

CHANGE 1
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: March 2021 and May 2021)
(Approved by SASB: April 2021 and June 2021)

IEEE SA Standards Board Operations Manual

6.2 Commercial terms and conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

Except as otherwise permitted by this *IEEE SA Standards Board Operations Manual*, IEEE standards shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering or scientific in nature. Thus, for example, an IEEE standard shall not include contractual requirements (see 6.2.1); endorse or require the use of proprietary products or services (see 6.2.2); or endorse or require the use of particular conformity-assessment bodies, testing facilities, or training organizations (see 6.2.3).

6.2.1 Contractual requirements

Except as provided below, IEEE standards shall not include contractual requirements such as those relating to particular products or services, guarantees, warranties, reworks, indemnities, buybacks, price-related terms, and other conditions of sale or use.

6.2.2 Endorsements of proprietary products or services

IEEE standards shall not endorse or require the purchase or use of proprietary products or service providers as a condition of implementing the standard. Proprietary in this context means products or services that are the property of an owner and cannot be obtained or recreated without the consent of the owner. For example, an IEEE standard may not endorse or require the purchase or use of brand-name tools or components, licenses, manufacturer lists, service provider lists, or copyrighted materials.^{FN}

However, for informational purposes, where known sources exist for products or services necessary to comply with the IEEE standard, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of products or services is not an endorsement of those products or services or their suppliers.

6.2.3 Conformity assessment, testing, and training

In connection with IEEE standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity may be standardized as long as the description of

the process or criteria is limited to technical, engineering, or scientific concerns and does not include what would otherwise be contractual or commercial terms.

It is permissible for health, safety, or environmental protection reasons to include a generic requirement for third-party, i.e., independent, conformity assessment, testing, or training. IEEE standards shall not dictate the use or non-use of a particular conformity-assessment body, testing facility, or training organization.

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with the IEEE standard, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of sources is not an endorsement of those sources.

^{FN} The term "copyrighted materials" is not intended to include: (a) manufacturers' instruction/safety manuals; or (b) documents incorporated by reference into the text of an IEEE standard for non-commercial technical or safety-related purposes, as long as such references do not otherwise violate other provisions of the Commercial Terms and Conditions Policy (e.g., they cannot also include warranties, guarantees, and like commercial clauses).

6.4.6 Normative references

Normative references are documents that contain additional material that is necessary to implement the standard. Thus, normative references are indispensable when applying the standard. Each normative reference shall be cited, and the role and relationship of each normative reference shall be explained in the body of the standard.

IEEE and other nationally or internationally recognized standards developing organizations (SDOs) are preferred as the source of normative references. Documents published by other organizations may be cited provided the document is publicly available at a cost that is not unreasonable at the date of publication of the IEEE standard, and the document meets the restrictions on commercial terms (see 6.2.2). Documents that are cited as normative references, but that are developed by organizations that are not nationally or internationally recognized SDOs, shall include the edition or date of publication in the citation. References to standards that are not active are permitted, provided such standards are publicly available at the date of publication of the IEEE standard. Draft standards may be used as normative references if they are unambiguously dated, readily available, and retrievable at the date of publication of the IEEE standard. Please consult with an IEEE Standards project editor if such inclusion is necessary.

References to specific clauses or subclauses, tables, and figures of another document shall include the date of said document.

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[IEEE SA Standards Board Operations Manual]
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IEEE SA Standards Board Operations Manual

5.1.2 Duties of the Standards Committee

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee 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 Standards 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.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- i) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- j) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- k) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- l) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).
- m) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
- p) Upon request, provide the IEEE Standards Association Program Manager with full access to
 - i. All documents related to IEEE standards development activities including, but not limited to, the following:
 - Meeting minutes
 - Meeting agendas
 - Membership roster(s) and/or participant list(s) as described in the working group policies and procedures
 - All Work Products, Contributions and/or presentations as defined in the IEEE SA Copyright Policy (see *IEEE SA Standards Board Bylaws*, clause 7)

- Communications including, but not limited to, communications by the standards development group for the review of the draft and communications to external bodies
- Appeals, dominance complaints, and other related materials
- ii. IEEE and non-IEEE document repositories used to store all documents related to IEEE standards development activities including, but not limited to, IEEE offered eTools and document storage tools
- iii. Email distribution lists including, but not limited to, IEEE ListServ and email aliases
- iv. Tools used by the standards development group not listed above

The time frame required for providing the requested information and/or access based on the requirements listed above shall be 20 days from the date of the request from the IEEE Standards Association Program Manager. Failure to respond may be cause for suspension of standards activities.

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(Approved by ProCom: May 2021)
(Approved by SASB: June 2021)

IEEE SA Standards Board Operations Manual

5.3.5 Meeting expenses

A Standards Committee or Working Group may choose to set a meeting fee as a means of offsetting the costs of meeting administration, logistics, and other similar costs of standards development.

The Standards Committee or Working Group assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the Standards Committee or Working Group, as appropriate. Conversely, if a surplus results from the operation, the surplus will be credited to the Standards Committee or Working Group, as appropriate.

5.3.6 Annual financial report

All Standards Committees shall ensure the annual certification of detailed financial activity via the IEEE SA online financial reporting tool. The report is due by 15 February of each year for the previous fiscal year's activity. Failure to submit this report shall result in action from the IEEE SA Standards Board. Entry Categorization of financial transactions shall be completed within 30-45 days of the end of each fiscal quarter (March, June, September, and December) and shall be considered delinquent if not submitted by that time. If two deadlines in one fiscal year are missed, the non-compliant group shall then be required to enter financial transactions on a monthly basis through the end of the following year. If missed deadlines continue, any of the following actions may be taken by the SASB:

- Removal of the Treasurer
- Removal of the Officers
- Suspension of all activities of the non-compliant group until the report is filed and accepted as complete

5.3.7 Bank accounts

All IEEE SA Standards development eCommittees and Working Groups that have or intend to have bank accounts shall use the IEEE Concentration Banking Program banking services provided by the IEEE Treasury Department as their only bank account. It is the policy of the IEEE that all bank accounts provide for the signatures of at least two volunteers (who shall be IEEE Member grade or higher in good standing).

Bank accounts shall be closed six months after the standards development activity has ceased and if further projects are not planned. Closing bank statement(s) shall be submitted to the IEEE SA BOG and the relevant IEEE Society with the final budget report.

In the event that a Working Group's treasury goes into deficit, the Working Group's Standards Committee is ultimately responsible for that deficit.

5.3.8 Auditing of finances

All Standards Committees and Working Groups with actual income or expenses of US \$250,000 or more per year shall be audited by a fully qualified, independent professional auditor. The Standards Committee or Working Group may select an outside accounting firm, another fully qualified resource, or the IEEE

Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of the relevant Standards Committees and Working Group. If the IEEE Internal Audit Department is selected to provide the auditing service, all required documentation is due no later than 15 March. If prepared by an independent auditor, the contract/MOU for their services is due to the IEEE Internal Audit Department by 15 March; the final and complete audit report shall be submitted to the IEEE Internal Audit Department by 30 April.

Standards Committees or Working Groups with more than US \$25,000 but less than US \$250,000 in income or expenses per year may be audited. The IEEE Internal Audit Department is responsible for scheduling and arranging for the audits of these Standards activities. For those Standards Committees or Working Groups not scheduled for an Internal Audit review in a given year, an informal review should be conducted by a committee composed of individuals who have no direct or indirect responsibility for the financial transactions of the Standards Committee or Working Group.

All audit fees, as determined by the IEEE Internal Audit Department, shall be incorporated in the budgets of Standards Committees or Working Groups and displayed as a separate line on budget reports.

The IEEE Internal Audit staff shall assure that committee financials are audited in accordance with the guidelines developed for this purpose.

5.3.9 Closings

All IEEE Standards development Committees with meeting income or expenses of US \$25,000 or greater per meeting shall complete the following tasks within six months of cessation of the IEEE standards development activities:

Close bank accounts;

- Distribute any surplus as directed by the IEEE SA BOG;
- Complete final financial reports;
- Complete the audit, if required.

Many of these tasks are required by United States Internal Revenue Service regulations and by the audit process. Documentation concerning these tasks shall be reviewed by the IEEE SA BOG and the relevant IEEE Society, where applicable.

All Working Groups shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Complete final financial reports;
- Complete the audit, if required.

Responsibility for the maintenance of the bank account assets will default to the Standards Committee under which the Working Group was formed.

CHANGE 4
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: August 2021)
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IEEE SA Standards Board Operations Manual

6.1.2.1 Contributions proposed for IEEE adoption

Previously Published documents that are submitted for adoption by IEEE require a reciprocal, binding agreement between IEEE and the copyright owner of the document. The agreement shall stipulate whether the adoption is intended to be with or without modification. If the agreement stipulates that no IEEE changes may be made but the IEEE review process results in requested IEEE changes, then a new agreement may be negotiated or the adoption shall be terminated.

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[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: August 2021)
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IEEE SA Standards Board Operations Manual

5.6 Adoption

The adoption processes within IEEE allow for IEEE standards to be adopted by recognized standards organizations (see 5.6.1) and for IEEE to adopt standards and specifications from other organizations (see 5.6.2).

5.6.1 Process for adoption of IEEE Standards

The IEEE is a focal point for various technologies and is willing to share its expertise with standards developers worldwide. One method for doing this is through adoption.

Adoption of IEEE standards by national, regional, and international standards organizations is encouraged. This adoption shall be a formal process that may include a reciprocal, binding agreement between the IEEE and the organization adopting the IEEE standard. The following subclauses discuss the methods for processing adoption requests.

5.6.1 Process for adoption of IEEE Standards

Arrangements for non-IEEE organizations to adopt IEEE standards are established in binding agreements. These agreements shall be executed by the Managing Director, Standards, and the responsible person in the other organization. IEEE staff shall have responsibility for negotiating the terms and conditions of these agreements. Requests for adoption of IEEE standards shall be forwarded to IEEE SA Intellectual Property Rights (IPR) Staff.

Adopting organizations are encouraged to participate in future updates of the originating IEEE standard.

5.6.2 Process for adoption ~~by of non-IEEE Standards~~

5.6.2.1 Introduction

IEEE adopts standards and specifications from organizations, including but not limited to international standards bodies, regional standards bodies, and industry consortia. IEEE SA IPR Staff shall review the original, underlying document proposed for adoption prior to negotiation of a formal written agreement.

5.6.2.1-2 Standards Committee identification

A Standards Committee as defined by subclause 5.2.2 of the *IEEE SA Standards Board Bylaws*, shall assume responsibility for ~~coordinating/overseeing~~ the adoption of a non-IEEE standard by the IEEE. The Standards Committee shall be responsible for ~~maintenance of~~ the IEEE standard upon ~~adoption approval~~ and until transfer to inactive status in accordance with all IEEE Standards ~~Association~~ policies and procedures.

5.6.2.2-3 Project initiation

A Standards Committee shall submit a PAR ~~for the adoption of a non-IEEE standard~~ to the IEEE SA Standards Board ~~New Standards Committee (NesCom)~~ to initiate an adoption. At the same time, the Standards Committee shall contact ~~the Contracts and Licensing Manager, IEEE Standards Department, IEEE SA IPR Staff~~ to initiate copyright negotiations. A PAR for the adoption of a standard or specification shall indicate whether it is seeking an

unmodified adoption or whether the entire document shall be open for review and IEEE modification during Working Group development and the Standards Association ballot.

5.6.2.4 Adoption of standards and specifications

IEEE adoptions of standards and specifications are formatted so that the original, underlying document that is being adopted is left unchanged and any IEEE revisions or changes shall be indicated either in the IEEE front matter or, optionally, in an IEEE annex.

5.6.2.3 Draft development

The adoption of a non-IEEE standard shall not include any revisions or changes to the actual document being adopted. However, IEEE exceptions addressing any differences between the IEEE adoption and the non-IEEE standard may be added to either the front matter of the document or in an annex.

If an unmodified adoption is intended, the Standards Association ballot group will be provided instructions indicating that no IEEE-specific revisions or changes are intended and each ballotter shall be provided the opportunity to indicate whether or not they agree, and whether or not they believe the revisions or changes could impact existing implementation of the original, underlying document.

5.6.2.4.5 Standards Association ballot

The Standards Association ballot shall include a cover letter explaining the reasons for the adoption, the options available to the balloters when casting their votes, and the provisions for consideration of comments by the developer of the non-IEEE standard original, underlying document. The Standards Association ballot shall meet the requirements outlined in 5.4.

Ballot comments and any Standards Committee responses shall be forwarded to the developer of the non-IEEE standard original, underlying document for consideration.

CHANGE 6
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: August 2021)
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IEEE SA Standards Board Operations Manual

6.5 Open Source

Open Source is a digital work for which the human-readable source code is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects. Other Open Source terms are defined in Clause 2 of the *IEEE SA Board of Governors Open Source Committee Operations Manual*.

The Standards Committee and Working Group shall comply with IEEE Open Source policies and procedures, and with policies of the IEEE Open Source Platform in developing IEEE Open Source for incorporation into a standard. All IEEE Open Source incorporated in an IEEE standard shall be hosted on the IEEE Open Source Platform.

IEEE has the authority to change how content is accessed on the IEEE Open Source Platform, including but not limited to changes made to address security of the IEEE Open Source Platform. This includes, but is not limited to, access to normatively referenced content.

6.5.1 Project authorization

Use of the IEEE Open Source Platform for development of Open Source incorporated into an IEEE standard requires approval by the responsible committee of the IEEE SA Board of Governors. If a Standards Committee or Working Group intends to develop Open Source to be incorporated in an IEEE standard, the Standards Committee or Working Group shall indicate this intent to the responsible committee of the IEEE SA Board of Governors.

Each IEEE Open Source Project developed for incorporation into an IEEE standard shall be developed under a single approved open source license. **A Working Group may develop several Open Source Projects for a single IEEE Standards Project, and the Open Source Projects can be developed under different approved open source licenses.** Changes to this open source license are discouraged and shall be approved by the responsible committee of the IEEE SA Board of Governors. If the license is changed, then appropriate Contributor License Agreements (CLAs) for the new open source license shall be obtained from all previous Contributors prior to publicly indicating a change in the license on the IEEE Open Source Platform. The open source license shall not be changed once the Standards Association ballot has begun.

A PAR Study Group shall not develop Open Source.

6.5.2.3 Incorporation of Open Source in standards

If an IEEE standard normatively references a specific version of the Open Source (i.e., it is a dated reference), the version can be changed only through a revision of the standard, or an amendment or corrigendum to the standard, **unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform.** The restriction on published amendments (see 8.1.2) does not apply for amendments that are intended only to update Open Source or references to Open Source.

6.5.4 Standards Association ballot and IEEE Public Review

During the Standards Association ballot, balloters shall be granted access to view any referenced Open Source. After the initiation of the Standards Association ballot process, any IEEE Open Source Projects developed by the Working Group and incorporated in an IEEE standard shall only be updated to reflect changes approved by the ballot group ~~or required by IEEE for the secure and productive operation of the IEEE Open Source Platform.~~

6.5.5 Release and maintenance of Open Source

Final release of IEEE Open Source Projects developed by the Standards Committee or Working Group and incorporated in an IEEE standard shall occur only after approval of the standard by the IEEE SA Standards Board, and the IEEE Open Source Projects incorporated in an IEEE standard shall be included in the official IEEE listing. After the standard is approved, only Open Source that does not have a specific version (undated) may be updated without requiring a revision of the standard, or an amendment or corrigendum (see 8.1.2). Normatively referenced Open Source that is undated may be updated only with approval from the Standards Committee, Working Group, or a subgroup delegated with that responsibility, ~~unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform.~~

CHANGE 7

[IEEE Standards Association Operations Manual, IEEE SA Standards Board Bylaws, and IEEE SA Standards Board Operations Manual]

(Approved by ProCom: September 2021)

(Approved by SASB: December 2021)

(Approved by BOG: December 2021)

IEEE Standards Association Operations Manual

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

ArCom: IEEE Standards Association Awards and Recognition Committee

BOG: Board of Governors

CAG: Corporate Advisory Group

IEEE: Institute of Electrical and Electronics Engineers

SASB: IEEE SA Standards Board

~~**SCC:** Standards Coordinating Committee~~

SMDC: Strategic Management and Delivery Committee

SPCC: Strategic Planning Coordination Committee

TAB: Technical Activities Board of the IEEE

5.1.2.1 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.~~
- ba) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. Standards Committees may also designate liaison representatives where committee standards activity indicates the need for representation.
- eb) Liaison representatives designated by other major IEEE Boards.
- ec) 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*.

7.1.5.3 Liaison relationships with other committees within IEEE

The OBC should attempt to identify IEEE technical communities (e.g., IEEE Societies, Standards Committees, ~~IEEE SA Standards Coordinating Committees,~~ etc.) that are likely to have an interest in positions represented by ERs under the OBC's responsibility. The OBC shall develop liaison relationships with those IEEE technical communities that have indicated interest in the activities of the OBC and shall keep them informed of positions represented by the ERs under the OBC's responsibility.

IEEE SA Standards Board Bylaws

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.~~
- ba)** Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. Standards Committees may also designate liaison representatives where committee standards activity indicates the need for representation.
- eb)** Liaison representatives designated by other major IEEE Boards.
- ec)** 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 SCC Coordinator

~~The SCC Coordinator shall ensure oversight of the SCCs and shall facilitate the work of the SCCs. The SCC Coordinator shall be appointed by the Chair of the Standards Board for a term of one year.~~

4.1.43 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.

4.2.6 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; **and the SCC Coordinator**. The Chair of the IEEE SA Standards Board shall be the chair of AdCom.

4.3 Other committees and bodies

4.3.1 Standards Coordinating Committees (SCCs)

~~Proposed standards are normally developed in the technical committees of the IEEE Societies. There are occasions when the scope of a standards activity is too broad to be encompassed in a single Society, or a Society may find itself~~

in a position where it is unable to carry out the work needed to meet an identified need. In such instances, the IEEE SA Standards Board shall establish its own committees to perform the required functions. These committees shall be known as Standards Coordinating Committees (SCCs) and shall report to the IEEE SA Standards Board.

There shall be two types of SCCs. The first (type 1) shall serve as a forum for the exchange of information between and among standards developing activities of the IEEE. (Opportunities for sharing information about standards projects, trends, and Society directions will serve to minimize duplication among programs and will enhance the content of standards of interest to more than one Society.)

This type of SCC shall not develop standards. If this type of SCC is to take on a standards development role, it shall apply for SCC type 2 status (see subclause 4.3.2 of the *IEEE SA Standards Board Operations Manual*).

The second type of SCC (type 2) shall act as Standards Committee for standards projects, in addition to having the coordination responsibilities of a type 1 SCC. It shall meet all the requirements of a Standards Committee (including clause 5 of the *IEEE SA Standards Board Operations Manual*).

For information on the formation of SCCs, see 4.3 in the *IEEE SA Standards Board Operations Manual*. For information on the organization of SCCs, see 4.4 in the *IEEE SA Standards Board Operations Manual*.

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or Standards Association balloting process.

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 9.9 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and 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.

5.2.2 Standards Committee

A Standards Committee shall be made up of any of the categories of membership described in IEEE Bylaw I-403. This Standards Committee shall have a professed interest in the development of standards (either by direct participation or by the process of review) in technological areas that fall under the general scope of interest to the IEEE.

All IEEE standards development shall be based on projects that have been approved by the IEEE SA Standards Board, and each project shall be the responsibility of a Standards Committee. Standards Committees are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE SA Standards Board.

The Standards Committee shall be one of the following:

- a) A Technical Committee within an IEEE Society/Council
- b) A Standards Committee or Standards Coordinating Committee of an IEEE Society/Council
- c) A Standards Coordinating Committee previously established by the IEEE SA Standards Board that is explicitly approved by the IEEE SA Standards Board to become a Standards Committee reporting to a different body
- d) A Standards Subcommittee organized by or reporting to one of the above
- e) Other organizations as recommended by the IEEE SA Standards Board and approved by the IEEE SA BOG

The IEEE SA Standards Board is not a Standards Committee, but provides oversight and guidance to assist Standards Committees when necessary.

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3. Abbreviations and acronyms

AdCom: IEEE SA Standards Board Administrative Committee

ANSI: American National Standards Institute

ASC: ANSI Accredited Standards Committee

AudCom: IEEE SA Standards Board Audit Committee

IEEE: Institute of Electrical and Electronics Engineers

NesCom: IEEE SA Standards Board New Standards Committee

PAR: Project Authorization Request

PatCom: IEEE SA Standards Board Patent Committee

ProCom: IEEE SA Standards Board Procedures Committee

RevCom: IEEE SA Standards Board Standards Review Committee

SASB: IEEE SA Standards Board

SCC: Standards Coordinating Committee

SDO: Standards-Developing Organization

TC: Technical Committee

WG: Working Group

4.1.2 Liaison representatives

The Secretary of the IEEE SA Standards Board shall circulate the following information to the liaison representatives for review and action:

- a) *Each IEEE Project Authorization Request (PAR) submitted for approval.* The liaison representative is expected to review each request to see if his or her organization has a substantial interest in the project.
- b) *Agenda for each IEEE SA Standards Board meeting.* This should be reviewed to determine if there is any item on the agenda of substantial interest to the organization. The liaison member should be present, if necessary, to support the interests of the organization.

- c) *Minutes of meetings of the IEEE SA Standards Board.* This shall include action taken on PARs and draft standards.
- d) *Notice of assignment of a standards project.* When the IEEE SA Standards Board, on its own initiative, agrees on the need for a standard, a request to develop the standard shall be sent to the liaison representative of the Society ~~and/or the Standards Coordinating Committee (SCC)~~ having primary interest in the subject. The liaison representative is expected to assign the project to the appropriate technical unit as a Standards Committee for the development of the standards project.
- e) *Status Reports.* The liaison representative shall review any sections of the project reports that may be assigned to his or her organization and notify the Secretary of the IEEE SA Standards Board of any corrections and revisions. The liaison representative should ensure that action is taken to revise all standards assigned to the Society within ten years of the date of approval. The liaison representative should monitor work being done on all standards projects and report any changes in the status of the standards to the Secretary of the IEEE SA Standards Board.

4.2.4.1 AudCom review of Standards Committee P & P

AudCom recommends to the IEEE SA Standards Board the following actions concerning IEEE SA Standards Committee P & P:

- Accepted
- Not accepted
- Visibly under development

A Standards Committee's P & P shall be determined by AudCom to be visibly under development or accepted by AudCom before performance of any standards work (including but not limited to: PAR actions, Standards Association ballot actions, etc.) by that Standards Committee is authorized by the IEEE SA Standards Board to commence.

After a Standards Committee's P & P have been submitted to AudCom and an AudCom member is assigned as mentor to review the document, the P & P may be determined by AudCom to be visibly under development. The P & P will remain in such a state until AudCom is either satisfied that they are complete and acceptable or that the Standards Committee is no longer responsive to AudCom and that the P & P are not acceptable.

AudCom will ensure that each standards-developing group has based its P & P on the appropriate baseline procedures (e.g., individual, entity, ~~etc., SCC Type 1, or SCC Type 2~~) available from the IEEE SA.

Standards Committee P & P shall be subject to review by AudCom every five years to ensure currency. However, if a Standards Committee revises its P & P prior to its next scheduled AudCom review, the Standards Committee shall immediately submit its revised P & P to AudCom for review and acceptance.

The Standards Committee P & P document accepted by AudCom shall be the official policies of that Standards Committee and shall reside online on the IEEE SA Standards Board AudCom website. No other copy shall be designated as the official copy. Links to the IEEE SA Standards Board AudCom website are encouraged.

~~4.3 Forming a Standards Coordinating Committee (SCC)~~

~~The IEEE SA Standards Board will consider petitions from persons who outline the desirability of an SCC type 1 or SCC type 2, defined in subclause 4.3.1 of the IEEE SA Standard Board Bylaws.~~

4.3.1 Notification of affected IEEE Societies and Councils

A proposal to create a new SCC type 1 or SCC type 2 or to change the scope of an existing SCC shall first be submitted to all IEEE Society/Council Presidents whose scopes of activity are related to the program of work to be covered by the proposed SCC or affected by a proposed change in the scope of an existing SCC.

4.3.1.1 New SCC

For proposed new SCCs, the notification shall include

- a) A scope of work for the SCC.
- b) Supporting material demonstrating the need for and feasibility of the SCC.
- e) A statement explaining why the SCC should undertake the development of standards in a particular subject area rather than the current committees of IEEE Societies or Councils.
- d) A nominee for chair, including a statement of his or her willingness to serve.
- e) A budget that estimates annual resource requirements and identifies sources of revenue to support the activity.
- f) An opportunity for the IEEE Society/Council to oversee the work.

Notified Presidents shall be requested to respond to the notification indicating whether the IEEE Societies/Councils they represent would be willing to oversee the work. The response date should be set to be prior to the proposed submission to the IEEE SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.1.2 Change in scope of an existing SCC

The notification for changes in the scope of an existing SCC shall include

- a) The proposed scope change.
- b) Supporting material demonstrating the need for and feasibility of the change.
- e) Recommendations for any changes in oversight responsibility for current standards development activities.
- d) Any change in budget and other resource requirements.

Notified IEEE Society/Council Presidents shall be requested to respond to the notification. The response should be set to be prior to submission of the proposed scope change to the IEEE SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.2 Proposal to the IEEE SA Standards Board

A proposal to create a new SCC type 1 or SCC type 2 or to revise the scope of an existing SCC shall be submitted to the IEEE SA Standards Board. The proposal shall include all of the information in items a) through f) of 4.3.1.1 for new SCCs and in items a) through d) of 4.3.1.2 for changes in scope of an existing SCC that was submitted to the IEEE Society/Council Presidents. It shall also include documentation of any responses or indication of a lack of response from IEEE Society/Council Presidents.

Consideration of proposals for a new SCC or a change in scope of an existing SCC by the IEEE SA Standards Board shall take no longer than six months without notification to the submitter.

In considering approval of a new SCC, the IEEE SA Standards Board shall evaluate the need for and feasibility of the proposed SCC. If the IEEE Societies/Councils have indicated a willingness to serve as the Standards Committee(s), the IEEE SA Standards Board will evaluate their expertise and breadth of knowledge to oversee the work.

For changes in an existing SCC scope, the IEEE SA Standards Board shall evaluate the appropriateness of the scope change and the feedback received from the IEEE Society/Council Presidents.

If the formation or revised scope of the SCC is approved, the Chair of the IEEE SA Standards Board shall formally notify the IEEE Society/Council Presidents and invite their participation by naming member(s) to the SCC from the various IEEE Societies/Councils. Notification shall also be sent to the members of the IEEE SA BOG and announced in appropriate media.

4.4 Organization of SCCs

4.4.1 Membership

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

4.4.2 Officers of an SCC

Each officer shall be an IEEE member of any grade except Student grade and shall be a member of the IEEE SA.

The IEEE SA Standards Board Chair shall appoint the chair of each SCC. 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.

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,
- e) The IEEE SA Standards Board.

4.5 Responsibilities of SCCs

The chair of an SCC (types 1 and 2) shall submit a written report each year to the IEEE SA Standards Board for approval. This report should contain the scope, activities, budget and expenses, and meeting schedules, along with the list of participants in standards projects during the prior year. The list shall indicate the IEEE membership status and society affiliation of each member of the SCC. The SCC chair may also be asked to give an oral report to the IEEE SA Standards Board every three to four years.

Interested Societies of the IEEE may designate members to an SCC who then function as official representatives of

the Society. The IEEE SA Standards Board may designate representatives of outside organizations as additional members.

Each member of an SCC who is an official representative of a Society, technical committee, or outside organization may have a single designated alternate to act on behalf of the member in his or her absence. Alternates for other members shall not be permitted.

An SCC may establish subcommittees as necessary to perform its function. The formation of non technical (e.g., administrative) subcommittees requires prior approval by the IEEE SA Standards Board.

4.6 Disbanding a Standards Coordinating Committee (SCC)

The IEEE SA Standards Board should consider the disbandment of an SCC if any of the following applies:

~~The SCC leadership is nonresponsive to requests for annual reports, minutes, or status.~~

~~The membership or activity of the SCC is no longer representative of its stated scope.~~

~~The SCC's P & P are found to be deficient or out of date and the SCC does not initiate corrective action.~~

~~There is no current SCC chair and a suitable replacement chair cannot be found.~~

~~The requirement to submit a written, annual report to the IEEE SA Standards Board is not met.~~

~~There have been no meetings of the SCC or any of its subcommittees within the last 12 months and none are scheduled.~~

~~Coordination is no longer needed and an IEEE Society/Council is willing to assume responsibility for the SCC's standards.~~

~~The SCC requests dissolution.~~

5.1.1 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, ~~etc. SCC Type 1, or SCC Type 2~~) available for use by the Standards Committee.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society, the Society may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society. Individual

Standards Committees within the Society may have specific P & Ps in addition, but these shall not be in conflict with the Society P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

CHANGE 8
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: December 2021)
(Approved by SASB: January 2022)

IEEE SA Standards Board Operations Manual

5.1.1 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, ~~etc., SCC Type 1, or SCC Type 2~~) available for use by the Standards Committee. All Standards Committee Officers shall successfully complete i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society, the Society may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society. Individual Standards Committees within the Society may have specific P & Ps in addition, but these shall not be in conflict with the Society P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee 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 Standards 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.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.

- h) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- i) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- j) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- k) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- l) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).
- m) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
- o) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

CHANGE 9
[IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual]
(Approved by ProCom: December 2021)
(Approved by SASB: January 2022)
(Approved by BOG: February 2022)

IEEE SA Standards Board Bylaws

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or Standards Association balloting process.

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 **all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation,** 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 9.9 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and 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.

IEEE SA Standards Board Operations Manual

5.3.3 Standards development meetings

Standards development meetings are to be conducted consistent with the principles of **fairness and openness, and without dominance.**

The IEEE SA Individual method or Entity method participant behavior slide set, as applicable, shall be either presented at the beginning of every IEEE SA standards development meeting or distributed prior to the meeting along with the meeting agenda. If the slides are distributed with the meeting agenda, all meeting participants shall be

informed at the beginning of the meeting that participant behavior shall comply with the outlined requirements. The presentation of the slides or the notice to meeting participants shall be documented in the minutes of the meeting.

Participants in a Working Group may include members and non-members when the requirements to gain membership are specified in Standards Committee 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.

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee 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 Standards 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.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Ensure that the provision regarding the participant behavior slide set (see 5.3.3), the IEEE SA Copyright slide (see 6.1), and a call for patents in accordance with 6.3.2, are followed for all meetings involving standards.
- hi) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- ij) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- jk) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- kl) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- lm) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).
- mn) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.

#0) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

CHANGE 10
[IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual]
(Approved by ProCom: December 2021)
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IEEE SA Standards Board Bylaws

5.2.1.3 Dominance

The standards development process shall not be dominated by any single interest category, individual(s), or organization(s).

Dominance is normally defined as the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE SA activities, including but not limited to standards development activities. Such dominance is contrary to open and fair participation by all interested parties and is unacceptable.

Standards Committees shall monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance. If dominance is suspected by the Standards Committee, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board. **The default corrective action in the individual process is that the votes of individuals affiliated with the dominating party or parties are combined into a single vote for any given action. The default corrective action in the entity process is that the votes of the dominating entities are combined into a single vote for any given action. The Standards Committee may and should** recommend **additional** corrective action(s), which may include corrective action(s) listed in the Standards Committee's official P&P.

The IEEE SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall only implement the specific corrective action(s) that have been approved by the IEEE SA Standards Board.

The IEEE SA Standards Board shall continually monitor the efficacy of corrective action(s) taken and may impose further corrective action(s) if previous corrective action(s) prove to be insufficient. The IEEE SA Standards Board may, at its discretion, instruct the Standards Committee to cease specific corrective action(s) or to implement other corrective action(s).

IEEE SA Standards Board Operations Manual

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee 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 Standards 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.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Ensure that the provision regarding the participant behavior slide set (see 5.3.3), the IEEE SA Copyright slide (see 6.1), and a call for patents in accordance with 6.3.2, are followed for all meetings involving standards.
- i) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- j) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- k) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- l) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- m) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board of the suspected dominance and ~~may should~~ recommend corrective action(s) to the IEEE SA Standards Board ~~(see beyond the default corrective action noted in IEEE SA Standards Board Bylaws Clause 5.2.1.3)~~.
- n) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
- o) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

CHANGE 11
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: December 2021)
(Approved by SASB: January 2022)

IEEE SA Standards Board Operations Manual

6.4.6 Normative references

Normative references are documents that contain additional material that is necessary to implement the standard. Thus, normative references are indispensable when applying the standard. Each normative reference shall be cited, and the role and relationship of each normative reference shall be explained in the body of the standard.

IEEE and other nationally or internationally recognized standards developing organizations (SDOs) are preferred as the source of normative references. Documents published by other organizations may be cited provided the document is publicly available at a cost that is not unreasonable at the date of publication of the IEEE standard, and the normatively referenced material in the document meets the restrictions on commercial terms (see 6.2.2). Documents that are cited as normative references, but that are developed by organizations that are not nationally or internationally recognized SDOs, shall include the edition or date of publication in the citation. References to standards that are not active are permitted, provided such standards are publicly available at the date of publication of the IEEE standard. Draft standards may be used as normative references if they are unambiguously dated, readily available, and retrievable at the date of publication of the IEEE standard. Please consult with an IEEE Standards project editor if such inclusion is necessary.

References to specific clauses or subclauses, tables, and figures of another document shall include the date of said document.

Standards participants shall not contribute material that contains commercial terms and conditions (see 6.2.2) of which they are aware for inclusion in any draft IEEE standard or that is intended as a normative reference. If the submitter becomes aware of commercial terms and conditions in their Contribution thereafter, they shall promptly inform the Working Group Chair or IEEE SA Program Manager. Any participant who is personally aware of commercial terms and conditions in an IEEE standard or in material that is normatively referenced, should promptly inform the Working Group Chair or IEEE SA Program Manager.

CHANGE 12
[IEEE SA Standards Board Bylaws]
(Approved by BOG: December 2021)

IEEE SA Standards Board Bylaws

5.2.1.2 Membership requirements for standards developed under the entity method

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of ~~Advanced~~ Entity Members of ~~the~~ IEEE SA. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association entity ballot process shall be representatives of ~~Advanced~~ Entity Members.

Every entity ~~observing a project within participating in~~ an IEEE SA entity standards working group is required to be ~~at least an Basic~~ Entity Member of IEEE SA, ~~and only Advanced Entity Members can contribute and to become a working group member or~~ hold voting privileges. Entity nonmembers may observe ~~at one~~ IEEE SA entity standards working group meetings, ~~obtain read-only access to IEEE repositories of IEEE SA entity standards working group email communications and documentation, and may speak at IEEE SA entity standards working group meetings at the discretion of the working group chair per project.~~

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting members in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators. Each Standards Committee responsible for the entity project is permitted to send a designated Standards Committee Representative (SCR) to meetings of that entity-based working group in a non-voting role.

The following qualify as entities for standards-development purposes:

Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical

contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE SA.

IEEE SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE SA. ~~However, if an individual's expenses to attend entity standards development meetings are sponsored by his or her company, that company must be at least a Basic Entity Member of IEEE SA.~~

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the participants in the individual standards working group may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

5.2.2.3 Standards Association balloting group

Potential dominance in Standards Association ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity 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. All individuals joining a Standards Association ballot group shall declare their employer and affiliation (see subclause 5.1.2.3 of the *IEEE SA Standards Board Operations Manual*). The Standards Committee shall review the Standards Association ballot group for balance and possible dominance. If it is suspected that the Standards Association ballot group may be dominated (see 5.2.1.3), the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s). The IEEE SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall only implement the specific corrective action(s) that have been approved by the IEEE SA Standards Board to ensure a fair and open ballot.

The Standards Association balloting group shall consist of persons who are members of the IEEE SA. Membership status shall be determined at the time a person completes the process of joining the balloting group. [Note: A Standards Association balloting group ~~comprised of individuals~~ may also include non-IEEE SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE SA Standards Board Operations Manual*)]. A person is an individual or an entity representative. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of Standards Association balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a Standards Association 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.