INSTRUCTIONS FOR CHAIRS OF
STANDARDS DEVELOPMENT ACTIVITIES

At the beginning of each standards development
meeting the chair or a designee is to:

- Show the following slides (or provide them beforehand)
- Advise the standards development group participants that:
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  Bylaws and Clause 6.1 of the IEEE SA Standards Board Operations Manual;
- Any material submitted during standards development, whether verbal, recorded,
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  - IEEE SA Copyright Policy, see Clause 7 of the IEEE SA Standards Board Bylaws https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7

- IEEE SA Copyright Permission
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- IEEE SA Copyright FAQs

- IEEE SA Best Practices for IEEE Standards Development

- Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)