.1. The IEEE RAC uses its experience to determine the need for registration in each case and then, if registration is the acceptable process, help the SDC with its registration procedure documents.

1.2 The IEEE RAC maintains and oversees all IEEE approved Registration Authority functions.

1.2.1. The IEEE RAC shall consider all and recommend as appropriate, requests for Registration Authorities contained in any IEEE Standard.

1.3 The IEEE RAC recommends new registration authorities in IEEE to the IEEE-SA BoG.

1.3.1 The IEEE RAC shall be the highest level technical support and oversight committee whenever the IEEE acts as a Registration Authority.

1.3.2 If a Standards Developing Committee (SDC) within the IEEE believes that they have a need for registration in a standard that they are working on they shall submit a request to the IEEE/RAC.

1.3.3 The request shall contain a specification statement of the type of registration they require such as self-registration or a Registration Authority. The SDC must also submit a justification for the registration function.

1.3.4 The IEEE RAC shall approve all procedures developed for use in an IEEE standard.

1.3.5 If the IEEE RAC accepts the request for registration then the SDC shall submit a proposal for the registration procedure.

1.3.6 If the Sponsor of an IEEE project has identified on the project PAR that the registration of objects or numbers is a requirement for the project, or if during the development of the project, it becomes apparent that registration will be a requirement, then the IEEE RAC shall be identified as a mandatory coordination body when the project is submitted for Sponsor ballot. In order for this coordination to be effective, the project Sponsor is encouraged to make the registration requirement known to the RAC at the earliest possible stage in the project's development so that the RAC can, if necessary, identify a mentor to assist the Sponsor in developing the registration requirements.

1.4. The IEEE RAC is national and international in scope.

1.4.1 The IEEE RAC shall be the conduit for all requests to and communications from any ISO or IEC Registration Authority committee originating within IEEE.

1.5 The IEEE RAC is an organization of the IEEE-SA BoG and is independent from but with linkages to the ANSI USA RAC and ISO/IEC JTC1 U.S. TAG Joint Registration Authority Group (JRAG).

1.5.1 The IEEE RAC shall be the Liaison to the USA RAC under ANSI.

1.6 The IEEE RAC performs its registration authority function only for approved (or to be approved) IEEE Standards or non-IEEE standards relevant to IEEE interests.

1.6.1 When the IEEE RA acts as an ISO/IEC authorized Registration Authority, the IEEE RAC performs its registration authority function in accordance with ISO/IEC Directives and other requirements.

1.7 The IEEE RAC deals directly with hierarchical assignments.

1.8 The IEEE RAC is responsible for both the registration authority process and the RA related technical content of standards using a registration authority activity.

1.8.1 The IEEE RAC shall provide technical advice to the IEEE office in administering its registration authorities.

2. Membership

2.1 Membership criteria

Membership in the IEEE RAC is open to representatives appointed by sponsors, as defined in the IEEE-SA Standards Board Bylaws, section 5.2.2, of IEEE standards interested in registration. Each sponsor may appoint up to two representatives for a renewable three (3) year term, as long as the total membership of RAC is less than 21.

The IEEE RAC has ex-officio members: the IEEE RA administrator(s), IEEE approval experts (such as the 802.3 Type Field reviewer), and the chair of the Standards Activities Board of the Computer Society (or designee).

2.2 Rules of membership

Members are expected to actively participate via Email or similar means (attend meetings, respond to ballots).

3. Officers

3.1. Chairperson

In the event that the chairperson is unable or unwilling to continue for a further term, the RAC may recommend a candidate to the IEEE-SA BoG for consideration. The chairperson shall be appointed by the IEEE-SA BoG for a renewable three (3) year term.

The duties of the chair shall be as follows:

- 1) To preside over the meetings of the IEEE RAC.
- 2) To prepare and distribute the meeting notice and agenda for the IEEE RAC meetings.
- 3) To prepare a yearly status report to the IEEE-SA BoG.

3.2. Secretary

The secretary shall be a staff person appointed by the IEEE-SA. The duties of the secretary shall be:

- 1) To prepare and circulate minutes of each meeting of the IEEE RAC.
- 2) To prepare and circulate reports to the IEEE Standards Board as requested.
- 3) Other duties as assigned in support of the duties of the chair.

4. Meetings

4.1 Meeting frequency and announcements

The IEEE RAC shall meet annually and may meet more often at the discretion of the chairperson.

Notice of the time and place of each meeting and an agenda of the principle items to be considered shall be distributed to the members at least four weeks in advance of any meeting.

If an interim meeting is to be conducted via teleconference, notice of the meeting information and agenda of the principle items to be considered shall be distributed to the members at least two weeks in advance of the teleconference, unless a member has indicated an extended absence to the Chair.

4.2 Quorum

A quorum for any ballot is defined as a majority of the voting members.

4.3 Voters

For the purpose of voting, each sponsor shall appoint a primary voter and may appoint an alternate voter. The Sponsor shall supply the identities of the primary and secondary voters to the IEEE RAC.

Ballot votes are supplied by either the primary voter (if present) or the alternate voter (if the primary is absent).

Each represented sponsor will have only one vote.

The Chair of the IEEE RAC votes under the following situations:

1. When the vote is by ballot, the Chair may vote as any other member of the committee.
2. In all other cases as the presiding officer the Chair may vote when ever his vote will affect the result, e.g.:
 - i. To break a tie.
 - ii. To create a tie when a majority is required.

4.4 Action

For any ballot taken, whether at a meeting, Email, or by letter ballot, a simple majority of votes cast must be in the affirmative for the proposal to be accepted.