

**CS/PA**  
**(Computer Society / Portable Applications)**

**Also known as PASC**  
**(Portable Applications Standards Committee)**

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## **PASC 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 PASC, the Sponsor. The "Sponsor Executive Committee" (SEC) is the governing body of PASC, and there are a number of Working Groups (WGs) under the SEC.

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](#)

[Policies and Procedures of the Sponsor](#)

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor (known as the PASC “Operating Procedures”) are hierarchically superior to other documents of the Sponsor.

*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 PASC SEC scope**

The Portable Applications Standards Committee (PASC) was formed in 1985 as the Technical Committee on Operating Systems and Applications Environments Standards Subcommittee (TCOS/SS) under the auspices of the IEEE/CS. TCOS/SS was changed to the Portable Applications Standards Committee (PASC) in 1992, six years before the Standards Association was formed from the then Standards operations of the IEEE. PASC has been delegated the balloting authority for IEEE Standards Projects sponsored by PASC in accordance with the IEEE Standards Association Operations Manual. Sponsor Executive responsibility has been delegated to the PASC Sponsor Executive Committee (PASC/SEC).

The PASC is the Sponsor of standards related to open systems APIs and related software requirements. The IEEE open-system API standards are generally known as POSIX standards. Open System APIs define interfaces between computer operating systems and application programs of various levels. Related software includes other things needed for proper system operations (e.g. time and date issues, namespace issues, etc.).

## **1.2 Organization of the Sponsor**

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

## 2.0 Responsibilities of the PASC SEC

The PASC SEC shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the PASC SEC.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
  - 1) Approving Project Authorization Requests (PARs) from a subgroup or the PASC SEC.
  - 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the PASC SEC 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 PASC SEC in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Acting on other matters requiring PASC SEC 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 PASC SEC authorization
- g) Limiting distribution of the membership roster to appropriate parties
- h) Communicating with the IEEE-SA Standards Board on specific PASC SEC activities as needed
- i) Handling appeals as described in Clause 9

## 2.1 Sponsorship

The PASC is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board.

Specifically, the PASC is responsible for those IEEE-SA Standards Board approved project(s) for which PASC has been identified or assigned as either the sole sponsor or a joint sponsor. 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 PASC SEC 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. If the total value of the PASC accounts does not exceed one hundred dollars, the Chair may act as Treasurer.

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**

Officers shall be elected in accordance with the procedures of the IEEE Computer Society. An officer may serve any number of consecutive terms. In the absence of such procedures, the following process shall be followed.

The PASC SEC Chair, or the IEEE Computer Society, 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 PASC SEC, 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.

The voting members of the PASC SEC shall initiate a ballot to recommend a candidate for Sponsor (PASC) Chair. The recommended candidate may then be appointed by the *IEEE Computer Society*. If the *IEEE Computer Society* declines to appoint the recommended candidate as Sponsor Chair or appoint another person as Sponsor Chair, then another Sponsor ballot may be initiated to recommend a different candidate for Sponsor Chair. The appointment of Sponsor Chair shall be for three years, but the Chair may serve until a successor is appointed.

The voting members of the PASC SEC shall nominate to the Elections Officer one or more voting members for the position of Sponsor Chair. Nominees shall be eligible to hold the office

of Sponsor Chair. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for the office of Sponsor Chair, the *IEEE Computer Society* may appoint the Sponsor Chair.

PASC SEC voting members shall nominate to the Elections Officer one or more voting members for the positions of Treasurer and Secretary. Nominees shall be eligible to hold the office for which they are nominated. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the Sponsor Chair may appoint a voting member for the office. The PASC SEC Chair may appoint a Vice Chair from the voting members of the PASC SEC.

### **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 may 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 PASC SEC. 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 PASC SEC shall manage the day-to-day work of the PASC SEC. The officers are responsible for implementing the decisions of the PASC SEC 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**

Voting members of the PASC SEC shall be members of the IEEE CS and IEEE Standards Association.

Each voting member is expected to attend meetings. To maintain voting rights, a member should attend at least 75% of the meetings. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) counts towards the attendance requirements.

Each member of the PASC/SEC shall have no more than one vote.

The PASC/SEC includes voting and non-voting members:

Voting Members:

- PASC/SEC Chair, Vice-Chair, and Functional Chairs
- PASC sponsored WG Chairs (or designee)
- The chair (or designee) of each U.S. TAG to an ISO/IEC JTC1 Subcommittee, Working Group assigned by the IEEE to PASC, or a Special Group of JTC1 or one of its SC's

- Any SEC Members Emeritus (not to exceed 20% of the SEC membership)
- Designated Institutional Members (as defined later)

Non-Voting Members:

- PASC/SEC appointed liaisons to other groups
- Any liaisons to PASC from groups outside PASC

A. Designated Institutional Members of PASC/SEC

Institutional membership is intended to encourage participation of user groups and other technical interest groups in the standards development activities of PASC.

**A.1 Membership Requirements:** In order to obtain Institutional Member status in PASC/SEC, an organization shall: be a not-for-profit organization, have technical expertise and interest related to PASC/SEC sponsored standards work, commit to working cooperatively within the IEEE standards process, and have been represented at two or more of the previous three PASC/SEC meetings.

An organization seeking Institutional Member status on the PASC/SEC shall: Obtain prior approval from the IEEE Standards Board for membership in one or more PASC sponsored standards working groups, Submit a written request to the PASC/SEC Chair requesting approval as an Institutional Member to PASC/SEC, and Obtain approval for membership from the PASC/SEC through a majority vote of the PASC/SEC membership.

Failure to have a representative at more than one consecutive PASC/SEC meeting, or failure to meet any criteria listed above, shall be grounds for removal of Institutional Member status.

Removal of Institutional Member status for an organization shall require a majority vote of the PASC/SEC membership.

**A.2 Representation:** An Institutional Member may specify both a principal and alternate representative to represent the Institutional Member to the PASC/SEC. Either representative may be changed through written notification to the PASC/SEC Chair from a duly authorized official of the Institutional Member.

**A.3 Voting Status in PASC/SEC:** Institutional Members are accorded voting status in the PASC/SEC subject to the following rules:

- 1 - An annual election to accord voting status to Institutional Members shall be held.
- 2 - The election shall be by a written secret ballot.
- 3 - Voting status shall be accorded to Institutional Members by a majority vote of the regular voting members of the PASC/SEC
- 4 - All Institutional Members of the PASC/SEC shall be eligible for voting status.
- 5 - The maximum number of Institutional Members which may be accorded voting status in the PASC/SEC shall not exceed 25% of the regular voting members of the PASC/SEC at the time the vote is taken.

For purposes of calculating this maximum number, a Working Group shall be considered a member of the PASC/SEC if the Standards Board has approved a PAR for assignment to that Working Group.

6 - If the number of Institutional Members receiving a majority vote exceeds the maximum number of Institutional Members which may be accorded voting status in the PASC/SEC, those candidates receiving the greater numbers of votes shall be accorded voting status. Ties shall be resolved by the flip of a coin.

7 - If the number of Institutional Members receiving a majority vote is less than the maximum number of Institutional Members which may be accorded voting status in the PASC/SEC, only those receiving a majority vote shall be accorded voting status.

8 - Institutional Members shall be accorded voting status for a two year term. Terms shall begin at the PASC/SEC meeting at which the election is held. Terms shall be staggered so approximately 50% of the terms expire each year.

#### **4.1.1 Application**

PASC membership is open to any interested individual who notifies the IEEE Standards Department of their interest and provides and maintains contact information.

PASC/SEC members other than the PASC/SEC officers are elected from and by the full PASC 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 Sponsor 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. 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, 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, SEC membership status

### **5.0 Subgroups, Study Groups and Working groups created by the Sponsor**

#### **5.1 Administrative subgroups**

The governing body of PASC is the PASC Sponsor Executive Committee (SEC). The SEC creates SEC Subcommittees and Working Groups as needed.

When one or more subgroups is formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom, Working Groups), its formation (and later disbandment) requires a majority vote of the PASC SEC 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 PASC SEC shall appoint the Working Group Chair.

The PASC SEC 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**

Not applicable - PASC Working Groups are exclusively Individual Method.

If a Working group being formed has entity-based membership, the Sponsor 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 PASC SEC 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 PASC SEC. The Chair of a subgroup shall be appointed by the Chair of the PASC SEC 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**

PASC SEC 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. PASC SEC meetings shall be held, as decided by the SEC Chair, or by petition of 5 or more PASC 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 SEC quorum shall be identified before the initiation of PASC SEC 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 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting 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 Standards policies and procedures.

### **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) Authorization of a Sponsor ballot, which may be delegated to the WG
- 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 PASC SEC for approval. The PASC SEC 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**

Individuals shall not designate proxies. If the Sponsor allows entity membership, then entity members may declare a proxy.

The Chair shall be informed of all proxies prior to the start of the meeting in which the proxy is to be in effect. Any assignment of proxy shall be sent to the Chair and the member serving as the proxy via fax or written communication that contains the assigner's signature (an email is acceptable). A proxy is not valid without written acknowledgment from the Chair and the member serving as proxy of receipt of the assignment.

Any one voting member of the Sponsor may hold no more than two proxy votes in addition to his or her vote. Proxy voting is allowed only for those voting members who cannot attend the entire meeting; proxies shall not be assigned for parts of meetings. A voting member can assign his or her proxy for no more than two consecutive meetings of the Sponsor. The Chair shall announce any proxy voting to the Sponsor members at the start of the period in which the proxy is to be in effect.

Members serving as proxies may only vote on approved agenda items announced through the agenda distributed prior to the meeting. A member serving as a proxy must exercise his or her judgment as to the viability of instruction from the assigner when announced agenda items are amended or developed through the meeting process. Proxies shall not be further assigned by the member serving as proxy.

#### **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.

### **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.

### **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 further instructions.

## 9.0 Appeals

Technical discussions and decisions occur within the Sponsor subgroup (e.g., Working Group). Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Sponsor recognizes the right of appeal on procedural grounds. Procedural concerns within a Sponsor subgroup shall be first presented to the subgroup or Working Group for resolution. If the procedural concern is not resolved after presentation to the subgroup for resolution, the complaint regarding any procedural action or inaction on the part of the Sponsor, or a Sponsor's subgroup, shall be presented to the Sponsor for resolution. If the party bringing the complaint determines that the Sponsor's proposed resolution is unacceptable, such party can file a procedural appeal with the Sponsor.

Appeals to the Sponsor shall be addressed as follows:

The appellant shall file a written appeal to the Sponsor Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve the issue with the subgroup or Working Group that is responsible for the standard including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the Sponsor Chair shall form an Appeal Committee consisting of at least five members of the Sponsor, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Sponsor, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Sponsor that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with the subgroup or Working Group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the Sponsor Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Sponsor Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly

affected by any decisions made concerning the dispute. The Appeal Panel must have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Sponsor. The appeal may be conducted in person or by telephone conference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Sponsor Chair.

The remainder of the clause shall not be modified

Sponsor procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Sponsor's Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Sponsor Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Sponsor Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Sponsor Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Sponsor Appeal Panel may address questions to individuals. The Sponsor Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Sponsor Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Sponsor's appeals process, the party bringing the complaint determines that the Sponsor's Appeals Panel decision is unacceptable, such party can file a

**Accepted by SASB – 26 March 2015**

procedural appeal with the IEEE-SA Standards Board as described in Clause 5.8 of the *IEEE-SA Standards Board Operations Manual*.