

# TTSC Policies and Procedures

## 1. Introduction

In today's marketplace, 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](#), in this case Test Technology Standards Committee (TTSC). It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result of a violation of these Procedures.

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

These Operating Procedures outline the orderly transaction of activities of this committee. For the development of standards, [openness](#) and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these P&P 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 to openness, due process requires [balance](#), i.e., the standards development process should strive to have a balance of interests and not 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.

For standards matters, the latest version of several documents takes precedence over this document in the following order:

- a) New York State Not-for-Profit Corporation Law
- b) IEEE Certificate of Incorporation
- c) [IEEE Constitution](#)
- d) [IEEE Bylaws](#)
- e) [IEEE Policies](#)
- f) [IEEE Board of Directors Resolutions](#)
- g) [IEEE Standards Association Operations Manual](#)
- h) [IEEE-SA Board of Governors Resolutions](#)
- i) [IEEE-SA Standards Board Bylaws](#)
- j) [IEEE-SA Standards Board Operations Manual](#)
- k) Policies/Procedures of the IEEE Society that established this Sponsor

l) Policies/Procedures of the Technical Committee or Standards Committee that established this Sponsor, or Policies/Procedures of the Technical Committee that is this Sponsor

m) *Robert's Rules of Order (Newly Revised)*

### **1.1 IEEE Sponsor (TTSC) scope**

TTSC is to promote the development of Standards in the Test industry [Reference: *IEEE-SA Standards Board Bylaws*, Subclause [4.3.1](#)]. Such standards are beneficial to the IC designers, ATE tool and equipment vendors, and developers and users of automation tools in this industry since they provide a mechanism for defining common semantics. The TTSC acts as the administrator for the Working Groups under it which develop and maintain Standards.

### **1.2 Organization of the Sponsor**

The Sponsor committee shall consist of [officers](#) (see [clause 3](#)) and members.

## **2. Responsibilities of the Sponsor**

The [Sponsor](#) shall be responsible for the following:

- a) [Developing proposed IEEE standards](#) within its scope
- b) Initiating [ballots](#) of proposed IEEE standards within its scope
- c) [Maintaining](#) the standards developed by the Sponsor in accordance with the [IEEE-SA Standards Board Operations Manual](#)
- d) Responding to requests for [interpretations](#) of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without committee authorization

## **3. 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 subcommittees. These [officers](#) shall be appointed/elected in accordance with the procedures of the entity that established this Sponsor. In the absence of such procedures, the Chair and Vice-Chair shall be elected by the members of the Sponsor, and the Secretary shall be appointed by the Chair for a term of up to three (3) years. They may serve consecutive terms.

These officers shall be [members of any grade of the IEEE and a member of the IEEE-SA](#) and shall organize the Sponsor, oversee the committee's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for [IEEE-SA Standards Board](#) review and approval as IEEE

standards. Officers shall read the training material available through [IEEE Standards Development Online](#).

### **3.1 Election or appointment of officers**

If the Sponsor has no other method for the appointment or election of officers, the following procedure shall be used.

The 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 members shall nominate to the Elections 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. Upon written notification, the nominee has at least 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with [3.2](#).

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

### **3.2 Temporary appointments to vacancies**

If an office becomes vacant due to resignation, removal, lack of nomination at an election or for another reason, a temporary appointment shall be made by the Sponsor Chair for a period of up to six months. Vacancies in the office of Sponsor Chair will be filled according to the rules of the sponsoring body. An appointment or election for the vacated office shall be conducted at the earliest practical time.

### **3.3 Removal of officers**

An officer may be removed by approval of two-thirds of the voting members of the Sponsor. Grounds for removal shall be included in any motion to remove an officer of the Sponsor.

### **3.4 Responsibilities of working group [officers](#)**

#### **3.4.1 Chair**

The Chair shall

- 1) Lead the participants according to all of the relevant policies and procedures
- 2) Form Study Groups, as necessary

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 and adhere to them
- g) Be knowledgeable in [IEEE standards processes](#) and parliamentary procedures and ensure that the processes and procedures are followed
- h) Seek [consensus](#) of the Sponsor as a means of resolving all issues
- i) Prioritize objectives to best serve the group and the goals

### **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 (i.e., to give a technical opinion).

### **3.4.3 Secretary**

The Secretary shall

- a) Distribute the agenda at least 14 calendar days before meeting
- b) Record and publish minutes of each meeting within 60 calendar days of the end of meeting
- c) Create and maintain the voting membership roster and submit to the IEEE Standards Department annually
- d) Schedule meetings in coordination with Chair with at least 30 calendar days notice
- e) Be responsible for the management and distribution of Sponsor documentation
- f) Maintain lists of unresolved issues, action items, and assignments

### **3.4.4 Treasurer**

If needed, a Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the working group's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Read the [IEEE Finance Operations Manual](#)

## **4. Membership**

### **4.1 Voting membership**

Voting membership in the Sponsor shall be in accordance with the procedures of the entity that established the Sponsor. In the absence of such procedures, the voting membership of the Sponsor shall observe the following policies:

Sponsor membership is either by individual or by both individuals and entities. If the Sponsor membership is solely by entity, then the [IEEE-SA Operating Procedures for a Corporate Standards Development Sponsor](#) shall be followed.

No one person can represent the interests of more than one member of the Sponsor except for a temporary [proxy](#) vote.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance for members 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.

Each member is expected to vote on at least 75% of the ballots.

### **4.2 Review of membership**

The Chair shall review the voting membership list annually and [submit it](#) to the IEEE Standards Department in electronic form. Voting members are expected to fulfill the obligations of active participation. 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 Voting membership roster**

The Secretary shall maintain a current and accurate Sponsor roster of voting members and shall distribute it to the members upon request. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers
- d) Members: for all, list name, [email address, address, IEEE Society(ies) if available]
- e) (For each subgroup--title, chair, and names and addresses of all members)

## **5. Subgroups of the Standards Sponsor**

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall require approval by a majority vote of the eligible members of the Sponsor. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority of the eligible members of the Sponsor. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

The duties of the officers of the subgroup are the same as that for Sponsor officers. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

## **6. Meetings**

Sponsor meetings shall be held, as decided by the Sponsor, the Chair, or by petition of [5 or more] members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source.

The Sponsor 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.

Please note that all IEEE Standards development meetings are open to anyone who wishes to attend.

### **6.1 Quorum**

A quorum must be identified before the initiation of Sponsor business at a meeting. A quorum shall be defined as a simple majority of voting members of the Sponsor. A Sponsor vote at a meeting requires the presence of a quorum. If a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in [7.1](#).

### **6.2 Conduct**

It is expected that participants in the Sponsor behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

## **7. Vote**

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. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- 1) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- 2) Formation of a subgroup, including its scope and duties
- 3) Disbandment of subgroups
- 4) Approval of minutes
- 5) Approval of [public statements](#)
- 6) Approval of change of the Sponsor scope
- 7) Approval of termination of the Sponsor

### **7.1 Voting between meetings**

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair 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\(4\)](#).

### **7.2 Proxy voting**

The Sponsor may elect to allow proxy voting. If the Sponsor body elects to allow proxy voting, the following procedures shall apply.

Members of the Sponsor may employ proxy voting only when other methods of participation have been exhausted. The Sponsor 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 Sponsor Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy. A proxy shall not be valid without written acknowledgment from the Sponsor Chair and the member serving as proxy of receipt of the appointment.

Any one member of the Sponsor 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 Sponsor 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 Sponsor members at the start of the meeting in which the proxies are to be in effect.

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.

## **8. Balloting group for a standard**

For approval of proposed standards, the Sponsor shall form a [balloting group](#). This group shall be formed using the invitation process in accordance with the [IEEE-SA Standards Board Operations Manual](#).

## **9. Communications**

All Sponsor officers should use Sponsor letterhead, if available, when corresponding on behalf of Sponsor activities.

### ***9.1 Formal internal communication***

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, the Secretary, and the Sponsor officers.

### ***9.2 External communication***

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

### ***9.3. Public statements for standards***

All Sponsor public communications shall comply with the policies of the [IEEE-SA Standards Board Operations Manual](#).

#### **9.3.1 Subgroup public statements**

Subgroup public statements shall not be released without prior approval by a majority vote 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 IEEE Sponsor logos.

### **9.4 Informal communications**

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

## **10. Interpretations**

The procedures stated in the [\*IEEE-SA Standards Board Operations Manual\*](#) shall be followed.

## **11. Appeals**

The Sponsor recognizes the right of appeal. Technical and procedural appeals are acceptable for the Sponsor. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner. If the Sponsor must conduct an appeal, it shall model its appeals process on the [appeals processes of the IEEE-SA Standards Board](#).