

CHANGE 1

**[IEEE-SA Standards Board Bylaws]
(Approved by ProCom: December 2016)
(Approved by SASB: December 2016)
(Approved by BOG: February 2017)**

IEEE-SA Standards Board Bylaws**5.2 Standards-development process****5.2.1 Participation in IEEE standards development**

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE-SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with IEEE Policies Section 9.8 on Conflict of Interest.

IEEE Standards Sponsor **Chairs, Vice Chairs, Treasurers,** and Sponsor liaison representatives shall be members of IEEE-SA and shall also be either IEEE members of any grade, **except Student grade,** or IEEE affiliates. **All officers of IEEE-SA Standards Board Standards Coordinating Committees shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.**

The IEEE-SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE-SA Standards Board.

5.2.1.1 Membership requirements for standards developed under the individual method

Chairs, ~~and~~ Vice Chairs, ~~and~~ **Treasurers** of IEEE standards working groups developing standards under the individual method shall be members of IEEE-SA and shall also be either IEEE members of any grade, **except Student grade,** or IEEE affiliates. Designees (those designated to manage the Sponsor ballot) in the IEEE Standards Sponsor individual ballot process shall be members of IEEE-SA and shall also be either IEEE members of any grade, **except Student grade,** or IEEE affiliates.

CHANGE 2
[IEEE-SA Standards Board Bylaws]
(Approved by ProCom: March 2017)
(Approved by SASB: April 2017)
(Approved by BOG: May 2017)

IEEE-SA Standards Board Bylaws

7.2.1 Contributions from previously Published sources

All contributions from previously Published sources that are not Public Domain shall be accompanied by a Copyright Permission Form that is completed by the copyright owner, or by a person with the authority or right to grant copyright permission. The Copyright Permission Form **request** shall outline the specific material being used and **, where possible,** the planned context for its usage in the Work Product.

CHANGE 3
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: March 2017; September 2017)
(Approved by SASB: July 2017; October 2017)

IEEE-SA Standards Board Operations Manual

5.3.3.2 Recordings of the proceedings of standards development meetings ~~Audio recording, video recording, and photography~~

IEEE Standards Sponsor committees may apply restrictions on the use of audio recording, video recording, or photography equipment where they may impede free discussion, where they compromise commercial value, or where they are disruptive. Such restrictions should be clearly identified, in advance, to attendees.

IEEE-SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.

An officer of the Working Group or one of its subgroups, unless prohibited by the P & P of the Sponsor or Working Group, is permitted to record, via either audio or slideshow recording only, the proceedings of an IEEE standards development meeting for which he or she is responsible. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited.

The Working Group or subgroup officer shall use the recording exclusively for the purpose of generating minutes. The officer shall not copy or further distribute the recording. Once the meeting minutes have been prepared, the officer shall delete the recording.

Any IEEE standards development meeting may be recorded for preparation of the meeting minutes as described above. If recording is expected to occur, the following steps shall be taken:

- The intent to record for preparation of the meeting minutes shall be noted on the distributed meeting agenda.
- At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting and shall notify participants that remaining in the meeting is an agreement to be recorded.
- The fact of the announcement to record the meeting shall be included in the meeting minutes.

CHANGE 4
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: March 2017)
(Approved by SASB: July 2017)

IEEE-SA Standards Board Operations Manual

5.4.4 Mandatory coordination

The Sponsor shall coordinate via circulation of drafts with the following entities:

— IEEE Standards editorial staff during Mandatory Editorial Coordination, Sponsor ballot, and RevCom review

The Sponsor shall indicate the IEEE Registration Authority Committee (RAC) as a mandatory coordination entity when the draft is submitted for Sponsor ballot if

— The PAR indicates the possible registration of objects or numbers to be included in or used by the project;

— It becomes apparent through development of the draft that registration of objects or numbers will be included in or is used by the project;

— The IEEE Registration Authority Committee (RAC) when the draft includes registration activity (see subclause 5.7 of the IEEE Standards Association Operations Manual):

1) The PAR indicates the possible registration of assigned names or assigned numbers to be included in or used by the proposed project.

2) It becomes apparent through development of the draft that:

a) new registration of assigned names or assigned numbers will be included in the draft that will be assigned under a standards developing organization (SDO), or a Working Group or Sponsor would like to request authority to conduct such assignment;

b) the draft includes reference to, or new specifications for use of, registration activity defined external to the proposed standard.

— Requested by the RAC.

The RAC, IEEE Standards editorial staff, or RevCom may request RAC review of a draft.

Comments from these mandatory coordination entities shall be given appropriate consideration and response by the Sponsor. At the time of project submittal to the IEEE-SA Standards Board for consideration for approval consideration as an IEEE standard, the Sponsor shall supply the most recent mandatory coordination comments and indicate either acceptance or a request for a waiver (see 4.2.3.2).

6.4.8 Assigned numbers or names

A draft that defines any of the following items, for which any instance is intended to be allocated independent of approval in an IEEE standard, shall define the rules of such allocation:

- Namespaces
- Listings of products, services, entities, or objects
- Assignment of unique identifiers

- Assignment of unique numbers

In such instances, the draft and the rules for allocation shall be subject to mandatory coordination (see 5.4.4).

CHANGE 5
[IEEE-SA Standards Board Operations Manual]
(Approved by ProCom: December 2017)
(Approved by SASB: December 2017)

IEEE-SA Standards Board Operations Manual

5.1.2 Duties of the Sponsor

5.1.2.1 Mandatory requirements

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 (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 5.4.4).
- d) Organize the technical development work on the standard.
- e) **Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.**
- ef) 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).
- fg) Ensure that all meetings involving standards are open to all interested parties.
- gh) Conduct the Sponsor ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- hi) Submit the proposed standard together with the submittal form to the IEEE-SA Standards Board.
- ij) Submit annually to IEEE-SA Staff an electronic list of persons participating in standards projects during the prior year.
- jk) Without exception, the Sponsor shall ensure the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).
- kl) Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, the Sponsor shall promptly notify the IEEE-SA Standards Board and shall immediately address the concern with the standards developing committee leadership.
- lm) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Sponsor. Such P & P shall not be in conflict with the IEEE-SA Standards Board Operations Manual. Sponsors should note that IEEE-SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Sponsor's WG P & P for alignment.

5.3.3 Standards development meetings

Standards development meetings are to be conducted consistent with the principle of openness. Participants in a Working Group may include members and non-members when the requirements to gain membership are specified in Sponsor or Working Group P & P. A 'meeting' includes any convening for which notice was required to be given or for which membership-credits or other participation rights are either earned or exercised. Meetings may be in-person or may be via electronic means, as appropriate.

While a Working Group may maintain its own list of participants to track membership status, the authoritative list of participants is maintained in an IEEE-SA database. **Only those authorized to access and use IEEE's data, including personal data, from IEEE systems are permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.**