

CHANGE 1
[IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 18 March 2003)
(Approved by Stds Bd: 11 September 2003)

IEEE-SA Standards Board Bylaws

6. Patents

IEEE standards may include the known use of essential patent(s), ~~including and~~ patent applications, provided the IEEE receives assurance from the patent holder or applicant with respect to patents whose infringement is, or in the case of patent applications, potential future infringement the applicant asserts will be, unavoidable in a compliant implementation of either essential for compliance with both mandatory ~~or and~~ optional portions of the standard [essential patents]. This assurance shall be provided without coercion and prior to approval of the standard (or reaffirmation when a patent or patent application becomes known after initial approval of the standard). This assurance shall be a letter that is in the form of either:

- a) A general disclaimer to the effect that the patentee will not enforce any of its present or future patent(s) whose use would be required to implement either mandatory or optional portions of the proposed IEEE standard against any person or entity using the patent(s) to complying with the standard; or
- b) A statement that a license for such implementation will be made available without compensation or under reasonable rates, with reasonable terms and conditions that are demonstrably free of any unfair discrimination.

This assurance shall apply, at a minimum, from the date of the standard's approval to the date of the standard's withdrawal and is irrevocable during that period.

IEEE-SA Standards Board Operations Manual

3. Abbreviations and acronyms

Add the following to the list:

PatCom: IEEE-SA Standards Board Patent Committee

4.2.5 Patent Committee (PatCom)

This committee reviews patent letters of assurance and other patent information submitted to the IEEE Standards Department. It examines issues brought to its attention regarding IEEE Standards development and patents, and makes recommendations as appropriate.

4.2.54.2.6 Continuous processing of IEEE-SA Standards Board and committee agenda items

6.3 Patents

The patent policy is set forth in clause 6 of the *IEEE-SA Standards Board Bylaws*.

Patent holders or patent applicants shall submit letters of assurance to the IEEE Standards Department (to the attention of the PatComents Administrator) before the time of IEEE-SA Standards Board review of the standard for approval.

In the event that a patent or patent application may apply to a standard and a letter of assurance cannot be obtained, the working group shall refer this matter to the PatComents Administrator in the IEEE Standards Department.

Unless the letter of assurance is received from an individual within the issuing organization who has clear authority for intellectual property and ~~for~~ legal matters, the IEEE Standards Department (PatComents Administrator) shall send a certified letter, return receipt requested, to the General Counsel of the issuing organization to confirm receipt of the letter of assurance and to ensure that the letter of assurance is factually correct and was submitted by an appropriate individual within the issuing organization. No response to this letter, other than the return receipt, is required.

The IEEE will ~~provide~~ make public the contact information about the patent holder or patent applicant upon request that is provided in the letter of assurance.

6.3.1 Public notice

The following notice shall appear when the IEEE receives assurance from a known patent holder or patent applicant prior to the time of publication that a license will be made available to all applicants either without compensation or under reasonable rates, terms, and conditions that are demonstrably free of any unfair discrimination.

Attention is called to the possibility that implementation of this standard may require use of subject matter covered by patent rights. By publication of this standard, no position is taken with respect to the existence or validity of any patent rights in connection therewith. The IEEE shall not be responsible for identifying patents or patent applications for which a license may be required by to implement an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention. A patent holder or patent applicant has filed a statement of assurance that it will grant licenses under these rights without compensation or under reasonable rates and nondiscriminatory, reasonable terms and conditions to all applicants desiring to obtain such licenses. The IEEE makes no representation as to the reasonableness of rates, and/or terms, and conditions of the license agreements offered by patent holders or patent applicants. Further information may be obtained from the IEEE Standards Department.

If the IEEE has not received letters of assurance prior to the time of publication, the following notice shall appear:

Attention is called to the possibility that implementation of this standard may require use of subject matter covered by patent rights. By publication of this standard, no position is taken with respect to the existence or validity of any patent rights in connection therewith. The IEEE shall not be responsible for identifying patents or patent applications for which a license may be required by-to implement an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

6.3.2 Submittal

~~Through the working group, the Sponsor chair shall request that known patent holders submit a statement either that the patent does not apply to the standard or that licenses will be made available without compensation or under reasonable rates, terms, and conditions. This assurance shall be obtained without coercion and submitted to the IEEE at the earliest practical time prior to the approval of an IEEE standard. The IEEE encourages early disclosure to the working group of patent information that might be relevant to the standard.~~

~~While standards may include the known use of patents if there is technical justification, the working group should not attempt to determine whether or not a patent applies. The working group shall accept the view of the patent holder.~~

6.3.2 Call for patents

The chair of an IEEE standards-developing working group or the chair of an IEEE standards sponsor shall be responsible for informing the members of the working group that if any individual believes that a patent or patent application might be essential to the implementation of the standard, that fact should be made known to the entire working group. This request shall occur at every standards-developing meeting.

The chair or the chair's delegate shall request that each potential essential patent holder submit either a patent letter of assurance (in accordance with Clause 6 of the *IEEE-SA Standards Board Bylaws*) or a statement that the potential essential patent holder is not aware of any patents or patent applications that it owns that would be infringed by a compliant implementation of the standard.

Patent letters of assurance or non-awareness statements from potential essential patent holders shall be submitted to the PatCom Administrator.

6.3.3 Withdrawn standards

All IEEE standards are subject to periodic review for reaffirmation, revision, or withdrawal every five years. Thus, any standard that incorporates patented technology may at some point in time be withdrawn. Clause 6 of the *IEEE-SA Standards Board Bylaws* contains policies concerning the period of validity for any assurance received from a party claiming a patent, issued or under application.

6.3.4 Disclaimer

The IEEE is not responsible for identifying patents **or patent applications** for which a license may be required to implement an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

RATIONALE:

The proposed changes:

- a) Ensure consistent usage of ‘patent’ and ‘patent applications’ throughout the sections that deal with standards development and patent issues.**
- b) Provide a definition for ‘PatCom’ in the Operations Manual.**
- c) Add a call for patents to the Operations Manual.**

CHANGE 2
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 18 March 2003)
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IEEE-SA Standards Board Operations Manual

5.9 Interpretations and explanations

Requests for interpretations shall be submitted or confirmed in writing to the Secretary of the IEEE-SA Standards Board, who shall forward the request to the appropriate Sponsor.

Upon receipt, the Sponsor shall screen all such requests to separate those that require formal interpretation from those requesting an explanation. An interpretation provides meaning to a clause, phrase, or sentence when it is open to more than one reading or is ambiguous. An explanation does not attempt to resolve ambiguities, but tries to elucidate the reasons for a particular concept or approach. The Sponsor shall notify the Secretary of the IEEE-SA Standards Board in writing, including electronic mail, preferably within 10 working days but no more than 30 days from the date of receipt of the request, of which classification has been assigned to the request.

The Secretary of the IEEE-SA Standards Board shall notify the requestor within 10 working days of the Sponsor's written notification of the classification of the request and the anticipated response date.

5.9.1 Explanations process

The Sponsor shall prepare explanations in the manner it deems practical and send them to the party initiating the request and to the Secretary of the IEEE-SA Standards Board. The correspondence shall clearly note that the request was considered to be an explanation only. The explanation shall be developed in a timely manner. A copy of the explanation shall be kept in the Sponsor's records for consideration in developing any revisions or amendments to the standard.

The Sponsor shall not be required to develop a response that in its estimation constitutes engineering application information that would normally be within the area of consultant services. The explanation will be made available to any other party who makes a request to review the explanation. A charge may be incurred for providing such a copy and is the responsibility of the review requestor.

5.9.2 Interpretations process

~~Requests for interpretations shall be forwarded~~ The Sponsor may forward requests for interpretation to a designated interpretations subgroup.

~~The subgroup shall prepare a draft response. That draft interpretation shall be circulated within the designated interpretations subgroup and transmitted to the party initiating the request only after it has~~

met the concurrence of the interpretations subgroup. The proposed response prepared by the designated interpretations group shall be approved by a majority of that group prior to submittal to the Sponsor.

Once accepted by the interpretations group, a vote on the proposed response shall be taken in accordance with Sponsor rules. As a courtesy, the preliminary response may be sent to the requestor. If the requestor submits comments on the preliminary response within 15 days of the date that the proposed interpretation is sent to the requestor, the Sponsor shall consider the comments and respond to the requestor. The proposed interpretation response shall be concluded within nine months of notification of classification of the interpretations request as an interpretation by the Sponsor.

The final interpretation shall be transmitted to the party initiating the request. A copy shall be forwarded to the Secretary of the IEEE-SA Standards Board, together with a list of the members of the designated interpretations group for IEEE records. IEEE Standards interpretations shall be posted at the IEEE Standards website until the next amendment or revision of the standard.

If the Sponsor is unable to reach consensus on an interpretation, the Sponsor can respond to the requestor that an interpretation will not be forthcoming on this matter. It should be noted that, if the Sponsor cannot issue an interpretation for a request, this area of the standard should be considered for revision.

Such interpretations shall be developed in a timely fashion. If the Sponsor classifies the request as an interpretation, the Secretary of the IEEE-SA Standards Board shall provide a status report to the requestor no more than 90 days from the Sponsor's classification of the interpretation request as an interpretation. The Sponsor shall keep a log of all interpretations requested and completed. The Sponsor shall consider interpretations either as corrigenda, when developing an amendment to the standard, or for inclusion in the next revision of the standard. A copy of the written interpretation shall be forwarded to the Sponsor for consideration as an amendment to the standard or for inclusion in the next revision. A copy shall also be forwarded to the Secretary of the IEEE-SA Standards Board, together with a list of members of the interpretations subgroup, for the IEEE permanent project files.

5.9.3 Disclaimer

Wording to this effect is included in each IEEE standard published:

“At lectures, symposia, seminars, or educational courses, an individual presenting information on IEEE standards shall make it clear that his or her views should be considered the personal views of that individual rather than the formal position, explanation, or interpretation of taken by the IEEE.”

When a proposed interpretation is sent to a requestor and a Sponsor, the following wording shall be attached:

“WARNING: This proposed interpretation is not an official IEEE Sponsor interpretation, as it has not yet been balloted and, as such, is subject to change. This proposed interpretation is for informative purposes only. USE AT YOUR OWN RISK.”

RATIONALE: These changes address concerns raised by members of ProCom and the Standards Board concerning the details of the interpretations process.

CHANGE 3
[IEEE-SA Standards Board Bylaws]
(Approved by ProCom: 18 March 2003)
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IEEE-SA Standards Board Bylaws

5.4 Appeals

Persons who have directly and materially affected interests and who have been, or could reasonably be expected to be, adversely affected by a standard within the IEEE's jurisdiction, or by the lack thereof of action in any part of the IEEE standardization process, shall have the right to appeal substantive technical or procedural actions or inaction of the committee, provided

- a) That the appellant shall have exhausted the appeals procedures of any relevant subordinate committees prior to filing an appeal with the IEEE-SA Standards Board; and
- b) That technically based appeals, or technical elements of appeals, shall be resolved at or below the Sponsor level.

Further instructions concerning appeals procedure can be found in subclause 5.8 of the *IEEE-SA Standards Board Operations Manual*.

RATIONALE: The proposed changes provide clarification concerning inactions in the standards process and appeals.

CHANGE 4
[IEEE-SA Standards Board Bylaws]
(Approved by ProCom: 18 March 2003)
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IEEE-SA Standards Board Bylaws

4. IEEE-SA Standards Board organization

4.1 Membership

As stated in the *IEEE Standards Association Operations Manual*, the IEEE-SA Standards Board shall consist of no fewer than 18 nor more than 26 voting members, who shall be of Member or higher grade of the ~~Institute~~ **IEEE and members of the IEEE Standards Association**, including a chair, vice chair, and the most recent past chair available to serve. Voting members of the IEEE-SA Standards Board shall be appointed by the IEEE-SA BOG. In addition, a representative appointed by the IEEE Technical Activities Board (TAB) shall be a voting member. In addition, the IEEE-SA Standards Board may include nonvoting participants as described below:

--Liaison representatives to provide coordination and communication between the IEEE-SA Standards Board and other IEEE entities, as well as other organizations involved in standards activities.

--Members emeriti elected for life by the IEEE-SA Standards Board and ratified by the IEEE-SA BOG, based on long years of prior distinguished service on the IEEE Standards Board and its committees. Only those members emeriti currently named to this position as of 31 December 1997 shall serve on the IEEE-SA Standards Board.

4.1.1 Officers

- a) *Chair*: The Chair of the IEEE-SA Standards Board shall be appointed for a term of one year by the IEEE-SA BOG. The Chair is eligible for reappointment.
- b) *Vice Chair*: The Vice Chair of the IEEE-SA Standards Board shall be elected by the IEEE-SA Standards Board from among the voting members for a term of one year. The Vice Chair is eligible for reelection.
- c) *Past Chair*: The most recent Past Chair of the IEEE-SA Standards Board available to serve shall be an officer of the IEEE-SA Standards Board.
- d) *Secretary*: The Managing Director of Standards, a member of the IEEE staff as designated by the IEEE Executive Director, is the Secretary of the IEEE-SA Standards Board. The Secretary shall serve *ex officio* without vote.

4.1.2 Liaison representatives

The following persons serve as nonvoting (unless already voting members) liaison representatives to the IEEE-SA Standards Board and its standing committees to assist in coordinating standardization work with their respective organizations:

- a) The chair of each IEEE Standards Coordinating Committee (SCC) appointed by the IEEE-SA Standards Board.
- b) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. Sponsor Committees may also designate liaison representatives where committee standards activity indicates the need for representation.
- c) Liaison representatives designated by other major IEEE Boards.
- d) Such other liaison representatives as the IEEE-SA Standards Board may authorize. The responsibilities of the liaison representatives are given in the *IEEE-SA Standards Board Operations Manual*.

4.1.3 Tenure

Members of the IEEE-SA Standards Board may serve up to three consecutive one-year terms, except that chairs of standing committees or members of the Administrative Committee may be appointed to additional terms to provide experience and continuity.

4.2 Standing committees of the IEEE-SA Standards Board

All members of the standing committees of the IEEE-SA Standards Board shall be members of the IEEE Standards Association.

4.2.1 Procedures Committee (ProCom)

4.2.1.1 Scope

This committee shall be responsible for recommending to the IEEE-SA Standards Board improvements and changes in its bylaws, procedures, and manuals to promote efficient discharge of responsibilities by the IEEE-SA Standards Board and its committees.

4.2.1.2 Organization

This committee shall have a minimum be comprised of at least six members, including a chair. The chair and other members of the committee shall be members of the IEEE-SA Standards Board and shall be appointed for a term of one year by the Chair of the IEEE-SA Standards Board for a term of one year.

4.2.2 New Standards Committee (NesCom)

4.2.2.1 Scope

This committee shall be responsible for ensuring that proposed standards projects are within the scope and purpose of the IEEE, that standards projects are assigned to the proper Society or other organizational body, and that interested parties are appropriately represented in the development of IEEE standards. The committee shall examine Project Authorization Requests (PARs) and make recommendations to the IEEE-SA Standards Board regarding their approval.

4.2.2.2 Organization

This committee shall be comprised of ~~no fewer than at least~~ 10 ~~but not more than 15 IEEE~~ members, at least ~~4-four~~ of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed ~~for a term of one year~~ by the Chair of the IEEE-SA Standards Board ~~for a term of one year~~. In making nominations, the nominations committee shall give consideration to attaining membership from various IEEE Technical Divisions.

IEEE-SA Standards Board members not appointed to NesCom may serve as *ex officio* members without voting privileges.

4.2.3 Standards Review Committee (RevCom)

4.2.3.1 Scope

This committee shall be responsible for reviewing proposals for the approval of new and revised standards and for the reaffirmation or withdrawal of existing standards to ensure that the proposals represent a consensus of the members of the official IEEE Sponsor balloting group. The committee shall routinely examine submittals to ensure that all applicable requirements of the *IEEE-SA Standards Board Operations Manual* have been met and make recommendations to the IEEE-SA Standards Board regarding their approval.

4.2.3.2 Organization

This committee shall be comprised of at least 12 ~~but not more than 15~~ members, at least ~~3-three~~ of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and ~~the~~ other members of ~~RevCom-the committee~~ shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year. In making nominations, the nominations committee shall give consideration to attaining membership from various IEEE Technical Divisions.

IEEE-SA Standards Board members not appointed to RevCom may serve as *ex officio* members without voting privileges.

4.2.4 Audit Committee (AudCom)

4.2.4.1 Scope

This committee shall provide oversight of the procedures used in the standards-development activities of IEEE Standards Sponsors as defined by 5.2.2 and review of the procedures used by the Accredited Standards Committees for whom the IEEE serves as (co-)secretariat.

4.2.4.2 Organization

This committee shall ~~be comprised consist~~ of at least five members. Five of the ~~committee~~ members, including the chair, shall be current or former members of the IEEE-SA Standards Board. ~~The chair and~~

~~other~~ All members of the committee shall be appointed ~~for a term of two years~~ by the Chair of the IEEE-SA Standards Board ~~for a term of one year~~.

4.2.5 Patent Committee (PatCom)

4.2.5.1 Scope

This committee shall provide oversight for the use of any patents and patent information in IEEE standards. This committee shall review any patent information submitted to the IEEE Standards Department to determine conformity with patent procedures and guidelines.

4.2.5.2 Organization

This committee shall ~~normally~~ be comprised of ~~at least four but not more than six~~ ~~three~~ members, including a chair, and shall include the legal counsel for the IEEE-SA Standards Board and a member of the IEEE Standards staff as designated by the Managing Director of Standards Activities. ~~One member shall be the legal counsel for the IEEE-SA Standards Board. A member of the IEEE Standards staff, as designated by the Managing Director of Standards Activities, shall also be a member. The chair and additional members of the committee, other than legal counsel and staff, shall be a-voting members of the IEEE-SA Standards Board. An additional voting member of the IEEE-SA Standards Board may be included if deemed necessary. The chair and additional members, if appropriate, and shall be appointed for a term of one year by the Chair of the IEEE-SA Standards Board for a term of one year.~~

4.2.76 Administrative Committee (AdCom)

The Administrative Committee shall act for the IEEE-SA Standards Board between meetings and make recommendations to the IEEE-SA Standards Board for its disposition at regular meetings. AdCom shall comprise the officers of the IEEE-SA Standards Board and the chairs of each standing committee of the IEEE-SA Standards Board, appointed for a term of one year by the chair. The Chair of the IEEE-SA Standards Board shall be the chair of AdCom.

RATIONALE: The proposed changes:

- Clarify (as already stated in the *IEEE Standards Association Operations Manual*) that members of the IEEE-SA Standards Board need to be IEEE Standards Association members as well as IEEE members;
- Require that all members of the standing committees of the IEEE-SA Standards Board be members of the IEEE Standards Association;
- Alter the term for AdCom membership to one year to align with the terms of the other standing committees;
- Limit NesCom and RevCom membership to a maximum of 15 members;
- Change PatCom membership from [minimum=3, maximum=4] to [minimum=4, maximum=6].

CHANGE 5
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 18 March 2003)
(Approved by Stds Bd: 11 September 2003)

IEEE-SA Standards Board Operations Manual

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws*. Balloting group members ~~are selected to~~ vote on the acceptability of a new or revised standard ~~by the Sponsor~~ based on their interest in and commitment to reviewing and voting on a specific proposed standard. The balloting group shall provide for the development of consensus by all interests significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is defined as the avoidance of dominance by any single interest category.

Generally, no individual balloter shall have more than one vote. However, if a ballot group consists of individuals, a balloter can participate as an individual and as an organizational representative (OR), casting a separate vote for himself or herself as well as the organization the individual represents.

If a ballot group consists of persons of any category, a balloter can participate as an individual and as a representative of a person who is of any category other than individual (as defined in 5.4.1.1), casting a separate vote for himself or herself as well as the member the individual represents.

Representative status implies that the representative is acting for the member and not as an individual. Although frequent changes in representatives are discouraged, any individual can be empowered through written authorization from the member to the Sponsor chair to exercise the single vote of the member.

The *IEEE-SA Standards Board Bylaws* allow for the participation of invited individual experts in ballots of specific standards projects upon approval of the IEEE-SA Standards Board. An invited individual expert is a non-IEEE-SA member who has been invited by a Sponsor to ballot on a specific standards project for the purpose of providing his or her technical expertise to improve the quality of that document. The Sponsor shall provide the following information to the IEEE-SA Standards Board when requesting the participation of an invited individual expert in a particular balloting group:

- a) A rationale as to why the invited individual expert is needed
- b) Brief background information on each invited individual expert, including qualifications
- c) A statement explaining the detrimental impact if the invited individual expert does not participate
- d) The total number of individual experts invited to participate in this balloting group
- e) The contact information for the individual

Upon approval by the IEEE-SA Standards Board, an invited individual expert is entitled to the same balloting privileges as an IEEE-SA member for the specified standards project.

Sponsors-Balloters are required to classify their relationship of each member of to the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as “testing laboratory” or “academic,” may be added by the Sponsor-used. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. ORs are classified in relation to the interests of their organization. Individuals classify themselves are classified based on their technical background, which may be related to their employment, job functions, or experience. IEEE-SA members who are of any category other than individual are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No group (classification) is permitted to constitute 50% or more of the balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Sponsors are expected to take steps to shall ensure balance prior to conducting a Sponsor ballot. Balloting groups should have at least 10 members to ensure adequate balance.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE-SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

Persons may also purchase the ballot draft for information only. Such persons may submit comments on the draft within the balloting period. However, they may not vote to approve, disapprove, or abstain on the proposed standard, nor are they entitled to receive any material other than the revised draft and responses to their comments.

Comments from persons who are not members of the balloting group shall be given due consideration and an appropriate response.

Sponsors may indicate their desire to conduct ballots by electronic means. With this election, those without email and world wide web access will not be included in the official balloting group.

RATIONALE: The proposed changes clarify details of the balloting process as it is implemented by the Standards Department. The proposal for a minimum number of members in a balloting group is put forward based on previous discussions in ProCom on demonstrating user and industry interest in a project through participation in its development.

CHANGE 6
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 10 June 2003)
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IEEE-SA Standards Board Operations Manual

5.5 Submission of proposed standards to the IEEE-SA Standards Board

The Sponsor shall submit all required documentation, including a complete copy of the last balloted draft, in accordance with the most current version of the IEEE-SA Standards Board Working Guide for Submittal of Proposed Standards to the Secretary of the IEEE-SA Standards Board RevCom Administrator. This submittal shall be made prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board.

The ballot summary documentation shall be accompanied by the ballots referenced in the summary unless the ballot was administered by the IEEE Standards Department. (For examples of the most significant points that are reviewed by RevCom, see 4.2.3.2).

When the proposed standard is considered at a meeting of RevCom, it may be necessary for the Sponsor to be represented at that meeting, particularly if there were unresolved negative votes during the balloting (see 4.2.3.3 and 5.4.3.2) and/or if RevCom members submit negative comments prior to the RevCom meeting (see 4.2.3.4).

Approved IEEE standards may be submitted for adoption by other organizations (see also 5.6). As part of the adoption process, the adopting organization may receive comments on the technical content of the standard. These comments should be sent to the IEEE Standards Department. The comments will then be referred to the Sponsor for a response. Responses shall be directed to the commentor, with a copy sent to the IEEE Standards Department. If, in the opinion of the Sponsor, such comments warrant an amendment or revision to the approved IEEE standard, the Sponsor shall submit a PAR.

RATIONALE: The proposal adds the requirement to submit a complete copy of the last balloted draft to the submittal requirements stated in the Operations Manual.

CHANGE 7
[IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual]
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IEEE-SA Standards Board Bylaws

5.2.1.1 Openness

Openness is defined as the quality of being not restricted to a particular type or category of participants. All meetings involving standards **and all IEEE Standards Sponsor ballots** shall be open to all interested parties.

5.2.2.3 Sponsor balloting group

Potential dominance in sponsor ballots as evidenced by an unduly high proportion of individuals from a single firm and/or organization or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE-SA Standards Board.

~~IEEE Technical Committees, whose membership is normally constituted by IEEE members, may function as the sponsor balloting group. In any case, t~~The balloting group shall consist of persons who are members of the IEEE-SA and non-IEEE-SA members. A person is an individual; proprietorship; partnership; corporation; association; federal, state, provincial, or local government agency; or some other relevant entity (as approved by the IEEE-SA Standards Board on a case-by-case basis). In addition, with the approval of the IEEE-SA Standards Board, invited individual experts who are non-IEEE-SA members may participate in ballots of proposed IEEE standards.

A single type of balloting group for a standard, based on the type of sponsorship, shall be established at the time of PAR approval and officially approved prior to the formation of a balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

An organization is an entity that represents broad-based membership interest. This includes not only standards-development organizations but also other types of organizations such as a government agency (federal, state, provincial, or local), user group, or trade association. It should be noted that individual firms are not considered to be organizations.

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4.2.3.2 Review of draft standards

The ~~Secretary of the IEEE-SA Standards Board or a designated person~~ **RevCom Administrator** shall distribute a copy of each proposed standard to the members of RevCom, together with the **transubmittal** form and any other pertinent information, for review. An IEEE-SA Standards Board member or the

liaison representative may request a copy of the proposed standard from the Secretary of the IEEE-SA Standards Board RevCom Administrator. RevCom members are responsible for reviewing the documents and submitting comments to the Secretary of the IEEE-SA Standards Board RevCom Administrator. All comments and objections with reasons shall be distributed by the Secretary-RevCom Administrator to RevCom members and the liaison representative of the Sponsor.

All requests for approval of a standard shall be reviewed by RevCom to ensure that the submittal is complete and that appropriate IEEE procedures are followed completely and correctly (see the IEEE-SA Working Guide for Submittal of Proposed Standards).

Examples of some of the points that must be carefully analyzed are given in the following paragraphs:

- *Title of Document*. The title on the draft document and submittal form shall be within the scope as stated on the most recently approved PAR, or action(s) shall be taken to ensure this.
- *Coordination*. Mandatory coordination comments shall be addressed. If the Sponsor believes that satisfying specific mandatory coordination comments will impede the utility of the draft standard, appropriate documentation of this position shall be presented to RevCom.
- ~~*Balloting Authority*. If the ballot authority is delegated (per 5.4.2), proof of this delegation shall be included or referenced with the submittal document.~~
- *Ballot Summary*. A ballot summary of the vote of the members is required, e.g., showing the classification of members of the balloting group and including comments accompanying unresolved negative ballots. For complete details, see 5.4.1 and 5.4.3.2.
- *Balloting Group*. The balloting group shall be formulated according to 5.4.1.
- *Classification of Balloting Body*. Classification of the balloting body shall be in accordance with 5.4.1.

5.1.2 Duties of the Sponsor

Supervision of a standards project by the Sponsor includes the following mandatory requirements:

- a) Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator Secretary of the IEEE-SA Standards Board (see 5.2).
- b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the sponsoring committee.
- c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.3.1).
- d) Organize the technical development work on the standard.
- e) Notify persons who have expressed interest in the time and the place of meetings as specified in the P&P of the Sponsor (see 5.1.1).

- f) Ensure that all meetings involving standards are open to all interested parties.
- g) Conduct the standards ballot in accordance with these procedures ~~or, alternatively, delegate balloting responsibility as permitted by the procedures.~~
- h) Submit the proposed standard together with the ~~transub~~mittal form to the IEEE-SA Standards Board.
- i) Submit annually to the IEEE Standards Department an electronic roster of individuals participating on standards projects.

5.4.2 Delegation of authority

Sponsors may, by at least 75% approval either by written ballot received from 75% of the voting members of the Sponsor or by a recorded vote of at least 75% approval at a meeting at which at least 75% of the voting members of the Sponsor participate, delegate the balloting to a subordinate committee of at least 10 members when one of the following conditions apply:

- a) The membership of the Sponsor is too large to assure the required 75% return of ballots.
- b) The subject of the standards project is highly specialized or of limited interest so that the number of unreturned ballots may cause difficulty in obtaining the 75% return required for an effective ballot.
- e) The requirements cannot otherwise be met.

This delegation may be a one time delegation or it may permanently transfer the responsibility to a formally constituted subordinate committee of the Sponsor. When balloting authority is delegated to a subordinate committee, that committee shall meet the membership requirements detailed in 5.4.1.

A record of the action to delegate the balloting authority shall be forwarded to the IEEE SA Standards Board along with the makeup of the balloting body and its balance as described in 5.4.1.

5.4.2 Ballot invitations

IEEE Standards balloting groups shall be formed by means of ballot invitations conducted by the IEEE Standards Balloting Center. A ballot invitation is sent to all parties known by the Sponsor to be interested in the subject matter of the proposed standard. Information about IEEE Standards Sponsor ballot invitations shall also be made available at the IEEE Standards website to allow additional interested parties the opportunity to participate.

Ballot invitations shall remain open for a period of no less than 15 days. Those who respond affirmatively to the invitation during the period in which the ballot invitation is open and who otherwise fulfill the criteria in both subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws* and 5.4.1 shall become members of the balloting group for that proposed standard. Once the ballot has begun, no changes shall be made to the membership of the balloting group.

RATIONALE: To follow the March 2003 Standards Board directives (below):

Move that ProCom be directed to develop modifications to the IEEE-SA Standards Board Operations Manual in line with recommendations #1 and #2, as follows:

Recommendation #1 – Modify IEEE-SA Standards Board Bylaws section 5.2.1.1 as follows: Openness is defined as the quality of being not restricted to a particular type or category of participants. All meetings involving standards and all IEEE Standards Sponsor ballots shall be open to all interested parties.

Recommendation #2 – Remove Delegation of Authority from IEEE-SA Standards Board Operations Manual section 5.4.2. Add new text requiring Ballot Invitations.

CHANGE 8
[IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 8 December 2003)
(Approved by Stds Bd: 31 December 2003)

IEEE-SA Standards Board Bylaws

5.2.2.3 Sponsor balloting group

Potential dominance in sponsor ballots as evidenced by an unduly high proportion of individuals from a single firm and/or organization or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE-SA Standards Board.

IEEE Technical Committees, whose membership is normally constituted by IEEE members, may function as the sponsor balloting group. In any case, the balloting group shall consist of persons who are members of the IEEE-SA and non-IEEE-SA members. A person is an individual; proprietorship; partnership; corporation; association; federal, state, provincial, or local government agency; or some other relevant entity (as approved by the IEEE-SA Standards Board on a case-by-case basis). In addition, with the approval of the IEEE-SA Standards Board, invited individual experts who are non-IEEE-SA members may participate in ballots of proposed IEEE standards.

A single type of balloting group for a standard, based on the type of sponsorship, shall be established at the time of PAR approval and officially approved prior to the formation of a balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

~~An organization is an entity that represents broad-based membership interest. This includes not only standards development organizations but also other types of organizations such as a government agency (federal, state, provincial, or local), user group, or trade association.~~

~~It should be noted that individual firms are not considered to be organizations.~~

IEEE SA Standards Board Operations Manual

3. Abbreviations and acronyms

OR: Organizational Representative

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws*. Balloting group members are selected to vote on the acceptability of a new or revised standard by the Sponsor based on the interest in and commitment to reviewing and voting on a specific proposed standard. The balloting group shall provide for the development of consensus by all interests

significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is defined as the avoidance of dominance by any single interest category.

Generally, no individual balloter shall have more than one vote. ~~However, if a ballot group consists of individuals, a balloter can participate as an individual and as an organizational representative (OR), casting a separate vote for himself or herself as well as the organization the individual represents.~~

If a ballot group consists of persons of any category, a balloter can participate as an individual and as a representative of a person who is of any category other than individual (as defined in 5.4.1.1), casting a separate vote for himself or herself as well as the member the individual represents.

Representative status implies that the representative is acting for the member and not as an individual. Although frequent changes in representatives are discouraged, any individual can be empowered through written authorization from the member to the Sponsor chair to exercise the single vote of the member.

The *IEEE-SA Standards Board Bylaws* allow for the participation of invited individual experts in ballots of specific standards projects. An invited individual expert is a non-IEEE-SA member who has been invited by a Sponsor to ballot on a specific standards project for the purpose of providing his or her technical expertise to improve the quality of that document. The Sponsor shall provide the following information to the IEEE-SA Standards Board when requesting the participation of an invited individual expert in a particular balloting group:

- a) A rationale as to why the invited individual expert is needed
- b) Brief background information on each invited individual expert, including qualifications
- c) A statement explaining the detrimental impact if the invited individual expert does not participate
- d) The total number of individual experts invited to participate in this balloting group

Upon approval by the IEEE-SA Standards Board, an invited individual expert is entitled to the same balloting privileges as an IEEE-SA member for the specified standards project.

Sponsors are required to classify the relationship of each member of the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as “testing laboratory” or “academic,” may be used. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. ~~ORs are classified in relation to the interests of their organization.~~ Individuals are classified based on their technical background, which may be related to their employment, job functions, or experience. IEEE-SA members who are of any category other than individual are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No group (classification) is permitted to constitute 50% or more of the balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Sponsors are expected to take steps to ensure balance prior to conducting a Sponsor ballot.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE-SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

Persons may also purchase the ballot draft for information only. Such persons may submit comments on the draft within the balloting period. However, they may not vote to approve, disapprove, or abstain on the proposed standard, nor are they entitled to receive any material other than the revised draft and responses to their comments.

Comments from persons who are not members of the balloting group shall be given due consideration and an appropriate response.

Sponsors may indicate their desire to conduct ballots by electronic means. With this election, those without email and world wide web access will not be included in the official balloting group. As of 1 January 2005, all IEEE Standards Association Sponsor ballots shall be conducted by electronic means.

5.4.1.1 Balloting group made of persons who are of any category other than individual

Several distinct rules apply to Sponsor ballots by persons who are of any category other than individual. For each balloting group, such person shall name one primary voting representative and, at the member's option, one alternate voting representative to the Sponsor. Only a ballot from one of these representatives shall be accepted. If ballots are received from other parties, they shall not be counted; if ballots are received from both the primary voting representative and the alternate voting representative, **only the ballot vote** from the **alternate-primary** voting representative shall **not** be counted.

Each primary and alternate voting representative can ballot for only one person who is of any category other than individual; no one representative can represent the interests of more than one person who is of any category other than individual.

The following qualify as persons who are of any category other than individual for balloting purposes:

- *Corporation:* An entity that has a controlling body, such as a Board of Directors, that does not report to another controlling body.
- *Government agency or subdivision:* An entity that reports to its parent or executive, legislative, or judicial branch of a government.
- *Partnership or association:* An entity comprised of two or more principal members. In order to be a voting member in a particular Sponsor ballot, each partnership or association shall declare that it does not represent the interests of another member of the IEEE-SA of any type participating in that Sponsor ballot.
- *Consultant:* An entity whose principal source of revenue is derived from providing consulting services for other institutions. In order to be a voting member in a particular Sponsor ballot, each

consultant shall declare that it does not represent the interests of another person of any type participating in that Sponsor ballot.

— *Academic institution:* An educational entity that has a controlling body, such as a Board of Regents or a Board of Governors.

— *Consortia, vendor-specific user groups, professional societies, and other standards-developing organizations:* The principal and alternate representatives for these types of entities may be employed by other entities that have voting membership in the ballot group.

— Other institutional persons as approved by the IEEE-SA Standards Board.

In the event that, through merger or acquisition or other similar event, a member of IEEE-SA who is of any category other than individual has its assets totally or substantially transferred to another entity, membership in the IEEE-SA may be transferred to the new entity, provided that all provisions of membership are maintained. Any such transfer of membership shall be subject to the approval of the IEEE-SA Board of Governors.

If distinct divisions of a corporation, association, or organization can demonstrate to the Sponsor that they represent independent interests and the authority to make independent decisions that are so different that they fall into different interest categories, each may apply for membership in the ballot body. Each such case shall be approved on an exception basis by the IEEE-SA Standards Board and shall be reviewed by the IEEE-SA Standards Board to ensure that there will be no undue influence by any one person on the standards balloting process. Each such division shall have a unique IEEE-SA membership.

RATIONALE: The proposed changes bring balloting methods in the IEEE-SA in line with the membership provisions that have existed since the creation of the IEEE-SA in 1998. The continued existence of organizational representatives leads to confusion among corporate members, since the same benefits of membership can be had through corporate membership and the creation of a mixed-ballot PAR. Removing this provision will give the Sponsor authority to determine the type of PAR that should be created. Note that all existing ballot groups would be grandfathered, but new ballot groups that desire any type of non-individual participation would be mixed ballot groups.

CHANGE 9
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 8 December 2003)
(Approved by Stds Bd: 10 December 2003)

IEEE-SA Standards Board Operations Manual

5.2 Project authorization

No formal activity shall take place after six months from the day of the first meeting of the working group without formal submittal of a PAR to the IEEE-SA Standards Board and assignment of a project number (see 5.1.2).

The Sponsor shall submit the original signed copy of the PAR, in accordance with the provisions of the most current version of the IEEE-SA Standards Board Working Guide for the Project Authorization Request (PAR) Form, to the ~~Secretary of the IEEE-SA Standards Board~~ NesCom Administrator. This original PAR shall be submitted prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board. The individual signing the PAR shall be an IEEE-SA member.

At the time of PAR submission, the Sponsor shall state the type of balloting group that will be formed to approve or disapprove the standard (see 5.4.1).

Any PAR that includes a change in sponsorship shall be submitted to the NesCom Administrator, accompanied by letters of agreement from both the Sponsor ceding sponsorship and the Sponsor accepting sponsorship.

After the PAR has been approved by the IEEE-SA Standards Board, the PAR form becomes an important part of the project file for the standard and is referred to at the time that a standard is submitted for IEEE-SA Standards Board approval. It is important for standards-writing committees to examine the approved PAR periodically in order to make certain that its information is current as shown on the form. This will minimize delays in obtaining approval of final submittals. PAR revisions that include a change in sponsorship shall be submitted to NesCom, accompanied by letters of agreement from both the Sponsor ceding sponsorship and the Sponsor accepting sponsorship.

For standards and their amendments that may be submitted to international standards-developing organizations, the project chair should supply a coordination plan to the IEEE-SA Standards Board during the draft development of the standard that will illustrate the plan they will follow to coordinate the necessary multiple approvals.

If a standards project has not been completed by the four-year deadline authorized in the PAR and the Sponsor determines that the project should remain active, the Sponsor shall complete the IEEE-SA Standards Board Extension Request Form and submit it to the NesCom Administrator. NesCom will

make a recommendation to the IEEE-SA Standards Board whether or not to approve the extension to the PAR. A PAR extension may be granted for one or more years.

If the Sponsor does not submit an IEEE-SA Standards Board Extension Request Form and the standards project has reached the deadline authorized in the PAR approval letter or a previous extension approval letter, the standards project shall be subject to administrative withdrawal.

RATIONALE: The proposed changes help to better organize the clause and make some corrections, including the removal of 'PAR revision' – as this term is no longer used by NesCom.

CHANGE 10
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 8 December 2003)
(Approved by Stds Bd: 10 December 2003)

IEEE-SA Standards Board Operations Manual

4.4 Organization of SCCs

4.4.1 SCC type 1

~~The IEEE-SA Standards Board Chair shall appoint the chair of an SCC type 1. The term of appointment of a chair of an SCC type 1 shall be one year, and this term can be renewed annually. The chair of an SCC type 1 shall be a member of the IEEE-SA and a member of any grade of the IEEE. The IEEE-SA Standards Board Chair has the authority to remove a chair of an SCC type 1.~~

4.4.2 SCC type 2

~~The officers (chair, vice chair, etc.) of an SCC type 2 shall be appointed by the IEEE-SA Standards Board Chair. The term of appointment of officers of an SCC type 2 shall be one year, and this term can be renewed annually. The chair of an SCC type 2 shall be a member of the IEEE-SA and a member of any grade of the IEEE. The IEEE-SA Standards Board Chair has the authority to remove an officer of an SCC type 2.~~

~~The members of an SCC type 2 and its subcommittees are appointed by one or more of the following:~~

- ~~a) — The SCC Type 2 Chair,~~
- ~~b) — An IEEE Society,~~
- ~~c) — The IEEE-SA Standards Board.~~

~~Membership in the IEEE-SA is encouraged for all SCC members.~~

4.4.1 Membership

Membership in the IEEE-SA is encouraged for all SCC members.

4.4.2 Officers of an SCC

The IEEE-SA Standards Board Chair shall appoint the chair of each SCC, who shall be a member of the IEEE-SA and a member of any grade of the IEEE. The appointment shall be for the calendar year, but the SCC Chair may, at his or her discretion, serve until a successor is appointed.

Other SCC officers (e.g., vice chair and secretary) are chosen as provided in the approved SCC Operating Procedures. They shall be members of the IEEE-SA.

The IEEE-SA Standards Board Chair has the authority to remove an officer of an SCC.

4.4.3 Membership in an SCC type 2

The members of an SCC type 2 and its subcommittees are appointed by one or more of the following:

- a) The SCC Type 2 Chair,
- b) An IEEE Society,
- c) The IEEE-SA Standards Board.

RATIONALE:

The proposed changes accomplish the following:

- **A shift of the responsibility for appointment of SCC officers [excluding the SCC Chair] from the Standards Board Chair to a method stated in the approved SCC operating procedures.**
- **Require that all SCC officers be IEEE-SA members.**
- **Allow flexibility in the timing of appointments.**

CHANGE 11
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: 8 December 2003)
(Approved by Stds Bd: 10 December 2003)

IEEE-SA Standards Board Operations Manual

1.2 Types of IEEE standards

IEEE standards include but are not limited to:

- Lists of terms, definitions, or symbols, applicable to any field of science or technology within the scope of the IEEE.
- Expositions of scientific methods of measurement or tests of the parameters or performance of any device, apparatus, system, or phenomenon associated with the art, science, or technology of any field within the scope of the IEEE.
- Characteristics, performance, and safety requirements associated with devices, equipment, and systems with engineering installations.
- Recommendations reflecting current state-of-the-art in the application of engineering principles to any field of technology within the scope of the IEEE.

IEEE standards are classified as:

- *Standards*: documents with mandatory requirements¹.
- *Recommended practices*: documents in which procedures and positions preferred by the IEEE are presented.
- *Guides*: documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.
- *Trial-Use documents*: publications that are effective for not more than two years. They can be any of the categories of standards publications listed above. (See 5.7).

An IEEE Standards Project may develop a document that is:

- *New*: A document that does not replace or substantially modify another standard.
- *Revision*: A document that updates or replaces an existing IEEE standard in its entirety.
- *Amendment*: A document that has to contain new material to an existing IEEE standard and that may contain substantive corrections to that standard as well.
- *Corrigenda*: A document that only contains substantive corrections to an existing IEEE standard.

IEEE Standards may be in one of four states of activity:

- ***Developing*: Standards projects that have not yet been approved as standards.**

¹ Mandatory requirements are generally characterized by use of the verb "shall," whereas recommended practices normally use the word "should." See the *IEEE Standards Style Manual* for further information.

- *Active*: Approved standards that are subject to the requirements for regular maintenance. (See clause 9).
- *Stabilized*: Approved standards that are still in use by industry but that are no longer subject to the requirements for interpretation and periodic maintenance. (See 9.3).
- *Withdrawn*: Standards that are no longer useful or contain significant obsolete or erroneous information. (See 9.4).

9. Updating Maintenance of IEEE Standards

Sponsors are required to undertake a maintenance action within five years of the date of a standard's publication. Subsequent maintenance actions on active standards are required within five years of the IEEE-SA Standards Board approval date of the previous maintenance action. For standards with amendments or corrigenda, the maintenance schedule for all components of the standard is based on the schedule for the base document. Established standards that no longer have development activity associated with them can be transferred to the stabilized standards process, in which they will no longer be subject to the requirement of maintenance action.

A maintenance action on an active standard can be an approved PAR for revision; an initiated reaffirmation ballot; an initiated Sponsor withdrawal ballot; or a request to stabilize. If the Sponsor does not undertake a maintenance action by the end of a standard's five-year maintenance cycle, the RevCom Administrator shall notify the Sponsor that the standard will be submitted to RevCom with a default recommendation of withdrawal. RevCom or the IEEE-SA Standards Board may decide to alter the default recommendation.

If a standard is not reaffirmed, revised, or withdrawn within five years of the date of publication, the Secretary of the IEEE-SA Standards Board shall notify the Sponsor that the standard will be submitted to the IEEE-SA Standards Board for withdrawal. The Sponsor may request, within 30 days of the date of notification, an extension of time (see 9.2.1). The Sponsor shall provide evidence that action to update has been initiated. The standard remains in effect until withdrawal action is taken by the IEEE-SA Standards Board.

9.2.1 Extended life to complete a revision in progress

In those instances where a revision is in progress, and the existing standard can prove useful as an interim document in spite of its lack of currency, the Sponsor may submit a request that the life of a standard and its amendments be extended for a period not to exceed two years. The period of extension shall be limited to the estimated time for completion of the revision shown on the PAR.

9.3 Stabilized standards

A stabilized standard is a standard that is still in use by industry but that has reached a state of maturity not warranting continuous maintenance by the Sponsor. Sponsors do not need to reaffirm stabilized standards. The Sponsor is not obligated to address interpretation requests made of stabilized standards.

The Sponsor, or other party, may propose the change of status of a standard to stabilized. All requests for stabilized standards status shall be reviewed by RevCom, which will make a recommendation to the IEEE-SA Standards Board. At the time a standard is proposed for stabilized standards status, it shall have been a full-use standard for at least five years and it shall not have any current revision or amendment activity associated with it.

If maintenance of a stabilized standard is justified, a revision project shall be initiated. The stabilized standard shall be superseded upon IEEE-SA Standards Board approval of the active, revision standard.

9.3.9.4 Withdrawal

Standards that are no longer useful or contain significant obsolete or erroneous information should be recommended for withdrawal by the Sponsor. A recommendation for withdrawal shall be supported by a ballot with a 50% return and at least a 75% approval.

When the Sponsor fails to show any action to revise, reaffirm, revise, or withdraw, or stabilize an active IEEE standard at the end of its current five years maintenance cycle from the date of publication, the Secretary of the IEEE-SA Standards Board shall, upon the recommendation of the IEEE-SA Standards Board, send a 30-day ballot to the members of the IEEE-SA Standards Board on the question of withdrawing the standard. Notice of the proposed withdrawal shall be sent to all liaison representatives. Withdrawals shall be approved by a ballot of the IEEE-SA Standards Board with at least a 50% return and 100% approval.

A standard remains in effect until it is officially withdrawn by the IEEE-SA Standards Board. When a standard is withdrawn, its amendments and corrigenda are also withdrawn. After a standard is withdrawn, the Sponsor is no longer obligated to respond to interpretation requests concerning it.

9.4 Trial-Use standards upgraded to full status

See 5.7 for information on this subject.

RATIONALE: The above change is proposed as a result of extensive discussions at the Standards Board and at ProCom on the need for a category of standards that do not require regular reaffirmation and interpretation, but that should still be considered valid standards (such as the graphic terminology standards of SCC11).