

Operating Procedures of the IEEE Registration Authority Committee (IEEE RAC)

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1. Introduction

The IEEE Standards Board established the IEEE Registration Authority (IEEE RA) in 1986 and the IEEE Registration Authority Committee (IEEE RAC) in 1991. In 1998, the IEEE RAC became a committee of the IEEE Standards Association Board of Governors, (IEEE SA BoG).

The purpose of this document is to specify the organization, responsibilities and basic procedures of the IEEE Registration Authority Committee. The RAC is a Committee of the BOG. Adherence to these Operating Procedures is an essential aspect in determining the applicability of IEEE's indemnification policy.

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

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

1.1 Mission Statement

The IEEE Registration Authority Committee (IEEE RAC) is the oversight committee for the IEEE Registration Authority.

The IEEE RAC is international in scope, assisting standard developing organizations in their establishment of unambiguous, sustainable registration authorities.

The IEEE RAC considers the long-term interests of the ultimate users of these standards, while pragmatically addressing the needs of the affected organizations, industries, and the IEEE.

2. Scope

2.1 The IEEE RAC reports to the IEEE Standards Association Board of Governors and provides guidance on registration to IEEE Standards Developing Committees (SDC) .

2.1.1. The IEEE RAC uses its experience to determine the need for registration in each case and then, if registration is the acceptable process, help the SDC with its registration procedure documents.

2.2 The IEEE RAC maintains and oversees all IEEE approved Registration Authority functions.

2.2.1. The IEEE RAC shall consider all and recommend as appropriate, requests for Registration Authorities contained in any IEEE Standard.

2.3 The IEEE RAC recommends new registration authorities in IEEE to the IEEE Standards Association Board of Governors.

2.3.1 The IEEE RAC shall be the highest level technical support and oversight committee whenever the IEEE acts as a Registration Authority.

2.3.2 If a Standards Developing Committee (SDC) within the IEEE believes that they have a need for registration in a standard that they are working on they shall submit a request to the IEEE RAC.

2.3.3 The request shall contain a specification statement of the type of registration they require such as self-registration or a Registration Authority. The SDC must also submit a justification for the registration function.

2.3.4 The IEEE RAC shall approve all procedures developed for use in an IEEE standard.

2.3.5 If the IEEE RAC accepts the request for registration then the SDC shall submit a proposal for the registration procedure.

2.3.6 If the Sponsor of an IEEE project has identified on the project PAR that the registration of objects or numbers is a requirement for the project, or if during the development of the project, it becomes apparent that registration will be a requirement, then the IEEE RAC shall be identified as a mandatory coordination body when the project is submitted for Sponsor ballot. In order for this coordination to be effective, the project Sponsor is encouraged to make the registration requirement known to the RAC at the earliest possible stage in the project's development so that the RAC can, if necessary, identify a mentor to assist the Sponsor in developing the registration requirements.

2.3.7 Where registration has been identified as part of a project, the RAC shall, as part of its mandatory coordination response at Sponsor ballot, make a recommendation to the IEEE SA Standards Board as to whether the project should be approved or disapproved, based on the provisions made for registration. Should the recommendation be to disapprove, the RAC shall indicate what steps would be required in order for the recommendation to be one of approval.

2.3.8 When the IEEE acts as a Registration Authority (RA) it does so as a purely administrative process. All technical and procedural questions shall be answered by the IEEE RAC and/or a SDC it appoints.

2.3.9 If a change must be made to a procedure being used by the IEEE as a RA the new procedure shall be approved and may be written by the IEEE RAC.

2.3.10 Non-IEEE Standards Developing Organizations (SDOs) may also submit requests for registration and Registration Authorities to the RAC. The RAC decides upon each request on a case-by-case basis.

2.4. The IEEE RAC is global in scope.

2.4.1 The IEEE RAC shall be the conduit for all requests to and communications from any ISO or IEC Registration Authority committee originating within the IEEE.

2.5 The IEEE/RAC is an organization of the IEEE Standards Association Board of Governors and is independent from but with linkages to the ANSI USA RAC and ISO/IEC JTC1 U.S. TAG Joint Registration Authority Group, (JRAG).

2.5.1 The IEEE RAC shall be the Liaison to the USA RAC under ANSI.

2.6 The IEEE RAC performs its registration authority function only for approved (or to be approved) IEEE Standards or non-IEEE standards relevant to IEEE interests.

2.6.1 When the IEEE RA acts as an ISO/IEC authorized Registration Authority, the IEEE RAC performs its registration authority function in accordance with ISO/IEC Directives and other requirements.

2.7 The IEEE RAC deals directly with hierarchical assignments.

2.8 The IEEE RAC is responsible for both the registration authority process and the RA related technical content of standards using a registration authority activity.

2.8.1 The IEEE RAC shall provide technical advice to IEEE RA administering the registry operations.

3. Membership

3.1 Membership criteria

Membership in the IEEE RAC is open to representatives appointed by sponsors of IEEE standards interested in registration, as defined in the IEEE Standards Association Operations Manual, section 5.7, Each sponsor may appoint up to two representatives for a renewable three (3) year term, as long as the total membership of RAC is less than 21.

The IEEE RAC has two ex-officio members: the IEEE RAC Secretary, and the chair of the Standards Activities Board of the Computer Society (or designee).

The Chair shall appoint the EtherType consultant as a non-voting position of the IEEE RAC. The RAC Chair may appoint additional technical experts to serve as non-voting members of the IEEE RAC.

The current RAC roster can be found on the RAC web site:
<http://standards.ieee.org/about/bog/rac.html>

3.2 Rules of membership

Members are expected to actively participate via Email (or similar means), to attend meetings, and respond to ballots.

4. Officers

4.1. Chairperson

As defined in the IEEE Standards Association Operations Manual, section 5.7, the chairperson shall be appointed by the IEEE Standards Association President for a renewable three (3) year term.

In the event that the chairperson is unable or unwilling to continue for a further term, the RAC may recommend a candidate to the IEEE Standards Association Board of Governors for consideration.

The duties of the chair shall be as follows:

- 1) To preside over the meetings of the IEEE RAC.
- 2) To distribute the agenda for the IEEE RAC meetings to RAC and BOG members.
- 3) To prepare a yearly status report to the IEEE Standards Association Board of Governors.

4.2. Secretary

The secretary shall be a staff person appointed by the IEEE Standards Department. The duties of the secretary shall be, in consultation with the chair:

- 1) To prepare and distribute the meeting notice for the IEEE RAC meetings to RAC and BOG members.
- 2) To prepare a meeting agenda for the IEEE RAC meetings.
- 3) To prepare and circulate minutes of each meeting of the IEEE RAC.
- 4) To prepare and circulate reports to the IEEE Standards Board as requested.
- 5) Other duties as assigned in support of the duties of the chair.

5. Meetings

5.1 Meeting frequency and announcements

The IEEE RAC shall meet annually and may meet more often at the discretion of the chair. Notice of the time and place of each meeting and an agenda of the principle items to be considered shall be distributed to the members at least four weeks in advance of any meeting.

If an interim meeting is to be conducted via teleconference, notice of the meeting information and agenda of the principle items to be considered shall be distributed to the members at least two weeks in advance of the teleconference, unless a member has indicated an extended absence to the Chair.

5.2 Quorum

A quorum for any ballot is defined as a majority of the voting members.

5.3 Voters

For the purpose of voting, each sponsor shall appoint a primary voter and may appoint an alternate voter from its representatives appointed to the IEEE RAC. The Sponsor shall supply the identities of the primary and secondary voters to the IEEE RAC. Ballot votes are supplied by either the primary voter (if present) or the alternate voter (if the primary is absent).

Each represented sponsor will have only one vote.

The Chair of the IEEE RAC votes under the following situations:

1. When the vote is by ballot, the Chair may vote as any other member of the committee.
2. In all other cases as the presiding officer the Chair may vote when ever his vote will affect the result, e.g.:
 - i. To break a tie.
 - ii. To create a tie when a majority is required.

5.4 Action

For any ballot taken, whether at a meeting, Email, or by letter ballot, a simple majority of votes cast must be in the affirmative for the proposal to be accepted.

5.5 Executive session

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.0 Communications

All correspondence on behalf of the IEEE RAC shall contain identification of the IEEE RAC as the source of the correspondence.

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

7.0 Modifications to these operating procedures

Modifications to these operating procedures shall be approved by at least a two-thirds approval vote of the IEEE RAC.

8.0. Reconsideration

Any customer of the RAC who has concerns about the action or inaction of the IEEE RAC can request that the entire IEEE RAC reconsider the action or inaction by filing a written request for reconsideration with the IEEE RAC Secretary within 30 days after the date of notification of action of the RAC or at any time with respect to inaction. Upon receipt, the Secretary will add the reconsideration request to the agenda of the next RAC meeting. The RAC Chair can optionally call a duly called meeting of the RAC with quorum present. At the meeting the reconsideration will be discussed and the RAC will decide by majority vote. The reconsideration decision of the RAC will be the RAC's final decision.