

IEEE Software and Systems Engineering Standards Committee (S2ESC) Sponsor Operating Procedures

1. Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result of a violation of these Procedures.

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

These Operating Procedures outline the orderly transaction of the [Sponsor](#) activities of the IEEE Software and Systems Engineering Standards Committee (S2ESC). 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 S2ESC ballots, 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 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 Society that established this Sponsor
- k) Policies/Procedures of the Technical Committee or Standards Committee that established this Sponsor, or Policies/Procedures of the Technical Committee that is this Sponsor

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (Revised) shall be used to expedite due process.

1.1 S2ESC scope

The scope of S2ESC is to:

- a) Codify the norms of professional software engineering practices into standards, including the standardization of processes, products, resources, notations, methods, nomenclatures, techniques, and solutions for the engineering of software and systems dependent on software.
- b) Promote the use of software engineering standards among clients, practitioners, and educators.
- c) Harmonize national and international software engineering standards development.
- d) Promote the discipline and professionalization of software engineering.
- e) Promote coordination with other IEEE initiatives.

1.2 S2ESC Organization

S2ESC shall consist of [officers](#) (see [clause 3](#)), subgroups (see [clause 5](#)), and members.

2. S2ESC Responsibilities

[S2ESC](#) shall be responsible for the following:

- a) [Developing proposed IEEE standards](#) within its scope
- b) Initiating [ballots](#) of proposed IEEE standards within its scope
- c) [Maintaining](#) the standards developed by the Sponsor in accordance with the [IEEE-SA Standards Board Operations Manual](#)
- d) Responding to requests for [interpretations](#) of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations

- g) Protecting against actions taken in the name of the Sponsor without committee authorization

3. S2ESC Officers

The officers of the S2ESC shall be a Chair, Executive Vice-Chair, Secretary, Treasurer, and a number of named Vice-Chairs as identified below and shall be members of any grade of the IEEE and a member of the IEEE-SA.

- a) Vice-Chair for Conferences
- b) Vice-Chair for International Operations
- c) Vice-Chair for Operations
- d) Vice-Chair for Planning
- e) Immediate Past Chair

The Chair shall be elected by the members of S2ESC for a term of three (3) years, beginning on October 1. The Executive Vice Chair, the named Vice Chairs, and the Secretary shall be members of S2ESC and shall be appointed by the Chair for a term of up to three (3) years. They may serve consecutive terms.

The Chair shall be a members of S2ESC . The Chair shall organize S2ESC, 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

3.1.1 Nominations

The Nominations Committee shall handle nominations for the S2ESC Chair and S2ESC Management Board. On or before March 1 each year, the current S2ESC Chair shall appoint four or more S2ESC members as the Nominations Committee and designates one member as chair. No more than two of the members may be currently serving as a Vice-Chair or Subcommittee Chair. No one who is serving on the Nominations Committee may be selected as a nominee.

The Nominations Committee, assisted by the S2ESC Secretary, shall solicit nominations from S2ESC members for the office of S2ESC Chair and the S2ESC Management Board. The Nominations Committee, by majority vote, shall submit a list of candidates for each position to the S2ESC Secretary on or before April 15 for the Management Board positions and on or before May 15 for the S2ESC chair.

Additional nominations for each position may be made by petition, endorsed by at least 25 S2ESC members eligible to vote, and received by the S2ESC Secretary on or before

April 15 for the Management Board positions and May 15 for the S2ESC chair. A petition begins by the candidate notifying the S2ESC Secretary of intent to run.

If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with 3.2.

3.1.2 Election Process

Upon closure of nominations, the Secretary shall submit the ballot information to the Computer Society Volunteer Services Coordinator who shall prepare an electronic ballot containing the candidate names in an order drawn by lot, to be sent to the membership. No distinction will be made on the ballot between candidates nominated by the Nominations Committee or by petition. Each candidate shall have an opportunity to submit a short statement, due at the close of petitions in 3.1.1 above, to be included with the ballots. Ballots shall be returned to the Computer Society Volunteer Services Coordinator. Ballots shall be accepted by electronic mail. Ballots will contain sufficient identification of the S2ESC member to enable validation of the member's right to vote. However, the Computer Society Volunteer Services Coordinator and Nominations Committee will protect the confidentiality of all member votes. The candidate(s) receiving the plurality of the valid votes cast shall be elected. No intermediate counts will be revealed. Final numeric vote totals shall be released only to the candidates.

Any issue or dispute with any part of the election process shall be decided by an Elections Committee, consisting of three (3) members who are not candidates, selected by the IEEE-CS Vice President for Standards Activities.

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 S2ESC Chair for a period of up to six months. Vacancies in the office of S2ESC Chair will be filled according to the rules of the IEEE Computer Society Standards Activity Board. An appointment or election for the vacated office shall be conducted at the earliest practical time.

3.3 Removal of officers

An officer may be removed by approval of two-thirds of the S2ESC voting members. Grounds for removal shall be included in any motion to remove an officer of the Sponsor.

3.4 Responsibilities of Sponsor officers

3.4.1 Chair

The Chair shall:

- a) Perform the role of Sponsor for S2ESC standards
- b) Lead the participants according to all of the relevant policies and procedures
- c) The S2ESC chair may appoint S2ESC ExCom members (see 5.1)
- d) Appoint S2ESC ExCom members which represent a S2ESC development partner
- e) Appoint S2ESC Liaison representatives to other standards developing organizations, may negotiate agreements with other organizations
- f) If appropriate, recommend to the S2ESC ExCom an annual S2ESC budget and, after approval by the IEEE Computer Society, supervise its allocation
- g) Manage the S2ESC Balloting Pool; and appoint subcommittee chairs

The Chair also shall:

- h) Be objective
- i) Entertain motions, but not make motions
- j) Not bias discussions
- k) Delegate necessary functions
- l) Ensure that all parties have the opportunity to express their views
- m) Set goals and deadlines and adhere to them
- n) Be knowledgeable in [IEEE standards processes](#) and parliamentary procedures and ensure that the processes and procedures are followed
- o) Seek [consensus](#) of the Sponsor as a means of resolving all issues
- p) Prioritize objectives to best serve the group and the goals
- q) Ensure that the Chair of the working groups comply with IEEE Patent Policy

3.4.2 Executive Vice-Chair

If needed, the Chair shall appoint an Executive Vice-Chair who 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 and submit to the IEEE Standards Department annually
- d) Schedule meetings in coordination with Chair with at least 30 calendar days notice
- e) Be responsible for the management and distribution of S2ESC documentation
- f) Maintain lists of unresolved issues, action items, and assignments

3.4.4 Treasurer

If needed, the Chair shall appoint a Treasurer who shall:

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

3.4.5 Vice Chair for Conferences

If needed, the Chair shall appoint a Vice Chair for Conferences who shall be responsible for planning, scheduling, and managing S2ESC conferences, symposia, and workshops.

3.4.6 Vice Chair for International Operations

The Chair shall appoint a Vice Chair for International Operations who shall be responsible for fostering the harmonization of the S2ESC standards efforts with international standards. S/he shall coordinate S2ESC efforts with the IEEE Computer Society's Class A liaison representative to ISO/IEC Joint Technical Committee 1/Subcommittee 7, Software and System Engineering.

3.4.7 Vice Chair for Operations

The Vice Chair for Operations shall be the individual who is the current Chair of the S2ESC Management Board. S/he shall be responsible for chairing the S2ESC Management Board and for ensuring the currency of the S2ESC procedures. S/he shall be elected by a simple majority of the members of the Management Board, and shall serve in the Operations Chair position for the duration of his/her current Management Board term of office.

3.4.8 Vice Chair for Planning

If needed, the Chair shall appoint a Vice Chair for Planning who shall be responsible for preparing and updating a S2ESC strategic plan indicating directions for existing, in-work, and proposed software and systems engineering standards and supporting knowledge products, and for other S2ESC activities.

3.4.9 Immediate Past Chair

The Immediate Past Chair shall be a voting member of the Executive Committee. S/he shall provide advice to the Officers and Executive Committee, to foster business continuity and consistency with respect to S2ESC mission and activities.

4. Membership

4.1 Voting membership

[Voting](#) membership in S2ESC shall be in accordance with the procedures of the IEEE Computer Society Standards Activities Board and the IEEE Standards Association.

4.2 Review of membership

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

4.3 Voting membership roster

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

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

5. Subgroups of the Standards Sponsor

5.1 S2ESC Executive Committee

The S2ESC Executive Committee ("ExCom") shall direct the operations of the S2ESC and determine the budget and nature of the S2ESC activities. The ExCom consists of the officers, the immediate past S2ESC Chair, Management Board, chair of the User Group, up to six working group chairs, up to six study group chairs, up to six planning group chairs, up to eight S2ESC development partner representatives, and up to eight at-large members. The quorum for transaction of ExCom business is one-third (1/3) of its current membership.

5.2 S2ESC Management Board

The S2ESC Management Board shall be responsible for overseeing the activities of the working groups that are formed to develop, revise, or affirm IEEE software engineering standards.

5.2.1 The Management Board consists of seven (7) members and the S2ESC Chair (ex officio).

5.2.2 The members of the Management Board shall be elected to staggered terms by the S2ESC membership, with three (3) Management Board members being elected in one year and two (2) Management Board members being elected in each of the next two subsequent years, in a three-year, 3-2-2 cycle.

5.2.3 Management Board members shall be elected for a three (3) year term. The term begins on July 1. They may serve consecutive terms.

5.2.4 Vacancies in the Management Board arising in any way shall filled by appointment, until the next annual election, by the S2ESC Chair.

5.2.5 A Management Board member shall attend the S2ESC Executive Committee meetings (2 per year), participate in 2/3 of the S2ESC teleconferences, oversee the maintenance of a set of existing standards, serve as a mentor for a set of active projects, conduct periodic reviews of assigned projects, and perform other duties as assigned by the S2ESC Chair.

5.3 S2ESC Working Groups, Users Group, Study Groups, and Planning Groups

5.3.1 When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall require approval by a majority vote of the Executive Committee of the Sponsor. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to each 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 Executive Committee of the Sponsor. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

5.3.2 As appropriate to the nature of the subgroup (e.g. working group) the duties of the officers of the subgroup shall be similar to those for Sponsor officers. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

Comment [prc1]: S2ESC is an extraordinarily large sponsor, with a program of work of over 40 standards and a membership of several thousand. The Executive Committee acts for the membership. Requiring a majority vote of the membership (many of whom never respond to ballots) to establish working groups, study groups, and planning groups, would bring S2ESC to a screeching halt. That's why we established a Management Board (who is part of the Executive Committee) that is elected by the S2ESC membership, to act on their behalf with respect to managing working groups.

6. Meetings

S2ESC meetings shall be held, as decided by the Chair, or by petition of 5 or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source.

Meetings may be held in person, by telephone conference, or by electronic means.

S2ESC 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.

S2ESC Standards development meetings are open to anyone with a material interest, in accordance with the IEEE-SA Standards Board Operations Manual.

6.1 Quorum

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

Voting members who recuse themselves shall not be counted in either the numerator or denominator in determining whether a quorum exists as to a matter on which the voting members have recused.

If a quorum is present when a duly called or held meeting is convened, the members present may continue to transact business until adjournment, even though the withdrawal of members originally present leaves less than the number otherwise required for a quorum.

6.2 Conduct

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

6.3 Openness

Meetings shall be open meetings with the sole exception of executive sessions, which shall be limited to the consideration of confidential financial and personnel matters such as removal of Officers, and for the purpose of discussing waiver of meeting or other fees. [An open meeting is one in which any person with a direct and material interest who wishes to participate in the proceedings may do so.]

7. Voting

Approval of an action requires an approval vote from a majority of those votes cast from those entitled to vote at the time of a vote (either at a meeting or by electronic ballot),

provided a quorum is present. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- a) Adoption of new or revised S2ESC 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 S2ESC Sponsor scope
- g) Approval of termination of the S2ESC Sponsor

7.1 Voting between meetings

S2ESC shall be allowed to conduct 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

S2ESC shall not permit proxy voting.

8. Balloting group for a standard

For approval of proposed standards, S2ESC 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

9.1 Formal internal communication

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

9.2 External communication

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

9.3. Public statements for standards

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

9.3.1 Subgroup public statements

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

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the IEEE Sponsor logos.

9.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or S2ESC.

10. Interpretations

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

11. Appeals

S2ESC recognizes the right of appeal on both technical and procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board