

# Institute of Electrical and Electronics Engineers (IEEE) Learning Technology Standards Committee (LTSC) Policies and Procedures

January 25, 2006

## Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result of a violation of these Procedures.

Adherence to these Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of activities of this committee. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these policies and procedures has a right to participate by:

- Expressing a position and its basis,
- Having that position considered, and
- Appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should strive to have a balance of interests and not be dominated by any single interest category. However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

For standards matters, the latest version of several documents takes precedence over this document in the following order:

1. New York State Not-for-Profit Law
2. IEEE Certificate of Incorporation
3. [IEEE Constitution](#)
4. [IEEE Bylaws \(includes IEEE Standards Association Bylaws\)](#)
5. [IEEE Policy & Procedures Manual](#)
6. IEEE Board of Directors Resolutions
7. [IEEE Standards Association Operations Manual](#)
8. IEEE-SA Board of Governors Resolutions
9. [IEEE-SA Standards Board Bylaws](#)
10. [IEEE-SA Standards Board Operations Manual](#)
11. [IEEE CS Constitution and Bylaws](#)
12. [IEEE CS Policies and Procedures](#)
13. IEEE CS Board of Governors Resolutions
14. IEEE LTSC Policies and Procedures (this document)

On questions of parliamentary procedure not covered in these Procedures, *Roberts Rules of Order* (revised) may be used to expedite due process.

# IEEE LTSC Scope

The IEEE Learning Technology Standards Committee (LTSC) is chartered by the IEEE Computer Society Standards Activity Board to develop accredited technical standards, recommended practices, and guides for learning technology. “Learning technology” includes software components, tools, technologies, and design methods that facilitate development, deployment, maintenance, and interoperation of computer-based education and training components and systems. In this document the term "standard" encompasses recommended practices and guides as well as standards.

## 1 Organization of the LTSC

The LTSC membership shall consist of a Chair, Vice-Chair, Secretary, Treasurer, Information Officer, and members.

LTSC shall have a Sponsor Executive Committee (SEC) and Working Groups (WG). The LTSC may have Study Groups (SG) and other subcommittees.

## 2 Responsibilities of the LTSC

The LTSC shall be responsible for the following:

1. Developing proposed IEEE standards within its scope.
2. Overseeing balloting of IEEE standards within its scope.
3. Maintaining the standards developed by the LTSC in accordance with the *IEEE-SA Standards Board Operations Manual*.
4. Responding to requests for interpretations and explanations of the standards developed by the LTSC.
5. Acting on other matters requiring LTSC effort as provided in these procedures.
6. Cooperating with other appropriate standards development organizations.
7. Protecting against actions taken in the name of the LTSC without its authorization.

### 2.1 Criteria for Projects

The LTSC shall work on standardization projects within its scope that:

- Are based in existing practice.
- Are compatible with other information and communication technology standards.
- Have the resources needed to produce a quality standard within a relevant time frame, generally two years.

## 3 Officers

There shall be a Chair, a Vice-Chair, a Secretary, a Treasurer and Information Officer.

All officers shall be members of the LTSC and the IEEE Computer Society. The Chair and Vice Chair shall be members of the IEEE-SA.

### 3.1 Elections

All officers of the SEC shall be elected by the LTSC. A call for nominations shall be issued by the Secretary or Chair a minimum of thirty (30) days in advance of an election. Self-nominations

are allowed. Candidates may submit a statement of interest, qualifications and, if applicable, employer support for carrying out the duties of office. Nominations shall be open for a minimum of fourteen (14) days.

In the event that there are two or more candidates for a position, an election shall be held. If there is only one candidate, that candidate shall become the officer.

In the event that there are no nominations, the LTSC Chair may appoint an officer. Such appointments shall be confirmed by the Sponsor Executive Committee within thirty (30) days.

### **3.2 Terms of Office**

Elected officers shall serve a term of two (2) years starting on January 1 of the year following the year in which they were elected, unless they are filling a vacant position. Officers filling a vacant position shall start their term immediately upon election or, if appointed, upon confirmation and shall finish the term on the second December 31 after the start of their term. Officers may serve up to four (4) consecutive terms in the same position.

### **3.3 Chair**

The Chair shall:

- Oversee LTSC compliance with these and with IEEE-CS, IEEE and IEEE-SA policies and procedures.
- Set the agenda and chair all LTSC and SEC meetings, also see Section 6.
- Serve as or appoint a representative to IEEE CS-SAB.
- Provide an annual report on the activities of the LTSC to the CS-SAB.
- Serve as liaisons to other standards and specification development organizations. The Chair may appoint other liaisons. Such appointments shall be subject to approval by the SEC at their next regularly scheduled meeting.
- Represent the LTSC or appoint an official representative when such a representative is required.
- Appoint a person or group with responsibility for interpretations of all approved standards.
- Approve disbursement of LTSC funds of over \$100, see Section 3.6.

The Chair also shall:

- a. Be objective.
- b. Entertain motions, but not make motions.
- c. Not bias discussions.
- d. Delegate necessary functions.
- e. Ensure that all parties have the opportunity to express their views.
- f. Set goals and deadlines and adhere to them.
- g. Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed.
- h. Seek consensus of the Sponsor as a means of resolving all issues.
- i. Prioritize objectives to best serve the group and the goals.

The Chair may render decisions on the day-to-day operating requirements of the business of the LTSC outside of meetings. All such decisions shall be subject to the concurrence of the SEC at its next regularly scheduled meeting.

### **3.4 Vice-Chair**

The Vice-Chair shall:

- Assist the Chair in the Chair's duties and carry out those duties if the Chair is temporarily unable to do so.
- Be responsible for making arrangements for LTSC plenary meetings.
- Act as technical editor of *LTSC Policies & Procedures*.
- Approve disbursement of LTSC funds of over \$100, see Section 3.6.
- Assist other officers in their duties as is necessary.

### **3.5 Secretary**

The Secretary shall:

- In conjunction with the Chair and in accordance with Section 6.2, schedule LTSC and SEC meetings and distribute Meeting Notices no less than thirty (30) calendar days before the scheduled meeting times.
- Record and publish minutes of each LTSC and SEC meeting, see Section 6.3.
- Arrange for teleconference calls for all LTSC and SEC meetings.
- Record and tally all formal LTSC and SEC e-mail votes with the exception of elections in which the secretary is a candidate, which shall be tallied by the Chair or another officer who is not a candidate.
- Be responsible for the management and distribution of Sponsor documentation.
- Maintain lists of unresolved issues, action items, and assignments.
- Submit membership and participant lists to IEEE-SA.

### **3.6 Treasurer**

The Treasurer shall:

- Maintain a budget.
- Deposit, request disbursements and maintain an accounting of all LTSC funds. Disbursements of over \$100 must be approved by the Chair or Vice-Chair.
- Maintain a list of paid members and provide that list to the Secretary and SEC.
- Keep members notified of their dues status and upcoming deadlines.
- Lead LTSC fund-raising efforts.
- Follow IEEE policies concerning standards meetings and finances.
- Adhere to the *IEEE Financial Operations Manual*.

### **3.7 Information Officer**

The Information Officer shall:

- Assist the Chair in preparing press releases and other official communications.
- Plan and help implement a suitable program for publicly disseminating information about the LTSC and its work.
- Manage the LTSC Web site and collaborative technologies, including the assignment and management of access privileges.
- Manage LTSC e-mail reflectors.
- Maintain lists of members on e-mail reflectors and of participants on the LTSC Web site, and make those lists available to the Secretary and SEC.

## **4 Membership**

Any individual with a material interest in LTSC work may become a LTSC member by:

1. Registering on the LTSC Web site,
2. Paying an (US) annual (calendar year) membership fee, and
3. Participating regularly in a minimum of one (1) LTSC WG or SG.

Initial membership shall be established by paying the annual membership fee at the first meeting an individual attends in person during a calendar year or by 30 September of that year, whichever occurs first.

An individual who has not been an LTSC member for three (3) years shall be considered new. An individual who has been an LTSC member within the past three (3) years shall be considered renewing.

New members joining between 1 October and 31 December shall pay the full membership fee, which shall apply from date of payment until 31 December of the following year.

Renewing members shall pay their annual membership fees for a calendar year prior to the start of that calendar year. Extensions of up to six (6) months may be granted at the discretion of the Treasurer.

### **4.1 Membership Fees and Dues**

The Sponsor Executive Committee shall set the annual membership fee for the LTSC, and the fee shall be used to fund the activities of the LTSC. Changes to the annual membership fee must be approved by the SEC no later than 30 September of the year prior to the calendar year the revised fee goes into effect. The annual fee shall be posted on the LTSC Web site and included in membership materials as appropriate.

#### **4.1.1 Reduction of Dues for Hardship**

Individuals joining the LTSC may request a reduction of dues for hardship. Reductions must be approved by the SEC. Reductions of the membership fee shall be considered on a case-by-case basis but shall normally only be granted to individuals from economically underdeveloped countries.

### **4.2 Duration of Membership**

Membership is annual. Any individual who is an LTSC member on 31 December of a given year shall remain a member until 31 March of the following year or upon receipt of their annual dues.

### **4.3 Participation Requirements**

Members shall participate in LTSC committees consistent with their individual expert opinions. As a minimum, members shall subscribe to the LTSC e-mail list and to the e-mail lists of all WGs and SGs in which they participate, and periodically review documents and related materials posted on the LTSC Web site.

### **4.4 Privileges**

All LTSC members are voting members. All members shall have access to all LTSC documents, WG documents and SG documents. All members shall be able to post to the LTSC general e-mail reflector and to any WG or SG e-mail reflector to which they subscribe.

## **4.5 Membership Roster**

The Treasurer shall maintain a current and accurate LTSC roster and make it available to the Secretary and SEC. The roster shall be distributed to LTSC members once per year, and may be distributed to members upon request.

All changes to the roster shall be forwarded to the Chair immediately. The roster shall include:

- a list of all officers and e-mail addresses,
- a list of all members in good standing and e-mail addresses, and
- a list of all WG and SG Chairs and (if they exist) Vice Chairs and Technical Editors

## **5 Subgroups and Subcommittees of the LTSC**

The LTSC shall form a Sponsor Executive Committee, Working Groups, Study Groups and other subcommittees to carry out and expedite its business. All such subgroups and subcommittees shall follow the policies and procedures set forth in this document and in the documents listed in the section on precedence. The policies and procedures of a subgroup or subcommittee shall have the lowest precedence in case of conflict.

### **5.1 The Sponsor Executive Committee (SEC)**

The LTSC delegates the following responsibilities to a Sponsor Executive Committee:

- Act on behalf of the LTSC, perform all sponsor duties, and represent the LTSC to other organizations and higher level committees.
- Perform day-to-day management and administrative tasks required to ensure the LTSC remains a viable organization.
- Oversee the activities of WGs, SGs and subcommittees.
- Approve all Project Authorization Requests (PARs) and amendments to PARs prior to submission to the IEEE Committee (NesCom).

#### **5.1.1 SEC Membership**

The SEC shall consist of the LTSC officers and the Chairs of all WGs. All members of the SEC are voting members of the SEC. WG Chairs may appoint a representative to act and vote on their behalf at an SEC meeting.

The LTSC Chair shall be the Chair of the SEC.

#### **5.1.2 SEC Meetings**

The SEC shall hold regular meetings, a minimum of once every two (2) months. Meetings may be via teleconference. Anyone with an interest may attend SEC meetings and subscribe to the SEC e-mail reflector.

#### **5.1.3 Executive Sessions**

LTSC meetings shall be open meetings with the sole exception of executive sessions, which shall be limited to the consideration of confidential personnel matters such as removal of Officers, and for the purpose of discussing waiver of meeting or other fees. [An open meeting is one in which any person with a direct and material interest who wishes to observe the proceedings may do so. "Executive sessions" are not permitted except for the purpose of discussing requests for a waiver of meeting or other fees, or candidates for officer positions prior to an election; individuals asked to leave the room for the discussion do so as a purely voluntary action should they chose to do

so. In no circumstances should persons with a direct and material interest be required to leave the room against their will.]

## **5.2 Working Groups**

Working Groups shall be established to carry out standardization projects within the scope of the LTSC.

### **5.2.1 Establishment of Working Groups**

Establishment of a new WG requires approval of a minimum of two-thirds of the voting membership of the SEC.

### **5.2.2 Dissolution of Working Groups**

An established WG that is not actively working on a project and not actively maintaining a standard may be dissolved. Dissolution requires a two-thirds approval of the SEC.

### **5.2.3 Working Group Officers**

Each WG shall have at a minimum a Working Group Chair and a Working Group Technical Editor. The WG Chair may appoint, or the WG may elect, other officers as suits the needs of the WG. The WG Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA.

#### **5.2.3.1 Working Group Chair**

The Working Group Chair shall:

- Organize and oversee the operations of the WG.
- Oversee the WG's compliance with applicable procedures.
- Represent the WG to higher level committees.
- Call, set the agenda for and chair WG meetings.
- Oversee the balloting of proposed standards the WG has developed.
- Submit proposed standards approved by a balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.
- Carry out duties as required by the IEEE-SA and in accordance with the information on the IEEE-SA Web site (<http://standards.ieee.org>).

#### **5.2.3.2 Working Group Technical Editor**

The Working Group Technical Editor shall:

- Maintain and edit draft standards in accordance with IEEE style and the directions of an IEEE project editor.
- Serve as the technical editor and maintain a list of ballot comments, proposed resolutions and actual resolutions during the IEEE balloting process.
- Carry out duties as required by the IEEE-SA and in accordance with the information on the IEEE-SA Web site (<http://standards.ieee.org>).

### **5.2.4 Working Group Membership**

Membership in a WG is open to any individual with material interest in the group's work. To become a WG member, an individual must:

1. Be an LTSC member,
2. Notify the WG Chair of his/her desire to be a member of the WG,
3. Subscribe to the WG's e-mail reflector, and

4. Periodically review the WG materials on the Web site.

A WG Chair may periodically confirm members' continued material interest and eligibility for membership.

### **5.2.5 Invited Experts**

A WG may invite experts who are not members of the LTSC to inform the work of the WG or to assist in coordination with other standards activities. Because they are not members of the LTSC, such invited experts are not considered members of the WG, unless an exception is granted by the LTSC SEC or by the IEEE-SA Standards Board.

## **5.3 Study Groups**

The LTSC may form a Study Group to explore the appropriateness of a standards development project or group of projects or to draft a PAR for such project(s).

### **5.3.1 Establishment of a Study Group**

Study Groups are established by a majority vote of the SEC.

### **5.3.2 Term of a Study Group**

Study Groups automatically terminate six months after they have been established. The SEC may grant a reasonable extension, not to exceed six (6) months. A Study Group that has developed a PAR should seek to establish a WG or a subcommittee within an existing WG to carry out the project.

### **5.3.3 Study Group Officers**

A Study Group shall have a Study Group Chair, appointed by the LTSC Chair. The SG Chair is responsible for organizing the work of the Study Group, for calling and chairing SG meetings, for overseeing compliance with applicable procedures and for communicating with the SEC on behalf of the Study Group.

### **5.3.4 Study Group Membership**

Study Group membership is open to any interested individual with a material interest. Study Group e-mail reflectors are open to subscription and posting by any such individual.

## **5.4 Balloting Group**

Each WG shall form a balloting group for the approval of each proposed standard. The composition of balloting groups shall conform to the requirements of the *IEEE-SA Standards Board Operations Manual*. Members from the LTSC ballot invitation pool shall be invited to join each LTSC balloting group when it is formed.

### **5.4.1 Interest Categories**

All appropriate interests that might be directly and materially affected by the standards activity of the LTSC shall have the opportunity for fair and equitable participation without dominance by a single interest.

Members shall classify themselves in one of the following categories, choosing the category that most closely describes them:

- User

- Producer
- Government
- General Interest

#### **5.4.2 Interest category Definitions**

For the purposes of classifying members of the LTSC:

- The User category shall include persons who regularly use products or services materially affected by the standard being developed.
- The Producer category shall include persons involved in the design, development and implementation of such products and services.
- The Government category shall include persons who are associated with government agencies and public institutions and who make recommendations or policy that is materially affected by the standard being developed.
- The General Interest category shall include persons with expertise related the standard being developed or whose jobs and activities are affected by the standard being developed but who do not fall into the User, Producer or Government categories as defined above.

Interest categories and their clarifications shall be established or revised by a vote of the SEC.

## **6 Meetings**

Meetings shall be held to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings shall be called by the Chair of the LTSC, a subgroup or subcommittee or by petition of five (5) or more members of the LTSC, subgroup, or subcommittee. “Meetings” refer to face-to-face meetings, meetings held via teleconference calls, and meetings held using other collaborative technology.

### **6.1 Quorum**

A quorum for a WG meeting shall consist of five (5) members. A quorum for a meeting of the LTSC shall consist of ten (10) members. A quorum for an SEC meeting shall consist of fifty percent (50%) of all SEC members.

### **6.2 Notice**

Face-to-face meetings require thirty (30) days notice, with an agenda, to relevant LTSC e-mail reflectors. It is suggested that forty-five (45) or sixty (60) days notice be given so that members can make travel arrangements.

Meetings that do not include a face-to-face component require seven (7) calendar days notice. However, if a subgroup or subcommittee schedules regular recurring meetings, e.g. a weekly meeting on Tuesdays or a monthly meeting on the first Monday of each month, then seven (7) days advance notice is not required other than for the first of a series of regularly scheduled meetings. E-mail notification of the details, including an agenda, of each regularly scheduled meeting should be sent via e-mail a minimum of 24 hours in advance of the meeting.

### **6.3 Minutes**

Minutes of WG and SG meetings shall be posted via e-mail reflectors within fourteen (14) calendar days of a meeting. Minutes shall be approved at a WG or SG meeting within thirty (30)

calendar days of posting. If no such meeting takes place, and no corrections are submitted within thirty (30) calendar days, the minutes shall be considered to be approved.

#### **6.4 Remote Participation in Face-to-Face Meetings**

All face-to-face meetings shall establish a means for participation via teleconference and shall endeavor to have a minimum of one broad-band Internet connection available for use by the meeting Chair or presenter.

#### **6.5 LTSC E-mail Reflectors**

Any interested party may subscribe to any WG e-mail reflector or to the general LTSC e-mail reflector. Non-members shall not normally have posting privileges but may be granted such privileges if it is in the interest of LTSC work.

### **7 Voting**

#### **7.1 Voting by Electronic Ballot**

The LTSC and its subcommittees may conduct votes at meetings or via e-mail. Informal votes (or “straw polls”) have no participation requirements. Formal e-mail votes require a minimum of a seven (7) calendar day voting period and require a positive vote by the majority of eligible voters to pass unless specified otherwise in this document.

#### **7.2 Actions Requiring Approval by Two-Thirds of the SEC**

The following actions require approval by a minimum of two-thirds of the voting members of the SEC:

- Formation of a subgroup, including its procedures, scope, and duties
- Dissolution of a subgroup
- Adoption, amendment or revision of LTSC procedures
- Adoption or revision of LTSC interest categories
- Position Statements for Standards
- Changes to LTSC membership fees and dues

#### **7.3 Actions Requiring Approval by Two-Thirds of the LTSC Membership**

The following actions require an e-mail ballot with approval by a minimum of a majority of the LTSC membership and a minimum of two-thirds of those voting, excluding abstentions:

- Approval of change of the LTSC scope
- Approval of termination of the LTSC

### **8 Communications**

The LTSC shall maintain a general e-mail reflector as well as individual e-mail reflectors for each subcommittee and subgroup. E-mail to LTSC reflectors is the preferred means for all communication and required for formal communication.

## **8.1 External Communication**

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

## **9 Interpretations**

The policies of subclause [5.9](#) of the *IEEE-SA Standards Board Operations Manual* shall be followed.

## **10 Appeals**

The LTSC recognizes the right of appeal. Technical appeals shall be referred back to the LTSC. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the LTSC is performed in an identifiable manner and in accordance with subclause 5.4 of the *IEEE-SA Standards Board Bylaws* and with subclause 5.8 of the *IEEE-SA Standards Board Operations Manual*.

## **11 Position Statements for Standards**

All communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernmental bodies.

### **11.1 LTSC Position Statements**

LTSC position statements shall not be released without prior approval by the SEC, which requires two-thirds vote per Section 7.3 of these procedures.

### **11.2 Working Group Position Statements**

WG position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by an SEC vote at an SEC meeting. For position statements not presented for review at an SEC meeting, SEC members shall be provided a review period of a minimum of seven (7) calendar days. If, during that time, a motion to block the position statement is made, release of the position statement shall be withheld, pending failure of the blocking motion.

WG position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the WG Chair and shall include the LTSC Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE LTSC logos.

### **11.3 Informal Communications**

Informal communications shall not imply that they are a formal position of the LTSC or any of its subcommittees or subgroups.

#### **11.4 Position Statements to be Issued by Other Entities**

If the LTSC wishes to go to another IEEE entity (as defined in Section [15](#) of the *IEEE Policy and Procedures*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

### **12 Standards Publicity**

The LTSC and its subcommittees are encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause [5.1.5](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

### **13 Amendments and Revisions**

LTSC policies and procedures shall be adopted, revised and amended by the SEC. All proposed revisions and amendments shall be circulated by e-mail and subsequently discussed at an SEC meeting a minimum of two (2) weeks prior to being put to a vote.