

Nuclear and Plasma Sciences Society Policies and Procedures

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IEEE Standards Association (IEEE-SA) Operating Procedures

IEEE Nuclear and Plasma Sciences Society

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

These Operating Procedures outline the orderly transaction of activities of the Nuclear and Plasma Sciences Society. 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 Operating 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/Procedures of the Nuclear and Plasma Sciences Society

Policies/Procedures of the Nuclear and Plasma Sciences Society Standards Committee

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

1.1 IEEE Nuclear and Plasma Sciences scope

Preparation, processing, and maintaining of standards on specifications and test procedures for instruments and detectors of ionizing radiation and such other standards as are required by the various technical committees of the Nuclear and Plasma Sciences Society.

1.2 Organization of the Sponsor

The Sponsor committee shall consist of officers (see clause 3) and other members.

2. 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 its scope
- b) Initiating and overseeing 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 proper authorization
- h) Limiting distribution of the membership roster to appropriate parties

3. Officers

There shall be a Chair and a Secretary, and there should be a Vice Chair.

Officers shall be members of any grade of the IEEE and members of the IEEE-SA. They shall organize the Sponsor, oversee compliance with these Operating Procedures, and submit proposed standards approved by the Sponsor balloting group (with supporting documentation) for IEEE Standards Board review and approval as IEEE standards. Officers should read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

Officers shall be appointed/elected in accordance with the procedures of Nuclear and Plasma Sciences Society. In the absence of such procedures, the Chair and Vice Chair shall be elected by the voting members of the Sponsor; and the Secretary and Treasurer, if any, shall be appointed by the Chair for a term of up to three (3) years. They may serve consecutive terms. A person may simultaneously hold the positions of Secretary and Treasurer.

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.

Voting members shall nominate to the Elections Officer one or more voting members for the Chair and Vice Chair offices to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A person shall be nominated for no more than one office. 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, a temporary appointment shall be made in accordance with Clause 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 balloter 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 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 3.1.

3.3 Removal of officers

An officer may be removed by a two-thirds approval vote of the Sponsor. 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

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) Appointing a person or group with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the group and its goals
- m) Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#)

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
- 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

Department annually e) Being responsible for the management and distribution of Sponsor documentation f) Maintaining lists of unresolved issues, action items, and assignments g) Recordings 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

If needed, a Treasurer shall

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

4. Membership

4.1 Voting membership

Members shall be members of the IEEE-SA and shall maintain contact information.

Each member is expected to attend Sponsor meetings. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) counts towards the attendance requirements.

To be considered an active participant, a member must attend at least one committee meeting each calendar year. If a member cannot attend a meeting, that member may choose to identify good cause for non-participation.

Each member is expected to participate in Sponsor ballots. To be considered an active participant, a member must participate in at least one ballot during any single calendar year. If a member cannot participate in a ballot, that member may chose to identify good cause for non-participation.

Each member is expected to conduct themselves in accordance with Clause 6.2.

4.1.1 Application

To become a voting member of the Committee, the following conditions apply:

- Have a material interest in the subject matter
- Attend one Sponsor meeting (in person or electronically)
- Select NPS in the Activity Profile in MyBallot
- Request membership in writing

A request for voting 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.

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.

4.3 Voting membership roster

The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: [name, email address, postal address, employer, affiliation]
- d) Other voting members: [name, email address, postal address, employer, affiliation]

5. Subgroups of the Sponsor

When one or more subgroups (e.g., subcommittees, working groups, writing groups) 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 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 vote 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 in context as that for Sponsor officers. Meetings of subgroups may be held as decided upon by the voting members or chair of the subgroup.

6. Meetings

Sponsor meetings shall be held as decided by the Sponsor, the Chair, or by petition of five (5) or more 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.

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 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 Clause 7.1. 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.

6.2 Conduct

Participants shall demonstrate respect and courtesy towards 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](#).

6.3 Executive session

Meetings to discuss personnel or 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.

7. Vote

Approval of an action requires approval by a majority vote of the Sponsor. Notification of the potential for action shall be included on any distributed agendas for meetings. These actions include

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Formation of a subgroup, including its scope and duties
- c) Disbandment of subgroups
- d) Approval of minutes

- e) Approval of public statements
- f) Approval of change of the Sponsor scope
- g) 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 Chair must 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. 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 may 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 may not be further assigned by the member serving as proxy.

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

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*.

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

9.3.1 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.

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.

Interpretations shall be approved by at least a two-thirds approval vote of the voting members of the Sponsor.

11. Appeals

The Sponsor recognizes the right of appeal on procedural grounds. 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. The appeals process shall follow the appeals processes of the IEEE-SA Standards Board.