



IEEE Computer Society
Information Assurance
Standards Committee
(IASC)

Operating Procedures

September 21, 2006

1. Introduction

Responsibility for initiation and development of standards is the responsibility of sponsors, such as the IASC.

This document outlines the Operating Procedures for the orderly transaction of activities of the IASC.

These Procedures are based on model procedures found at <http://standards.ieee.org/board/aud/sponsmod.html>.

Adherence to these Procedures is an essential aspect in determining the applicability of IEEE's indemnification policy (see note describing indemnification at end of this document). It is therefore essential to avoid actions by the Sponsor or by participants that result in violations of these Procedures.

Participants engaged in the development of standards must comply with applicable federal, state and international laws.

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

- a. IEEE Certificate of Incorporation
- b. [IEEE Constitution](#)
- c. [IEEE Bylaws](#)
- d. [IEEE Policies](#)
- e. [IEEE Board of Directors](#) Resolutions

- f. [IEEE Standards Association Operations Manual](#)
- g. [IEEE-SA Board of Governors Resolutions](#)
- h. [IEEE-SA Standards Board Bylaws](#)
- i. [IEEE-SA Standards Board Operations Manual](#)
- j. Policies/Procedures of the [IEEE Computer Society](#)
- k. Policies/Procedures of the [IEEE Computer Society Standards Activity Board](#)
- l. Policies/Procedures of the [IEEE Computer Society Information Assurance Standards Committee](#)
- m. *Robert's Rules of Order (Newly Revised)*

1.1 Scope of the IASC

The IASC sponsors standards development in a wide range of areas benefiting global human society through timely delivery of information conditioned by confidentiality, integrity, authentication, authorization, and non-repudiation. Every area of information technology (IT) is impacted by information assurance, and the IASC therefore develops standards jointly with other standards committees, such as the Storage Systems Standards Committee and the Software and Systems Engineering Standards Committee, both of the IEEE Computer Society, in addition to collaborating with organizational units of ISO, ANSI, INCITS, NIST, CNSS, and a multitude of industry consortia.

These standards serve to enable and protect essential functions of society's critical infrastructure elements that relate to information technology (IT) in areas of defense, finance, commerce, healthcare, transportation, and energy. All of the tools of the IEEE and collaborations with organizations in IEEE, in other standards development organizations, in government, in academia, and in industry are used to develop the best and most widely accepted standards in this area. IASC develops standards that are meant to be global in reach.

1.2 Organization of the Sponsor

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

2. Responsibilities of the Sponsor

The IASC is responsible for the following:

- a. [Developing proposed IEEE standards](#) within its scope
- b. Initiating [ballots](#) of proposed IEEE standards within its scope

- c. [Maintaining](#) the standards developed by the Sponsor in accordance with the [IEEE-SA Standards Board Operations Manual](#)
- d. Responding to requests for [interpretations](#) of the standards developed by the Sponsor
- e. Acting on other matters requiring Sponsor effort as provided in these Procedures
- f. Cooperating with other appropriate standards development organizations
- g. Protecting against actions taken in the name of the IASC without committee authorization
- h. Aggressively seek collaborations and exchange liaisons (1) within the societies of the IEEE and the technical committees, standards committees of these societies; as well as with (2) other standards development organizations (e.g., ISO, ANSI, INCITS), government agencies (e.g., NIST), academic intuitions, and industry consortia.
- i. Enter into communities of relevant technical interests as defined by the IEEE Computer Society Technical Activities Board, combining, for example, efforts of Technical Committees with the IASC
- j. Engage in and contribute to symposia, workshops, conferences of the IEEE Computer Society and other events of the IEEE and other organizations such as USENIX, ACM, etc.
- k. Seek to vet ideas, concepts of standards projects with non-participating stakeholders well in advance of balloting
 - l. Develop lines of support, both financial and in terms of other resources, for standards development in the IEEE
- m. Utilize all the tools, products, services of the IEEE to promote successful development of standards (e.g., press releases, publications, public policy, conferences)

3. Officers

There shall be a Chair, a Secretary, a Vice-Chair, and as needed, a Treasurer.

The need position of Treasurer shall be determined by the IASC based on the degree to which significant funds are involved in the operation of the IASC, its working groups, and/or its subcommittees.

These [officers](#) shall be appointed/elected in accordance with the procedures of the IEEE Computer Society Standards Activity Board, the entity that established the IASC.

These officers shall be [members of any grade of the IEEE and members of the](#)

[IEEE-SA](#); organize the IASC; oversee the committee's compliance with these procedures; and submit proposed standards approved by the balloting group with supporting documentation for [IEEE-SA Standards Board](#) review and approval as IEEE standards.

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

3.1 Election or appointment of officers

The IASC Chair shall serve as the Elections Officer, and gather nominations and conduct an election for officer positions that have become open due to expiration of terms or vacated by incumbents.

If the IASC Chair position is the subject of the election, then another IASC officer not up for election will serve Elections Officer .

Nominations, including self-nominations, will be accepted from members of the IASC for one or more office to be filled in the election.

Nominations shall only be accepted for individuals eligible to serve in the offices being elected.

Individuals may be nominated for multiple offices, but elected to only that one office for which s/he receives the greater or greatest vote count.

Upon written notification, the nominee has at least 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with sub-clause 3.2 below.

The Elections Officer shall prepare and conduct the election in person, telephonically, by letter, or electronic ballot.

The election will be documented in writing, and a call will be made to the IASC members to approve the election or to reject it on any basis, including, but not limited to, procedural error. Once approved by the IASC members, the election is completed.

Voting will conclude when all possible votes are received or after 14 days if not all vote are received.

Quorum will be determined as proscribed in the procedures of the IEEE Computer Society Standards Activity Board.

Each balloter may cast one vote for each of as many nominees for an office as they choose.

Members of the IASC may cast only one vote per office in any election, or abstain.

The candidate with the greatest number of votes shall be the winner of the election for a particular office, provided quorum is established.

3.2 Temporary appointments to vacancies

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

3.3 Removal of officers

An officer may be removed in accordance with the procedures of the IEEE Computer Society Standards Activity Board.

3.4 Responsibilities of working group [officers](#)

3.4.1 Chair

The Chair shall

- a. Lead the participants according to all of the relevant policies and procedures
- b. Form Study Groups, as necessary

The Chair also shall:

- a. Be objective
- b. Entertain motions, but not make motions
- c. Not bias discussions
- d. Delegate necessary functions
- e. Complete the tasks of the Secretary when needed

- f. Ensure that all parties have the opportunity to express their views
- g. Set goals and deadlines and adhere to them
- h. Be knowledgeable in [IEEE standards processes](#) and parliamentary procedures and ensure that the processes and procedures are followed
- i. Seek [consensus](#) of the IASC as a means of resolving all issues
- j. Prioritize objectives to best serve the group and the goals
- k. Ensure that the Chair of the working groups comply with IEEE 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 give a technical opinion).

3.4.3 Secretary

The Secretary shall:

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

3.4.4 Treasurer

If the office is needed, a Treasurer shall:

- a. Maintain a budget
- b. Pay bills authorized by the IASC Chair
- c. Monitor IASC income
- d. Report to the IASC on finances at meetings or no less often than quarterly
- e. Control all funds into and out of the IASC bank account according to authorizations received from the IASC Chair
- f. Follow IEEE policies concerning standards meetings and finances referencing the [IEEE Finance Operations Manual](#)

4. Membership

4.1 Voting membership

Voting membership in the IASC shall be in accordance with the procedures of the IEEE Computer Society Standards Activity Board.

In the absence of such procedures, the voting membership of the IASC shall observe the following policies:

IASC membership is by individual.

No IASC member may vote on behalf of another member except by use of a temporary proxy vote (see 7.2 below).

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance for members who attend at least 25% of a meeting's duration. Tele-presence (teleconferencing and any other electronic means) shall count as attendance in person.

4.2 Review of membership

The Chair shall review the voting membership list annually and [submit it](#) to the IEEE Standards Department in electronic form. Voting members are expected to fulfill the obligations of active participation. When a voting member is found in habitual default of this obligation, the Chair shall consider the matter for appropriate action, which may include termination of membership in accordance with the procedures of the IEEE Computer Society Standards Activity Board.

4.3 Voting membership roster

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

- a. Title of the Sponsor and its designation
- b. Scope of the Sponsor
- c. Officers
- d. Members: for all, list name, email address, mailing addresses
- e. For each subgroup--title, chair, and names and addresses of all members

5. Subgroups of the Standards IASC

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

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

6. Meetings

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

The IASC may charge a meeting fee to cover services needed for the conduct of meetings. The fee shall not be used to restrict participation by any party.

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

6.1 Quorum

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

6.2 Conduct

IASC members always behave in a professional manner demonstrating respect and courtesy towards each other, while allowing everyone a fair and equal

opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

6.3 Openness

For the development of standards, [openness](#) and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these P&P has a right to participate by

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

[Due process](#) allows for equity and fair play. In addition to openness, due process requires [balance](#), i.e., the standards development process should strive to have a balance of interests and not be dominated by any single interest category. However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

7. Vote

Approval of an action is obtained when the majority of votes cast concerning the action favor that action, provided that quorum is established, that votes are made only by those entitled to vote, and that votes are collected in one of several accepted ways (in meeting, electronically, by hardcopy, or by combination of these methods).

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

These actions include, but are not limited to:

- a. Adoption of new or revised IASC 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 IASC scope
- g. Approval of termination of the IASC

7.1 Voting between meetings

The IASC shall be allowed to conduct IASC 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

Members of the IASC may permit another IASC member to carry their vote to a meeting through the agency of proxy, but only if other methods of participation are impractical. The IASC Chair must be informed of all proxies prior to the start of the meeting in which the proxies are to be in effect. Each appointment of a proxy shall be sent to the IASC Chair and the member serving as the proxy via fax, written communication, or electronically that contains the signature of the member appointing the proxy. A proxy shall not be valid without written acknowledgment from the IASC Chair and the member serving as proxy of the appointment.

No member of the IASC may hold more than two proxy votes in addition to his or her own vote. Proxy voting shall be allowed only for those members who cannot attend the entire meeting: proxies may not be appointed for parts of meetings. A member may appoint a proxy for no more than two meetings of the IASC within a six-meeting period. Proxy voting shall not count towards maintenance of membership by the member who appoints a proxy. The chair shall announce all proxy voting to the IASC members at the start of the meeting in which the proxies are to be in effect.

Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter may also choose to abstain.

A person appointed as proxy may not appoint another person to act in his or her stead.

A member holding a proxy vote may not be represented by a proxy voter.

8. Balloting group for a standard

For approval of proposed standards, the IASC 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 IASC officers should use IASC letterhead, if available, when corresponding on behalf of IASC activities.

9.1 Formal internal communication

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

9.2 External communication

Inquiries relating to the IASC 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 IASC public communications shall comply with the policies of the [IEEE-SA Standards Board Operations Manual](#).

9.3.1 Subgroup public statements

Subgroup public statements shall not be released without prior approval by a majority vote of the subgroup. Such public statements also require approval of the IASC.

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 IASC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the IEEE IASC logos.

9.4 Informal communications

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

10. Interpretations

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

11. Appeals

The IASC recognizes the right to appeal technical and procedural matters.

Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the IASC is performed in an identifiable manner.

If the IASC must conduct an appeal, it shall model its appeals process on the [appeals processes of the IEEE-SA Standards Board](#), while following the process described by procedures of the IEEE Computer Society Standards Activity Board.

Indemnification Note

Copied from IEEE Bylaws, Not Part of the IASC Procedures

To the extent permitted by law, IEEE shall indemnify (i) each Director, Officer, former Director and former Officer of IEEE, (ii) each person who serves as a duly authorized volunteer or employee of a duly authorized IEEE activity, (iii) each person who shall have served at the request of IEEE as a Director or Officer of another organization, against judgments, fines, amounts paid in settlement and reasonable expenses, including without limitation attorney's fees and expenses, actually and necessarily incurred by such person in connection with the defense of any action, suit, or proceeding to which such person is made or threatened to be made a party by virtue of such service; provided (i) that such service is found by the Board of Directors to have been duly authorized and is not found by the Board of Directors to have been taken in bad faith or in a manner inconsistent with the purposes or objectives of IEEE as expressed in Bylaws, IEEE Policies, or resolutions duly adopted by the Board of Directors or Executive Committee or in policies and procedures duly adopted by an IEEE organizational unit which are applicable to the activity at issue, (ii) the person to be indemnified has otherwise met the standards of conduct set forth in Section 722 or established by Section

721 of the New York Not-For-Profit Corporation Law, and (iii) that such indemnification is not otherwise prohibited by law. The foregoing right of indemnification shall not be exclusive of other rights to which such person may be entitled.

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