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OPERATING PROCEDURES

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IEEE Computer Society

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Portable Applications Standards Committee

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(PASC)

5

FOREWORD (Informative)

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The IEEE Standards process includes two volunteer groups in producing each standard: a Working Group and a Balloting Group. A Working Group holds meetings and produces a document for balloting. The Balloting Group participates in the formal review of a proposed standard. A standard is not forwarded to the IEEE Standards Association for acceptance until it has met the approval requirements of the Balloting Group.

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The Portable Applications Standards Committee (PASC) encourages input from persons who cannot attend meetings through the distribution of printed materials, through solicitation of input and comments. Membership in a Working Group and correspondent participation is open to all interested parties. Membership in a Balloting Group is open to all interested members of the IEEE Standards Association. There may be fees involved (which may be waived) to cover the costs associated with participation.

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SCOPE

16 PASC is the Sponsor of standards related to open systems APIs and related software requirements. Open System
17 APIs define interfaces between computer operating systems and application programs of various levels. Related
18 software includes other things needed for proper system operations (e.g. time and date issues, namespace issues,
19 etc.).

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1 SCOPE OF PASC PROCEDURES

1.1. Document Hierarchy

All operations of the Portable Applications Standards Committee (PASC) and groups operating under the sponsorship of PASC shall be in accordance with the current policies and procedures of the IEEE Standards Association Standards Board and the IEEE Computer Society (IEEE/CS). The procedure and guideline documents of groups which are organizationally superior to PASC are listed below in hierarchical order. Any duplicate information in this document is included only to clarify the context.

Working Groups under PASC sponsorship are authorized to establish additional operating guidelines subordinate to these procedures.

The following documents of the latest date of issue, apply in order of precedence given:

1. New York State Not-For-Profit Law.
2. IEEE Certificate of Incorporation
3. [IEEE Constitution](#)
4. [IEEE Bylaws](#)
5. [IEEE Policies](#)
6. [IEEE Board of Directors Resolutions](#)
7. [IEEE Standards Association Operations Manual](#)
8. [IEEE-SA Board of Governors Resolutions](#)
9. [IEEE-SA Standards Board Bylaws](#)
10. [IEEE-SA Standards Board Operations Manual](#)
11. IEEE Computer Society Constitution.
12. IEEE Computer Society Bylaws.
13. IEEE Computer Society Policies and Procedures.
14. PASC Operating Procedures.
15. PASC/SEC Guidelines
16. Robert's Rules of Order, Newly Revised, Ninth Edition.

1.2. 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 activities of this committee. 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.

134 **2 ORGANIZATION AUTHORITY AND STRUCTURE**

135 **2.1 Delegation of Authority**

136 The Portable Applications Standards Committee (PASC) was formed in 1985 as the Technical Committee on
137 Operating Systems and Applications Environments Standards Subcommittee (TCOS/SS) under the auspices of the
138 IEEE/CS. TCOS/SS was changed to the Portable Applications Standards Committee (PASC) in 1992. PASC has
139 been delegated the balloting authority for IEEE Standards Projects sponsored by PASC in accordance with the IEEE
140 Standards Association Operations Manual. Sponsor Executive responsibility has been delegated to the PASC
141 Sponsor Executive Committee (PASC/SEC).

142 **2.2 Submission of Project Authorization Requests**

143 PASC/SEC is responsible for sponsorship of new Project Authorization Requests (PARs) to the IEEE Standards
144 Association-Standards Board in accordance with the IEEE/CS Policies and Procedures. PASC/SEC approval for
145 PAR sponsorship requires a majority vote of PASC/SEC voting members. After PASC/SEC approval, PARs are
146 submitted to the IEEE Standards Association Standards Board for final approval.

147

148 **2.3 Formation of Working Groups**

149 One or more approved PARs are assigned to a Working Group (WG).

150 Each WG shall have a chair, appointed by the PASC/SEC Chair for a term of three years, subject to review and
151 confirmation within three meetings by a majority vote of the WG. WG vice-chair(s) appointments are the
152 responsibility of the Chair of the WG, subject to confirmation by majority vote of the WG.

153 The WG chair and vice-chair(s) shall be members of the IEEE Standards Association and of IEEE/PASC. This will
154 enable them to fully participate in the balloting procedure and to participate as peers in any of the associated IEEE
155 meetings. The WG chair shall provide a corporate letter of support for serving as WG chair prior to initiation of the
156 confirmation vote. This letter shall be submitted to the PASC/SEC Chair.

157 Within the first three (3) meetings, and at least once every three (3) years thereafter, the WG chair and vice-chair(s)
158 assignments shall be put forward for confirmation by majority vote of the applicable WG. Reconfirmation of a WG
159 chair may be initiated by the PASC/SEC Chair at any time based on the written request of three (3) or more
160 members of the WG.

161 All WG chair and vice-chair confirmation votes shall be conducted by secret ballot.

162 **2.4 PASC Officers**

163 The PASC Chair shall be appointed by the IEEE/CS Standards Activities Board Chair in accordance with IEEE/CS
164 procedures. A PASC Vice-chair may be appointed by the PASC Chair, as appropriate.

165 **2.5 PASC Membership**

166 PASC membership is open to any interested individual who notifies the IEEE Standards Department of their interest
167 and provides and maintains contact information. All PASC members are invited to participate in IEEE balloting
168 groups for PASC projects and are obliged to return PASC specific ballots (such as the ballot for these operating
169 procedures).

170 **3 PASC SPONSOR EXECUTIVE COMMITTEE (PASC/SEC)**

171 The PASC Sponsor Executive Committee (PASC/SEC) is a forum for deciding Standards Committee and common
172 WG issues, policies and procedures, and guidelines.

173 **3.1 Membership**

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

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

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

177 Voting Members:

- 178 – PASC/SEC Chair, Vice-Chair, and Functional Chairs
- 179 – PASC sponsored WG Chairs (or designee)
- 180 – The chair (or designee) of each U.S. TAG to an ISO/IEC JTC1 Subcommittee, Working Group assigned by
181 the IEEE to PASC, or a Special Group of JTC1 or one of its SC's
- 182 – Any SEC Members Emeritus (not to exceed 20% of the SEC membership)
- 183 – Designated Institutional Members (see Annex C)

184 Non-Voting Members:

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

187 **3.2 Duties and Responsibilities**

188 The PASC/SEC shall have the following duties and responsibilities:

- 189 – Conduct periodic reviews of all PASC/SEC sponsored activities including future planning and liaisons.
- 190 – Establish fees as appropriate to allow PASC/SEC sponsored groups to operate on a break even basis.
- 191 – Meet all Sponsor Executive Committee Responsibilities. This includes: review and approval of submission
192 of PASC PARs; formation of PASC WGs or Study Groups; submission of a standards activities budget;
193 preparation of a financial activities report; representation at IEEE/CS SAB meetings; and coordination of
194 the publication of draft standards.
- 195 – Ensure that all PASC WGs attain and maintain the necessary level of participation and diversity required to
196 develop an acceptable standard in a timely fashion.
- 197 – Establish and publish operating guidelines for PASC/SEC, PASC WGs, and for PASC/SEC Steering
198 Committees and Subcommittees.

199 **3.3 Open Meetings**

200 All non-executive meetings of PASC/SEC sponsored standards efforts are open to the public. This includes open
201 attendance and comment at PASC/SEC and Subcommittee meetings. During extended discussions, the chair may
202 limit comments to PASC/SEC members and may limit the duration and repetition of speakers.

203 Only voting members may propose and second resolutions and motions.

204 **3.4 Voting**

205 A majority of the voting members of the PASC/SEC shall constitute a quorum. Actions taken in the absence of a
206 quorum shall be confirmed by letter ballot of all members. In cases of urgency, such ballots may be conducted by
207 fax, e-mail, telegram, telex, or other means that result in written confirmation of ballot results.

208 The following actions require a majority of those enfranchised SEC members voting or present (and not voting):

- 209 - Confirmation of PASC/SEC officer appointments
- 210 - Formation of all PASC/SEC sponsored groups
- 211 - Approval to forward documents to U.S. TAGs
- 212 - Establishment of meeting and mailing fees
- 213 - All actions not specifically identified elsewhere in these procedures
- 214 The following actions require a majority vote of the total enfranchised PASC/SEC membership:
- 215 - Creation or dissolution of a Steering Committee
- 216 - Acceptance of sponsorship of a new PAR, including Direct Ballot (see Section 9)
- 217 - Withdrawal of sponsorship of an existing PAR
- 218 - Approval of PASC/SEC guidelines
- 219 The following actions require a 1/5 minority of those voting:
- 220 - Request for a roll-call vote

221 **4 PASC/SEC OFFICERS**

222 The PASC/SEC Chair, PASC/SEC Vice-Chair, and PASC/SEC Functional Chairs must be members of the IEEE or
223 an affiliate member of the IEEE/CS. The terms of the PASC/SEC Chair and the Vice-Chair shall be three (3) years.
224 The terms of the PASC/SEC Functional Chairs shall be one year, renewable.

225 All PASC/SEC Functional Chairs are appointed by the PASC/SEC Chair to assist standards WGs with procedural
226 and pragmatic issues, reinforcing the consensus process. Any PASC/SEC Functional Chair may be called upon to
227 take over the PASC/SEC in the absence of the Chair and the Vice-Chair or to represent PASC/SEC in the SAB
228 meetings.

229 The PASC/SEC chair may replace any appointed PASC/SEC officer who fails to perform the duties of the position
230 or who fails to attend two consecutive meetings.

231 **4.1 PASC/SEC Chair**

232 The PASC Chair shall be the PASC/SEC Chair. Responsibilities of the chair are as defined in the CS P&P.

233 **4.2 PASC/SEC Vice-Chair**

234 The PASC Vice-chair shall be the PASC/SEC Vice-chair. The duties and responsibilities of the PASC/SEC Vice-
235 Chair shall be to carry out the responsibilities of the chair in the absence of the chair.

236 **4.3 PASC/SEC Functional Chairs**

237 **4.3.1 Balloting Chair**

238 The duties and responsibilities of the PASC/SEC Balloting Chair include:

- 239 – Provide guidance to WG chairs on the balloting process.
- 240 – Develop guidance to WG chairs on conducting a ballot.
- 241 – Develop and maintain instructions for balloters.
- 242 – Assist in the administration of balloting group formation, balance, summary status, etc.
- 243 – Submit periodic status reports to the PASC/SEC on the status of current ballots and projected schedule for
244 future ballots.
- 245 – Work with the IEEE Standards Department to schedule ballots and ballot recirculations to avoid serious
246 overlaps in deadlines that would prohibit balloters from completing their responsibilities.

247 **4.3.2 Interpretations Chair**

248 The PASC/SEC Interpretations Chair shall be responsible for the implementation of interpretations procedures in
249 accordance with the IEEE Standards Operations Manual as well as the procedures approved for coordination with
250 international activities. Duties of the Interpretations Chair are defined in section 10.

251 **4.3.3 Secretary**

252 The duties and responsibilities of the PASC/SEC Secretary include:

- 253 – Produce and distribute the PASC/SEC minutes and attendance reports.
- 254 – Maintain a log of all PASC/SEC decisions with ongoing impact.
- 255 – Maintain this procedures and guidelines document.
- 256 – Assign SEC document numbers and maintain the official SEC document list.

257 **5 PASC/SEC SPONSORED WORKING GROUPS (WG)**

258 **5.1 Members**

259 **5.1.1 Participation**

260 WG meetings are open to all interested parties. Correspondence shall be accepted from any interested party. WG
261 participation shall represent a diversity of interests in the information technology community such that no single
262 class of interest has a dominant voice in the WG. The WG chair may rule regarding who may participate in the WG
263 decision process at a specific meeting (see section 5.5).

264 **5.1.2 Duties and Responsibilities**

265 The duties and responsibilities of WG members include:

- 266 – Assist the chair in producing a document for balloting
- 267 – Provide rationale for decisions
- 268 – Provide responses to objections raised prior to balloting

269 **5.2 Mailings**

270 Persons who wish to receive the documents of a WG may be added to the distribution list. Distribution may include
271 some hard copy, but most will be distributed electronically. There may be a fee to cover the costs associated with
272 reproduction and mailing of materials. This fee may be waived in accordance with section 5.7. It is encouraged
273 that WG meeting documents be distributed prior to the WG meeting.

274 **5.3 Meetings**

275 **5.3.1 Physical Meetings**

276 Face-to-face meetings may be held as required at diverse geographic locations. PASC/SEC sponsored WGs are
277 encouraged, but not required, to hold any physical meetings at the same time and location as the PASC/SEC in order
278 to minimize conflicts between groups with overlapping membership, to minimize travel, and to promote
279 coordination between WGs.

280 Decisions made at meetings (motions, straw-polls, etc.) shall require a majority of participants approval (unless the
281 WG has policies in place specifying different percentages. The WG may also have rules defining who is allowed to
282 vote at each meeting. In the absence of such rules, all persons in attendance at the time of the decision shall
283 constitute the voting membership of the WG.

284 **5.3.2 Other Meetings**

285 Other forms of meetings are allowed (such as tele-conference and electronic). The only rules that are different for
286 these meetings involve who is participating. Unless the WG defines the exact voting membership before the start of
287 the meeting, anyone who has actively participated in the meeting up to a decision point, shall be regarded as part of
288 the voting membership for that meeting.

289 Note that these meetings refer to formal meetings with agendas and decision making authority. The general work of
290 creating and discussing work in progress may happen outside the structure of a formal meeting.

291 **5.3.3 Meeting Fees**

292 There may be a participation fee to cover meeting costs such as meeting space, arrangements, and document
293 distribution and services. This per-meeting fee may be set to cover the expenses of each specific meeting with a
294 small margin of surplus in accordance with IEEE/CS guidelines. This fee does not include mailing subscriptions.
295 This fee may be waived in accordance with section 5.7

296 Teleconferences and electronic meetings will not incur meeting fees except in unusual circumstances.

297 **5.3.4 Meeting Hosts**

298 When appropriate, an institutional host for meetings may be sought to help defray meeting costs, particularly for
299 lunches and catering.

300 **5.3.5 WG Meeting Announcements and Agendas**

301 WG meetings shall be scheduled and an agenda published at least four weeks prior to the meeting using an
302 authorized distribution mechanism. This applies to all forms of meetings (physical and electronic). An agenda shall
303 be published for each meeting. WG meeting notices and agendas shall be distributed in the general PASC mailing.

304 **5.4 Development of a Draft Document**

305 The WGs are chartered to formulate and develop draft standards based on a consensus of the participants. While not
306 standard procedure, "straw polls" may be used, at the WG chair's discretion, to help focus and advance meeting
307 decisions and agendas. It is the responsibility of the WG chair to promote consensus of the WG by ensuring that:

- 308 – sufficient time is given for a clear statement of all relevant views
- 309 – each participant has a sufficient opportunity to understand the views being presented to make a decision
- 310 – all participants have the opportunity to adequately present their view
- 311 – the WG has sufficient information to make a decision
- 312 – dissenting opinions are clearly recorded when a trial resolution is proposed to determine if sufficient
- 313 consensus has been reached
- 314 – a rationale statement about the WG's majority view is included in the draft document whenever expressed
- 315 dissent is considered likely to result in a negative ballot

316 **5.5 Procedural Issues**

317 WG procedural issues shall be resolved by the WG chair. A WG chair's ruling regarding who may participate in the
318 WG decision process at a specific meeting may be overruled by a majority vote of those present who have attended
319 at least two (2) of the last three (3) meetings including the current meeting. A quorum shall consist of an officer of
320 the working group, a secretary, and no fewer than two additional persons (minimum of four persons).

321 **5.6 Working Group Officers**

322 **5.6.1 WG Chair**

323 The duties and responsibilities of a WG chair include:

324 Organizational:

- 325 – Call for volunteers for officers and other appointed roles in the WG.
- 326 – Appoint such persons as may be needed to expedite WG business (e.g vice-chair, secretary, technical
327 editor, and liaisons). This may include the formation of subgroups and the appointment of persons to
328 coordinate such groups.

- 329 – Ensure coordination with groups identified in the WG PAR.
330 Leadership:
- 331 – Ensure PASC, IEEE/CS, IEEE Standards Association Standards Board, and IEEE Standards Association
332 procedures are followed.
333 – Assure fair and open participation in the WG.
334 – Seek consensus of the WG as a means of resolving all issues.
335 – Regularly attend WG meetings and ensure WG representation at PASC/SEC meetings, Logistics
336 Subcommittee meetings, and applicable Steering Committee meetings.
337 Reporting, Representation, and Document Numbering:
- 338 – Coordinate the numbering of WG documents and their distribution. WG distributions shall include minutes,
339 attendance lists, meeting notices, agendas, draft documents, document register, and all relevant
340 submissions.
341 – Provide periodic reports on the WG and the status of its projects.-
342 – Represent the WG at PASC/SEC meetings or appoint an alternate when appropriate.
343 – Maintain an archive of WG documents until formal approval of the draft standard by the IEEE/CS SAB.
344 Archived documents should be made available to interested parties upon request.
345 Meetings:
- 346 – Schedule meetings (either physical or electronic).
347 – Provide timely notice of meetings.
348 – Chair WG meetings in an unbiased manner.
349 Balloting:
- 350 – Provide the PASC/SEC Functional Chair for Balloting with the anticipated balloting schedule and
351 information on when a Balloting Group needs to be formed.
352 – Bring a document to ballot in a reasonable period of time.
353 – Achieve ballot resolution in concert with the PASC Chair.

354 **5.6.2 WG Vice-Chair**

355 The duties and responsibilities of a WG vice-chair include:

- 356 – Carry out the responsibilities of the chair in the absence of the chair.
357 – Assist the WG chair (see section 5.6.1.)

358 **5.6.3 WG Secretary**

359 The duties and responsibilities of the WG secretary include:

- 360 – Prepare and maintain records of minutes of each WG meeting which shall include at least
361 ▪ meeting attendees
362 ▪ issues for which sufficient consensus was reached at the meeting
363 ▪ dissenting opinions raised regarding consensus issues
364 ▪ an issues list of currently known unresolved issues
365 ▪ an action item list which identifies action assignments and their status at the end of the meeting.
366 – Maintain attendance and membership records, including the classification (general interest/user/provider)
367 of each member.

368 **5.6.4 WG Technical Editor**

369 The duties and responsibilities of the WG technical editor include:

- 370 – Ensure the safety and accuracy of the draft document at all times.

- 371 – Ensure that the document is in the correct IEEE format.
- 372 – Make all changes to the document authorized by the WG.
- 373 – Prevent unauthorized changes to the document.
- 374 – Maintain current backup copies (electronic and hardcopy).
- 375 – Maintain appropriate security (physical, backup, etc) for the draft document.
- 376 – Ensure that draft documents meet IEEE Standards Association and IEEE/CS requirements.
- 377 – Coordinate WG input to the PASC Document Structure Plan with the Functional Chair for Document
- 378 Editing/Structure.
- 379 – Coordinate the text of definitions with other WGs and with the Functional Chair for Document
- 380 Editing/Structure.
- 381 – Foster PASC, IEEE/CS and IEEE Standards Association policies on distribution of electronic copies of
- 382 draft and final documents.

383 **5.7 Waiver of Fees for WG Meetings and Mailings**

384 The rules governing waiver of fees are:

- 385 – Waiver of participation fees may be granted for individuals paying their own expenses.
- 386 – Privacy of information about payment of fees, nonpayment, or waivers shall be respected.
- 387 – Waivers and partial waivers may be granted only by the PASC/SEC Chair.

388 6 DOCUMENT HANDLING AND DISTRIBUTION

389 All materials submitted to PASC/SEC sponsored WGs shall be in the public domain, unless submitted with
390 appropriate copyright notice.

391 Use of copyrighted materials is governed by IEEE Standards Association policies and procedures.

392 All contents of draft documents are exclusively copyright protected by the IEEE, unless other arrangements have
393 been made in writing with the IEEE Standards Department. The copyright statement in the WG draft document shall
394 be in the form specified by the IEEE Standards Department.

395 6.1 Document Numbering

396 All reference documents shall be assigned numbers by the WG chair and should provide the following header
397 information:

398

399 Title/Topic: P2003.x N.yyy

400 Name: Type:

401 Date: Related Documents ...

402 where "2003.x" is the associated WG number and "N.yyy" is the sequential document number. "Types" includes,
403 but is not limited to, comments, objections, communications, requests for comments, proposals, and background
404 information.

405 Temporary documents and announcements/notices from other groups do not need to be treated as reference
406 documents.

407 6.2 Distribution of Documents

408 All WG reference documents shall be submitted to the PASC/SEC specified distribution mechanism for distribution.
409 Copies shall be distributed to all persons who have requested them and have paid the appropriate fees (or the fees
410 have been waived). Mailings will usually be electronic (except in unusual circumstances). Special mailings through
411 the PASC/SEC designated distribution mechanism may be authorized by the associated WG chair.

412 6.3 Maintenance of Mailing Lists

413 Mailing list maintenance will be done by the person(s) designated by the PASC/SEC. The list will be purged to
414 remove persons that have not paid any appropriate fees or have violated required procedures. The mailing list shall
415 not be used for solicitation purposes without written approval of the IEEE Standards Department.

416 6.4 Other Duplication and Distribution

417 Other duplication and distribution methods for WG documents may be used. However, copies of drafts shall be
418 handled in a manner consistent with IEEE Standards Association Standards Board policies.

419 **7 RAISING PROCEDURAL CONCERNS AND OBJECTIONS**

420 Concerns or objections about WG policies, procedures, ballot resolutions and operations should be raised to the
421 affected WG chair. The chair, in turn, should seek to resolve the issue or policy question in an appropriate manner
422 and to the mutual satisfaction of the parties involved.

423 Issues regarding PASC/SEC policies, procedures, and operating guidelines should be addressed to the PASC/SEC
424 and the PASC/SEC chair.

425 If any concern cannot be satisfactorily resolved, an appeal may be elevated through the following hierarchy: Chair of
426 the PASC, Chair of the IEEE Computer Society Standards Activities Board, the IEEE Standards Association
427 Standards Board, the IEEE Standards Association Board of Governors, and finally, in rare cases, the IEEE Board of
428 Directors.

429 However, it should be noted that the two entities SA Standards Board and SA Board of Governors are not strictly
430 hieratical. The Standards Board will deal with appeals based on procedural issues, while the SA Board of Governors
431 will deal with those that are related to SA policy. In actual fact, most appeals will go to the BoG, and then be
432 delegated back to the Standards Board if the BoG considers that a procedural issue is in question.

433 **8 BALLOTING**

434 The balloting procedures for sponsor ballots are specified by the IEEE Standards Operations Manual.

435 Failure to respond to ballots and/or other official communications may result in an individual being removed from
436 the PASC membership.

437 **8.1 Forming the Balloting Group**

438 The Balloting Group for PASC sponsored projects is formed initially by the PASC.

439 Invitations to join each Balloting Group shall be sent to

- 440 – WG members
- 441 – Coordination contacts for the WG
- 442 – PASC members
- 443 – IEEE/CS SAB members

444 Invitations shall be sent to leaders of all national body delegations to ISO/IEC JTC1 WGs (subcommittees where
445 appropriate) in which documents sponsored by PASC are currently being considered.

446 **8.2 Ballots for Coordination and Comment**

447 Ballots for "coordination and comment" shall be sent to identified coordination points.

448 **8.3 Closing the Ballot**

449 Ballots shall be conducted and closed following the procedures of the IEEE Standards Association.

450 **8.4 Coordination With ISO Ballots**

451 For documents that are being balloted concurrently at some level of the ISO process, changes recommended or
452 required in that process shall be processed as ballot objections in the IEEE ballot resolution process. The IEEE
453 ballot objections (and resulting changes to the document) shall be forwarded to the appropriate U.S. TAG for use in
454 developing a U.S. position on the ISO ballot.

455 **9 DIRECT BALLOTING PROCEDURE**

456 A group outside of IEEE (e.g., industry forum or consortium which represents a diversity of interests) may propose
457 a document that is suitable for consideration as a standard under the PASC area of work. In some cases, it may be
458 practical to take such a document directly to a Balloting Group without requiring development within a WG.

459 **9.1 PASC/SEC Sponsorship of a Proposed Direct Ballot**

460 A PASC/SEC decision to sponsor a document for direct balloting shall require a majority vote of the enfranchised
461 members of the PASC/SEC.

462 Copies of the proposed document shall be sent to all PASC/SEC members. This distribution shall occur at least as
463 many days prior to the vote to sponsor the document for direct ballot (either by mail, or at a scheduled PASC/SEC
464 meeting) as established by PASC/SEC for PAR consideration. This distribution shall include a draft PAR
465 document; a summary showing how the work meets the PASC/SEC PAR Review Criteria; a summary of
466 information about the group that has done the development; and a statement of any patent, trademark, copyright, or
467 other limitations that might apply to this work. This step may occur concurrent with submission of a proposal to the
468 IEEE Standards Board Secretary.

469 The recommendation of the PASC/SEC shall be forwarded to the Secretary of the IEEE Standards Board.

470 **9.2 Formation of Working Group and Balloting Group**

471 **9.2.1 Working Group**

472 A new WG shall be formed if the Direct Ballot is not assigned to an existing WG. This WG shall conduct the ballot
473 technical review process. The organizational meeting of this WG shall be held after PASC/SEC sponsorship of the
474 project has been approved. Appropriate notice shall be given for this meeting.

475 The organizational meeting of the WG shall act on confirmation of a chair; review IEEE, IEEE/CS, IEEE Standards
476 Association, and PASC/SEC procedures; and identify the technical review group. The WG may request PASC/SEC
477 to reconsider direct balloting.

478 Note that after this point, such a WG is essentially a Ballot Resolution Group, since there was no “development” of
479 the draft within the WG. However, if direct balloting is reconsidered, or if the ballot later fails, the WG becomes a
480 tradition WG that may develop draft documents.

481 **9.2.2 Balloting Group**

482 The Balloting Group shall be formed as specified by the IEEE Standards Association. An invitation to join the
483 balloting group shall also be sent to members of the document development group to encourage their participation.

484 The balloting group formation may be initiated in parallel with the PAR submission to the IEEE Standards
485 Association Standards Board after PASC/SEC sponsorship has been approved.

486 Copies of the proposed standard shall be made available to interested members of the balloting group prior to the
487 start of balloting.

488 **9.3 Responsibilities of the Document Development Group**

489 **9.3.1 Initial Materials**

490 The initial copies of materials for the PASC/SEC and Balloting Group should be provided by the document

491 development group, along with the Draft PAR and other information requested by the PASC/SEC.

492 **9.3.2 Point Of Contact**

493 It is recommended that the document development group apply directly to the IEEE Standards Association
494 Standards Board (with a copy to PASC Chair) for Organization Representative (OR) status in the balloting. This
495 Representative may serve as the WG chair provided the OR is a member of the IEEE or an affiliate member of the
496 IEEE/CS.

497 **9.3.3 Submission of Master Copy for Distribution**

498 If the PAR is approved, a master copy of the document shall be provided to IEEE, along with appropriate copyright,
499 patent, and trademark arrangements as agreed to by the IEEE Standards Department. The master copy shall meet the
500 format and other content requirements established by the IEEE Standards Department and PASC/SEC Guidelines.

501 **9.3.4 Ballot Process**

502 The balloting technical reviewers from the WG are responsible for making any and all changes needed to the
503 document as part of the ballot resolution process and for developing responses and rationale for unresolved
504 objections. The balloting process shall follow the IEEE SA procedures and these procedures in all respects (see
505 IEEE Standards Manual).

506 If the balloting process cannot achieve the required 75% approval within 24 months, the ballot shall be terminated.
507 In this case, the WG shall either take on a development role for the document or recommend that PASC/SEC
508 sponsorship of the PAR be withdrawn.

509

510 **9.3.5 Submission to IEEE Standards Board**

511 Once the balloting procedure is complete, the updated document and ballot resolution materials shall be forwarded to
512 the PASC/SEC Chair and the PASC/SEC Functional Chair for Balloting for review and submission to the IEEE
513 Standards Board.

514 **9.3.6 Transfer of Copyright**

515 The document development group shall provide transfer of copyright in accordance with IEEE policy. This must be
516 done to meet the requirements of IEEE to publish the document; to modify and maintain it over time; and to meet
517 ANSI/ISO/IEC requirements for use of copyright and documents.

518 Once IEEE approves the document as an IEEE Standard, future control of the contents of that document shall remain
519 with IEEE, and may be transferred from IEEE to some other standardization body (ANSI, ISO, etc.).

520 **9.4 Responsibilities of PASC/SEC Sponsor**

521 The responsibilities of the PASC/SEC as the sponsor of a direct ballot include:

- 522 – Formation of a Balloting Group using established IEEE/CS rules
- 523 – Providing procedural assistance to the document development group
- 524 – Monitoring the ballot process
- 525 – Maintaining the approved standard as required by IEEE

526 **10 INTERPRETATIONS**

527 For approved IEEE standards, an interpretation process is required.

528 The Functional Chair for Interpretations shall develop and maintain written PASC/SEC Guidelines which clearly
529 define the interpretations process for PASC/SEC sponsored standards. These Guidelines shall be established in
530 accordance with the IEEE Standards Manual.

531 Duties and responsibilities of the Interpretations Chair include:

- 532 – Publication of PASC/SEC guidelines for the interpretation of PASC sponsored standards consistent with
533 ISO/IEC JTC1 committee guidelines and policies of the IEEE Standards Association.
- 534 – Ensuring the implementation of the interpretation process in accordance with established PASC/SEC
535 guidelines.
- 536 – Ensuring timely completion of all requests for interpretation and publication of all resulting interpretations.
- 537 – Maintenance of an interpretations status summary report for all PASC sponsored and approved IEEE
538 standards.
- 539 – Coordination of the IEEE interpretations process with the ISO/IEC interpretations process for those PASC
540 sponsored IEEE Standards which are also approved ISO/IEC Standards.
- 541 – Work with the IEEE for publication of interpretations at an appropriate time in the life-cycle of the
542 standard.

543 11 CHANGES TO PROCEDURES AND GUIDELINES

544 Changes to these procedures shall be approved for balloting by the PASC/SEC and then submitted for PASC
 545 approval at either a physical or electronic meeting and require majority approval of the PASC members in
 546 attendance at that meeting. Any newly approved procedures shall be reported to the IEEE Audit Committee for
 547 acceptance.

548 ANNEX A

549 Acronym Glossary (Informative)

550	ANSI	American National Standards Institute
551	BoG	Board of Governors (of the IEEE Computer Society)
552	CBEMA	Computer Business Equipment Manufacturers Association
553	CS	Computer Society (of the IEEE)
554	CSP&P	Computer Society Policies and Procedures Manual
555	IEC	International Electrotechnical Commission
556	IEEE	Institute of Electrical and Electronics Engineers
557	IM	Institutional Member
558	IntCOM	IEEE International Standards Committee
559	ISO	International Organization for Standards
560	IT	Information Technology
561	JTC1	Joint Technical Committee 1 (of ISO/IEC)
562	NESCOM	New Standards Committee (of the IEEE Standards Board)
563	NOSCOM	New Opportunities in Standards Committee (of the IEEE Standards Board)
564	OR	Organizational Representative
565	PAR	Project Authorization Request
566	PASC	Portable Applications Standards Committee
567	PMC	Project Management Committee
568	REVCOM	Standards Review Committee (of the IEEE Standards Board)
569	SAB	Standards Activity Board (of the IEEE Computer Society)
570	SCC	Standards Coordinating Committee (of the IEEE Computer Society)
571	SEC	Sponsor Executive Committee
572	TAB	Technical Activities Board (of the IEEE Computer Society)
573	TAG	Technical Advisory Group
574	TCOS	Technical Committee on Operating Systems
575	TC	Technical Committee
576	WG	Working Group
577	WG15	Working Group 15 (POSIX) of ISO/IEC JTC1/SC22
578	X3K5	X3 Committee on Terms and Definitions (contact via CBEMA)

ANNEX B**INSTITUTIONAL MEMBERS OF PASC/SEC (Normative)**

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

B.1 Membership Requirements

In order to obtain Institutional Member status in PASC/SEC, an organization shall:

- be a not-for-profit organization.
- have technical expertise and interest related to PASC/SEC sponsored standards work.
- commit to working cooperatively within the IEEE standards process.
- have been represented at two or more of the previous three PASC/SEC meetings.

An organization seeking Institutional Member status on the PASC/SEC shall:

- Obtain prior approval from the IEEE Standards Board for membership in one or more PASC sponsored standards working groups.
- Submit a written request to the PASC/SEC Chair requesting approval as an Institutional Member to PASC/SEC.
- Obtain approval for membership from the PASC/SEC through a majority vote of the PASC/SEC membership.

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

B.2 Representation

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

B.3 Voting Status in PASC/SEC

Institutional Members are accorded voting status in the PASC/SEC subject to the following rules.

- 1 - An annual election to accord voting status to Institutional Members shall be held.
- 2 - The election shall be by a written secret ballot.
- 3 - Voting status shall be accorded to Institutional Members by a majority vote of the regular voting members of the PASC/SEC
- 4 - All Institutional Members of the PASC/SEC shall be eligible for voting status.
- 5 - The maximum number of Institutional Members which may be accorded voting status in the PASC/SEC shall not exceed 25% of the regular voting members of the PASC/SEC at the time the vote is taken.
For purposes of calculating this maximum number, a Working Group shall be considered a member of the PASC/SEC if the Standards Board has approved a PAR for assignment to that Working Group.
- 6 - If the number of Institutional Members receiving a majority vote exceeds the maximum number of Institutional Members which may be accorded voting status in the PASC/SEC, those candidates receiving the greater numbers of votes shall be accorded voting status. Ties shall be resolved by the flip of a coin.
- 7 - If the number of Institutional Members receiving a majority vote is less than the maximum number of Institutional Members which may be accorded voting status in the PASC/SEC, only those receiving a majority vote shall be accorded voting status.
- 8 - Institutional Members shall be accorded voting status for a two year term. Terms shall begin at the PASC/SEC meeting at which the election is held. Terms shall be staggered so approximately 50% of the terms expire each year.