

IEEE Computer Society Standards Activities Board

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IEEE Computer Society Standards Activities Board Policies and Procedures for Standards Development

1.0 Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

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

These Policies and Procedures outline the orderly transaction of standards activities of the IEEE Computer Society Standards Activities Board when acting as a standards sponsor, herein after referred to as "the Sponsor." For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis
- b) Having that position considered, and
- c) Appealing if adversely affected

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should 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.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, 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

Computer Society Policies and Procedures Manual (PPM)
These Policies and Procedures for Standards Development (this document).

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

1.1 IEEE Sponsor scope

In the event that the Computer Society determines that a new standard is needed that does not fall within the purview of existing Standards Activities Board sponsors, the Standards Activities Board may elect to act as a standards sponsor itself.

1.2 Organization of the Sponsor

The Sponsor shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 - 1) Approving Project Authorization Requests (PARs) from a subgroup or the Sponsor
 - 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
 - 3) Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*

- d) Acting on other matters requiring Sponsor effort as provided in these procedures
- e) Cooperating with other appropriate standards development organizations
- f) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
- g) Limiting distribution of the membership roster to appropriate parties
- h) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
- i) Handling appeals as described in Clause 9

2.1 Sponsorship

The CS Standards Activities Board is responsible for the development and coordination of Computer Society standards including their maintenance after approval as standard(s) by the IEEE-SA Standards Board. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.1 Joint-Sponsor responsibility/accountability

The CS Standards Activities Board shall complete a joint sponsorship agreement for jointly sponsored projects.

3.0 Officers

There shall be a Chair, a Vice Chair, a Treasurer and a Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA. (IEEE-SASB Bylaw 5.2.1) The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

The chair of the SAB is the Computer Society Vice President of Standards Activities and is appointed by the President of the Computer Society. Officers shall be elected in accordance with the procedures of IEEE Computer Society Standards Activities Board (SAB). An officer may serve any number of consecutive terms. In the absence of such procedures, the following process shall be followed.

The SAB Chair shall appoint an Elections Officer whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Computer Society, but no less than 14 calendar days. Each voting member may cast one approval vote for as many nominees for an office as the voting member chooses. 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.

After appointment of the SAB Chair by the IEEE Computer Society, the Chair shall appoint a Vice Chair, Treasurer (if needed), and Secretary.

The voting members shall consist of the voting members of the SAB as defined in the Computer Society Policies and Procedures Manual (PPM).

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. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the SAB. Grounds for removal shall be included in any motion to remove an officer. 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 officers

The officers of the SAB shall manage the day-to-day work of the SAB. The officers are responsible for implementing the decisions of the SAB and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair shall include

- a) Leading the 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 of the Sponsor as a means of resolving issues
- k) Prioritizing work to best serve the Sponsor and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the 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) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- n) Ensuring that each Working group has a set of P&P approved by the Sponsor. The chair will provide the Working group P&Ps to AudCom upon request.
- o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.

3.4.2 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 speak for or against a motion).

3.4.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting 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

3.4.4 Treasurer

Treasurer shall:

- a) Maintain a budget
- b) Control all funds, including any into and out of the Committee's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the IEEE Finance Operations Manual

4.0 Membership

4.1 Voting membership

Each voting member is expected to attend meetings 2/3 of meetings in each calendar year unless excused by the Chair. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.

4.1.1 Application

A request for membership shall be addressed directly to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively. The Chair shall adhere to the Computer Society PPM, Section X, in considering requests for membership.

4.2 Review of membership

The Chair shall review the voting membership list at least once annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. 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 Membership roster

A current and accurate SAB roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such

distribution, except as required by Computer Society policies. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: for all, name, e-mail address, physical address, affiliation and membership status.
- e) For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

4.4 Membership public list

A current and accurate Sponsor membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: (for all) -- name, affiliation, membership status

5.0 Subgroups, Study Groups and Working groups created by the SAB as a Sponsor

5.1 Administrative subgroups

When one or more subgroups is formed to expedite the administrative work of the SAB as a standards sponsor (e.g., AdCom, ExCom), its formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1.

5.2 Working groups – Individual Method

Standards Working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working group chair.

The SAB shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working groups – Entity Method

If a Working group being formed has entity-based membership, the SAB shall ensure that the entity standards Working group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups. In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.5 Other subgroups

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the SAB Chair or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
- 2) The subgroup is responsible for assisting the Sponsor (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

Sponsor 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. Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting] members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the 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.

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

6.1 Quorum

A quorum shall be identified before the initiation of Sponsor 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. When the voting membership is less than 50 members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

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 Computer Society policies, Standards policies and procedures. Robert's Rules of Order may be consulted for appropriate handling of unruly or obstructive behavior.

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 Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

6.5 Minutes

The minutes shall record the essentials, including the following:

- 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 discussions 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 subcommittee reports may be included in the minutes or made available as separate items.

7.0 Vote

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-thirds 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.
- 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
- d) Delegation to a sub-group for Authorization of a Sponsor ballot
- e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1

7.1.2 Actions requiring approval by a two-thirds vote

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

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Sponsor scope*
- d) Approval of termination of the Sponsor*
- e) Removal of an officer except the Chair

* Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy Voting

Not applicable

7.4 Voting between meetings

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the 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

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

8.1 Formal internal communication

If correspondence between subcommittees or between Working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Sponsor officers.

8.2 External communication

Inquiries relating to the Sponsor shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public statements for standards

All Sponsor public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

8.3.1 Sponsor public statements

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures. In addition, Sponsor public statements shall be submitted to the Computer Society Marketing Director.

8.3.2 Subgroup public statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos. The IEEE-CS logo may be used upon approval of the Sponsor Chair.

8.3.3 Public statements to be issued by other entities

If the Sponsor wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Sponsor.

8.5 Standards publicity

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the IEEE-SA Standards Board Operations Manual for SA instructions and contact the CS Standards Activities Board Vice President for guidance about avenues within the CS for publicity.

9.0 Appeals

The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the subcommittee or Working group. Every effort shall be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. Procedural appeals shall be handled as follows OR the Sponsor Chair may ask the SA to conduct the appeal according to the SASB Operations Manual, section 5.8.

All appeals shall be submitted to the Chair of the Computer Society Standards Activity Board.

- The Sponsor Chair shall appoint an appeals pool who have been found to have no conflict of interest in regards to the appeal in question.
- The Sponsor Chair shall appoint an appeals pool who have been found to have no conflict of interest in regards to the appeal in question.
- Members of the appeals pool will serve until a new appeals pool is appointed.
- The appellant shall file a written appeal brief with the Sponsor Appeals Pool Chair within 30 days after the date of notification of action of the Sponsor or at any time with respect to inaction or following an appeal panel final decision for a subordinate working group. The appellant shall first have exhausted the appeals procedures of any relevant subordinate working group prior to filing an appeal with the Sponsor.
- The appeal brief shall state the nature of the objection(s) including any adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts, including all subordinate appeals, to resolve the objection(s) and the statement of outcome/decision of each, including a sequence of events of these efforts, shall be provided. The appellant shall include documentation supporting all statements in the appeal brief.
- All issues regarding the action or inaction of the Sponsor shall be filed together in one appeal.
- The Appeal Pool Chair shall send the appellant a written acknowledgment of receipt of the appeal brief within five days of such receipt. The Appeal Pool Chair shall review the appeal brief and determine within ten days of receipt of the appeal brief whether the appeal should be heard by the Sponsor or should be referred to the relevant working group or should be returned to the appellant with instructions to file the appeal as follows:
 - (i) if the appeal deals with ethical issues, with the IEEE Ethics and Member Conduct Committee or IEEE-SA Standards Conduct Committee, as appropriate; (ii) if the appeal deals with technical issues, with the working group that made the decision; or (iii) if the appellant has not exhausted the appeals procedures of a relevant subordinate working group, then with such subordinate working group.
- If the Sponsor Appeal Pool determines that the Sponsor should hear the appeal, the Appeal Pool Chair shall notify the appellant and the appellee (the chair of the committee at issue) of that fact within five days of receipt of the notice from the Sponsor Appeal Pool Chair that the Sponsor will be hearing the appeal. The appeal shall be referred to the Sponsor Appeals Pool and adjudicated according to IEEE-SA BOG processes (see subclause 4.4 of the IEEE Standards Association Operations Manual). If the Sponsor Appeals Pool hears an appeal that originated from a referral from a Sponsor working group, the results of that appeal shall be reported to the Chair of that working group.
- If the Sponsor Appeals Pool determines that the Sponsor should hear the appeal, the Secretary shall, within 20 days of receipt of the appeal brief, send the appellee a copy of the appeal brief and acknowledgment, and shall send the appellant and the appellee a written notice of the time and location of the hearing ("hearing notice") with the Appeal Pool.
- The hearing with the Appeal Pool shall be scheduled at the location set for, and during the period of, the first IEEE-SA Standards Board meeting series that is at least 60 days after mailing of the hearing notice by the Sponsor Appeals Pool Chair. New evidence meeting the requirements of 5.8.5 shall be provided at least two weeks before the date of the Appeal Pool hearing.
- Within 45 days of receipt of the hearing notice, the appellee may send the appellant a written reply brief, which specifically and explicitly addresses each allegation of fact in the appeal brief

to the extent of the appellee's knowledge. If the appellee furnishes a reply brief, the brief shall include documentation supporting all statements contained in the reply brief.

□ The Sponsor Appeals Pool Chair shall appoint from the appeals pool an Appeal Panel consisting of a chair and two other members who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute ("Appeal Panel"). At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an Appeal Panel within a reasonable amount of time, the matter shall be referred to the IEEE-SA Standards Board, which shall appoint the members of the Appeal Panel. If an Appeal Panel member resigns or is removed from the Appeal Panel at any time before the appeal hearing, then the Sponsor Appeals Pool Chair shall appoint a replacement from the appeals pool. The replacement shall be subject to the acceptability criteria described above.