

**IEEE Industry Applications Society  
Petroleum and Chemical Industry Committee  
Standards Subcommittee**

**Policies and Procedures  
for  
Standards Development**

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**IEEE Industry Applications Society (IAS)  
Petroleum and Chemical Industry Committee (PCIC)  
Standards Subcommittee  
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 Industry Applications Society (IAS) Petroleum and Chemical Industry Committee (PCIC) Standards Subcommittee. 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. For Sponsor ballot, balance is achieved by not permitting any single interest category to comprise more than one-third of the Sponsor balloting group. For PCIC ballot groups, interest categories will include at least 5 of these interest categories: Academic, Consultant, Equipment manufacturer, Government/Military, Owner of facilities, Software provider, Trainer, User, and General Interest.

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 *IEEE Industry Applications Society*

Policies and Procedures of the Petroleum & Chemical Industry Committee

Policies and Procedures of the *IAS/PCIC Standards Subcommittee*

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 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 Sponsor scope**

The Industrial Applications Society, Petroleum and Chemical Industry Committee, Standards Subcommittee shall create voluntary consensus engineering standards, recommended practices, and guidelines for advancement of the practice of electrical engineering in the development, design, manufacture, application, and testing of electrical systems, equipment, cables, and controls to the processes and equipment of the petroleum, chemical, and marine industry and commerce; the promotion of safe, reliable and economical installations; industry leadership in energy conservation and environmental health and safety issues.

### **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 PARs from a subgroup or the Sponsor
  2. Submitting a proposed Project Authorization Request (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 Standards Association 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

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- 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 PCIC Standards Subcommittee is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the Petroleum and Chemical Industry Committee is responsible for those IEEE-SA Standards Board approved project(s) for which the Petroleum and Chemical Industry Committee has been identified as either the sponsoring organization or where the Petroleum and Chemical Industry Committee has been identified 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 Sole sponsor responsibility/accountability

When the interest in a standard falls solely within the scope of the Petroleum and Chemical Industry Committee, the Petroleum and Chemical Industry Committee shall assume the responsibility, and be accountable for the standard. Each Petroleum and Chemical Industry Committee assigned standards project(s) as well as each of the IEEE published standards that were developed within the Petroleum and Chemical Industry Committee is the responsibility of the Petroleum and Chemical Industry Committee. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

#### 2.1.2 Joint-Sponsor responsibility/accountability

The PCIC Standards Subcommittee shall complete a joint sponsorship agreement for jointly sponsored projects.

### 3.0 Officers

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

All officers shall be members of any grade (except students) of the IEEE and members of the IEEE-SA. (Chair, reference 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**

These officers shall be appointed by the Chair of PCIC for a period of two (2) years. An officer may serve any number of consecutive terms.

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

If an office becomes vacant for any reason such as resignation or removal, a temporary appointment shall be made by the PCIC Chair for a period of up to 12 months.

### **3.3 Removal of officers**

An officer may be recommended for removal and removed by the methods described below:

- a) A Standards Subcommittee officer may be recommended for removal by a majority vote of the PCIC Executive Subcommittee officers. Grounds for removal shall be included in any discussion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote for recommendation for removal. Prior to the vote, the PCIC Chair shall consult with PCIC Advisory & Awards (A&A) regarding the removal. If removal is supported by the vote, the PCIC Chair shall notify the officer of their removal and note the effective date. Copies of the notification shall be sent to the PCIC officers, Standards Subcommittee officers, and the Chair of Advisory & Awards.
- b) A Standards Subcommittee officer may be recommended for removal by majority vote of the PCIC Standards Subcommittee officers. Grounds for removal shall be included in any discussion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote for recommendation for removal. Prior to the vote, the Standards Subcommittee Chair shall consult with the PCIC Chair. Following the vote, the results shall be submitted to the PCIC Chair. If a recommendations for removal is supported by the vote, the PCIC Chair shall follow the process described in a) above.

### **3.4 Responsibilities of officers**

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

#### **3.4.1 Chair**

The responsibilities of the Chair 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
- p) Submitting OBC (Owning Board/Committee) Reports to IEEE-SA Standards Board; if applicable
- q) Coordinating ER (External Representative) appointments, recommendations, and liaison reports to support PCIC; if applicable
- r) Forming and disbanding Task Groups, appointing Task Group members, approving the Task Group Scope, Purpose, and Schedule within the scope of the PCIC Standards Subcommittee in subclause 1.1
- s) Representing PCIC Standards Subcommittee at the PCIC Winter meeting and preparing and coordinating Standards Working Group meetings for the PCIC Conference, including PCIC Sponsored Standards, IEEE Standards, and non-IEEE Standards Working Groups and Committee meetings
- t) Nominating PCIC Sponsored Standards Working Group officers to the PCIC Chair for appointment. After officer appointments are made by the PCIC Chair, completing the officer appointment tasks online at the IEEE-SA website for use of IEEE's web features by PCIC Sponsored Working Group officers
- u) Chair the David C. Azbill Award Nomination Task Group. The Chair shall recommend the top candidate(s), if any, to the PCIC Awards Nominating Subcommittee Chair prior to the Winter Executive Subcommittee Meeting. (Advisory & Awards will make the final determination on the David C. Azbill Award.)
- v) Notifying the PCIC Chair of any recommendation for Standards Subcommittee or Standards Working Group officer removal
- w) Presenting highlights of the annual Standards Subcommittee meeting at the PCIC Conference to the PCIC Executive Committee. The PCIC Executive Committee shall vote any recommended actions or positions taken from the Standards Subcommittee meeting.

### 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 himself or herself (e.g., to speak for or against a motion). The responsibilities of the Vice Chair include

- a) Circulating the roster of the PCIC Standards Subcommittee at the annual meeting to determine the number of members and guests present.
- b) Recording the attendance of all attendees at PCIC Standards Subcommittee meetings.
- c) Assisting the Chair to perform any of the responsibilities of the Chair or the PCIC Standards Subcommittee
- d) Preparing standard meeting schedules for the PCIC Conference including soliciting Working Group meeting requests, preparing a Framework for the PCIC Conference meetings, and updating the Guide for standards meetings at the PCIC

### 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) Maintaining lists of study groups and subgroups requested by the Chair
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair
- j) Maintaining a list of IEEE/IAS/PCIC Sponsored Standards Working Groups, Working Group Titles, Working Group Officers, and status which is updated at least annually

### 3.4.4 Treasurer

If applicable, the 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**

Membership shall include the PCIC officers, Working Group officers, and appointed standards Liaison Representatives. In addition, individuals may apply for and maintain membership in the PCIC Standards Subcommittee in accordance with 4.1.1 and 4.1, respectively.

### **4.1 Voting membership**

Each voting member is expected to attend meetings annually. Members are expected to fulfill the obligations of active participation and attend the annual PCIC Standards Subcommittee meeting. Two consecutive unexcused absences from the annual meeting is cause for termination of membership. If unable to attend for reasons of personal hardship, a member may be 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 to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively. The request may be via notation on the roster that is circulated at the PCIC Standards Subcommittee meeting. This person shall be identified as an aspirant member. When an aspirant member attends two consecutive meetings, the person becomes a voting member who may vote at the second meeting.

### **4.2 Review of membership**

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

Persons on the roster who have become deceased or resigned from the Standards Subcommittee shall be immediately removed from the roster.

### **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
- d) Members: for all designations, name, e-mail address and affiliation.
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members
- f) Designation (Voting Member, Non-Voting Member, Aspirant Member, or Observer)

#### **4.4 Membership list**

A current and accurate membership list shall be maintained. The membership list can be posted on the Sponsor web site and can 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 designations, name, affiliation
- e) Designation (Voting Member, Non-Voting Member, Aspirant Member, or Observer)

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

#### **5.1 Administrative subgroups**

When one or more subgroups are formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom), their 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 Sponsor 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. Each PCIC Sponsored Standards Working Group Committee and each PCIC Project Working Group (standard or dot standard) shall implement the IEEE/IAS/PCIC Policies and Procedures for PCIC Standards Working Groups – Individual Method upon approval of the procedures by a majority vote of the PCIC Standards Subcommittee voting members. The PCIC Standards Subcommittee Chair shall notify the Working Group officers within 30 days following approval of new procedures. Working Groups shall implement new procedures immediately upon notification and record the notification in the minutes of their next meeting.

#### **5.3 Working Groups – Entity Method**

If a working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards working group adopts the [IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working Groups](#) and reviews amendments to the Operating 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 Standards Subcommittee Chair may form a Standards Study Group and appoint Study Group officers 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 Project Authorization Request (PAR) for consideration by the Sponsor.

Groups should refer to the approved Study Group guidelines on how a Standards Study Group should conduct business and the criteria it should 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 the PCIC Chair. The Chair of a subgroup shall be appointed by the PCIC Chair. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the PCIC Chair. The scope, duties, and membership of all subgroups shall be reviewed by the Sponsor annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- a) 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).
- b) The subgroup is responsible for assisting the Sponsor (for example, 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

The PCIC Standards Subcommittee shall meet once per year during the PCIC Conference. The time is normally Tuesday afternoon during the week of the Conference. In addition, 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 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. 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.

Please 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 must 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 subclause 7.4. For Sponsors with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For Sponsors with 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. If a quorum is not present at a meeting, the Chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.

## 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 shall not have any meeting fees for the PCIC Standards Subcommittee meeting. Neither subgroups nor study groups shall have any meeting fees.

## 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 discussion, pros and cons, and conclusions
  2. Motions and actions items with name and due date

3. Copies of handouts
4. Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
  - i) Items reported out of executive session
  - j) Next meeting--date and location

## **7.0 Vote**

### **7.1 Approval of an action**

Approval of an action by the Standards Subcommittee requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds). A majority (or two-thirds) vote is defined as either:

- 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 of IEEE/IAS/PCIC Policies and Procedures for PCIC Standards Working Groups – Individual Method

#### **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, standard ballot 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\*

\*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 Standard Subcommittee Chair for approval; following a 2/3 majority vote of the Standard Project Working Group.

## 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 PCIC Standards Subcommittee 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 PCIC Standard Subcommittee officers.

## 8.2 External communication

Inquiries relating to the Sponsor should be directed to the PCIC Standards Subcommittee Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the PCIC Standards Subcommittee 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 and subgroup 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 subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

## 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 should 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. If the Sponsor must conduct an appeal, it shall comply with clause 5.8 of the *IEEE-SA Standards Board Operating Manual*.

## 10.0 David C. Azbill Award

The PCIC Standards Subcommittee Chair is the Chair the David C. Azbill Award Nomination Task Group. It is not an annual award, but is presented when a PCIC member has been identified that meets the high standard of the award. Candidates shall have been involved in more than one PCIC standard. Candidate's involvement in one PCIC standard shall have been through at least one review cycle (total of 2 cycles). Candidates shall demonstrate leadership in the standard's process. Candidate's activity in standards outside PCIC is additive, but not required.

- a) The Standards Subcommittee Chair shall appoint members to the Nomination Task Group consisting of at least five members, including the Chair. Members may include any of the following: a) Standards Subcommittee Officers, b) previous David C. Azbill Award recipients and c) other Standards Subcommittee Members at the discretion of the Chair. (Being a member of the nominating committee does not necessarily disqualify a person from being considered for the David C. Azbill Award.
- b) The Chair shall solicit nominations from the Standards Subcommittee and the PCIC Community.
- c) The Chair and Nominating Task Group shall review the nominations.
- d) The Chair shall ballot the Nominating Task Group on the list of nominees.
- e) The Chair shall recommend the top candidate(s), if any, to the PCIC Awards Nominating Subcommittee Chair prior to the Winter Executive Subcommittee Meeting. (Advisory & Awards will make the final determination on the David C. Azbill Award.)