

NOTE: There is some ambiguity in the original IEEE-SA as to the meaning of the words: participant, member, and voting member. The easiest way to resolve this is to define three terms as follows:

Participant = all persons attending meetings

Observer = a participant without voting status

Member = a participant with voting status

With this distinction the term ‘voting member’ is redundant and is not used. Note that this requires some editing of ‘do not modify’ words in the original IEEE-SA but it does remove confusion and some reviewers of the original document have noted the confusion so it is not an academic exercise.

IEEE Standards Association (IEEE-SA)

Policies and Procedures for: Name of Working Group Working Group

Instructions and Template

IEEE Standards Association (IEEE-SA) and I&M Society Baseline Policies and Procedures for:

Name of Working group

Instructions

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Policies and Procedures for IEEE and I&M Society Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE. The objective of the working group is to conduct standards development meetings to develop and produce IEEE standards documents. For further information, see the IEEE-SA Standards Board Operations Manual, Subclause [5.3](#).

The IEEE-SA requires that these Policies and Procedures be adopted intact, with modifications of some clauses allowed as indicated. All clauses shall be included. If a specific clause does not apply, the clause number shall be retained with a notation of “Not Applicable.” Modifications for additional unique Working Group details may be proposed, which may be audited for appropriateness by the IEEE-SA Standards Board Audit Committee (AudCom), once approved by the Sponsor or SCC.

This instructional front matter is intended to aid in the drafting of policies and procedures documents. If a discrepancy is found between the instructional front matter and the red text instructions within the baseline policies and procedures, the red text instructions within the baseline take precedence.

The current, active working group Policies and Procedures shall be located on the Sponsor's or SCC's [web site](#). These procedures should be updated no more than once per year. It is the responsibility of the Sponsor or SCC (see the IEEE-SA Standards Board Operations Manual, Subclause [5.1.2](#).) to approve the Policies and Procedures of its working groups involved in the technical development work of a standard. However, AudCom may request at any time to review one of a Sponsor's or SCC's Working Group Policies and Procedures.

General Information

- Before starting, save the baseline document with a different name, preferably identifying the committee. Turn on “track changes” in WORD, and submit completed Sponsor P&P with the tracked changes displayed. The instruction pages (i to vi) shall be removed from the draft document.
- The name on the cover page (page 1) and at the top of page 2 shall be replaced with the “Working Group’s Name.”
- All P&Ps shall be prepared WORD format. The name of the Working group and the date of document approval shall be included in the header of the document. The purpose of the footer is to identify the baseline document utilized in the preparation of the Sponsor’s P&P and should not be changed.
- This document should be used as the baseline for Working Group Policies and procedures for Standards Development. All Working Group Policies and Procedures for Standards Development shall be submitted to the Sponsor or SCC for approval and shall be compared against this baseline. All clauses shall be included. If a specific clause is not utilized in the prepared baseline P&P, the clause number and title should be left in the document, and the clause text should be removed and replaced with the words, “Not applicable.” For example, if the group does not have a Treasurer, the clause would be formatted as follows:

6.5.4 Treasurer

Not applicable.

- Throughout the document, the words, “Working group” may be replaced with the working group’s formal name, e.g., “PC37.999 Breaker Plus Group.” Or, as a minimum, clarify the first sentence of “Section 1.2 – ‘Modifications to these procedures’” that “hereinafter the ‘PC57.244 Transformer Widget Working group will be referred to as the ‘Working group’.”
- Items in square brackets [] are optional. When the text in brackets applies, remove the brackets and retain the text. If the item is not applicable, completely remove both the brackets and the enclosed text.
- Text in *shaded italics* indicates a placeholder that should be replaced with information specific to the Working group. For the shaded text in Clauses 1.2, 1.3, 6.0 and 6.1, the gray, shaded text shall be revised to match the Working group’s requirements, and the shading and italic style shall be removed. While the shaded text items have been made changeable for the Working group preparing the baseline, the Sponsor or SCC of the Working group shall review any changes for reasonableness.
- After applying the editing instructions (in red) throughout this document, the instructions shall be changed to hidden text in WORD on the final approved document. As hidden text, it can easily be viewed or not by the “Show/Hide Paragraph Marks” button, making it available for future reference and easily hidden on the final document.
- The purpose of the date in the footer of the document is to indicate the date of the baseline document, and it should not be changed. If a Working group is concerned about the date of approval, it is suggested that the header of each page could contain both the Working group’s name as well as the date of approval of the Working group’s document.

P&P Content Considerations

- The baseline document should only be focused on the basic process and procedures associated with the development of standards. Only Working group procedures, responsibilities, or actions relevant to standards development should be included. The following are examples of areas that belong in a Sponsor's Operating Manual or similar document.
 - Discussions on how to run Working group meetings.
 - The addition of organization structures of subgroups or task forces that are frequently changing, e.g., the scope of a task force or other subgroup is inappropriate, as a change to it will require the re-approval of the complete document. It is not anticipated that baseline P&P’s will be changing every

year, but rather that they are a consistent document over their five-year life or the life of the Working group.

- Responsibilities for officers shall only include items relevant to standards development. Items such as promoting activities, senior membership, cooperation with local chapters, encouraging IEEE membership, awards, reviewing technical papers, etc. belong in the Sponsor's or SCCs' Operating Manuals.
- If the Working group has material that does not appear in the baseline document, but is being considered for inclusion, the material shall first be considered for the Sponsor's or SCC's Operating Manual. If, after detailed review, the Working group determines the additional material is integral to the basic process and procedures associated with the development of standards, the material could be added to the end of the baseline document after Clause 9 as Clause 10, 11, etc. Note: the addition of new clauses does not guarantee their acceptance, and will increase the time it takes for Sponsor or SCC review and evaluation..
- Note that the Secretary and Treasurer can be the same person.

Baseline specific instructions

- For Clause 9.0, "Appeals," the Working group shall modify this clause to include details of the appeals process used by the Sponsor or SCC. Further, the working group shall add any additional details to the clause to include the appeals process to be used by the Working group. Clause 5.8 of the IEEE-SA Standards Board Operations Manual outlines the key components of an appeals process. It shall be used for guidance and serve as an outline for an appeals process, but it is not intended to be duplicated in the Working group's baseline. If additional information is needed, please contact AudCom which can provide several appeals process examples.

Bracketed material []

- In Clause 3.1, either or both [Vice-Chair] or [Treasurer] shall be removed if not applicable, or just the brackets removed from the applicable positions.
- In Clause 4.3, either or both [Vice-Chair] or [Treasurer] shall be removed if not applicable, or just the brackets removed from the applicable positions.
- In Clause 4.4, either or both [Vice-Chair] or [Treasurer] shall be removed if not applicable, or just the brackets removed from the applicable positions.

- In Clause 4.4, [affiliation] the Sponsor shall decide if they want affiliation contained on their membership lists. If not, the brackets and text shall be removed, if yes, just the brackets shall be removed

Format and Style

- The preparer may select the fonts utilized in the P&P document; however, it is recommended that the Times New Roman font be utilized for the body text and Times New Roman Bold font for the clause and subclause headings. Authors of P&P documents shall consider that the majority of users who will read and utilize these documents will be viewing them on a computer screen; therefore, the final document shall be clearly legible when viewed on those mediums.
- A Table of Contents may be added to the document if desired. It should be located after the cover page and before the main body of the document.

Review Process

- Working group P&Ps are to be reviewed and approved by the Working group's Sponsor or SCC. In addition, AudCom will periodically select and review Working group P&P's from various Sponsor's and SCC Committees. AudCom will use a checklist table to compare the prepared Working group Sponsor's P&P's to the baseline that follows these instructions, and will create a list of comments. Examples of issues that the Sponsors, SCCs, or AudCom should look for are:
 - a) Adherence to the "mandatory" elements of the Baseline P&P.
 - b) Consistency in selection of optional elements in various sections of the P&P.
 - c) Addition of substantial amounts of "new" text, beyond the limits of the baseline P&P. Note that such additional text is not cause for disapproval but does result in additional scrutiny.
 - d) Unusual revisions of the text from that of the baseline P&P.
 - e) The addition of new clauses.

Policies and Procedures for:

Name of Working Group

Date of Approval: to be filled in by Sponsor or SCC

IEEE Standards Association (IEEE-SA) Baseline Policies and Procedures for:

Name of Working Group

1.0 Introduction

This clause shall not be modified, except to add additional material.

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the Working group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect Working group participants and the IEEE by establishing the necessary framework for a sound standardization process.

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

1.2. Modifications to these procedures

This clause shall not be modified.

These Policies and Procedures outline the orderly transaction of business by the Name of Working Group Working group. The Working group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures are addressed by the Working group or Sponsor. (See also Clause 7.)

1.3 Hierarchy

This clause shall not be modified except to identify the specific, superior procedures of the Sponsor by name. For societies that may not have a Technical Committee or Standards Committee that document item can be deleted from the list. When this list does not include all documents appropriate for the Working group sponsor(s), it may be necessary to add items to the list.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest version of several documents takes precedence over these procedures in the following order:

[New York State Not-for-Profit Corporation Law](#)
[IEEE Certificate of Incorporation](#)
[IEEE Constitution](#)
[IEEE Bylaws](#)
[IEEE Policies](#)
[IEEE Board of Directors Resolutions](#)
[IEEE Standards Association Operations Manual](#)
[IEEE-SA Board of Governors Resolutions](#)
[IEEE-SA Standards Board Bylaws](#)
[IEEE-SA Standards Board Operations Manual](#)
[IEEE-SA Standards Board Resolutions](#)
Policies and Procedures of the I&M Society

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

1.4 Fundamental principles of operation

This clause shall not be modified.

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures, has a right to participate by:

- a) Attending Working group meetings (in person or electronically)
- b) Becoming a member* of the Working group
- c) Becoming an officer of the Working group
- d) Expressing a position and its basis,
- e) Having that position considered, and
- f) Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process shall strive to have a balance of interests and not to 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.

*Note that there are two classes of participants in a Working Group (see 4.1.1): observers and members. Only members have voting rights.

2.0 Working group responsibilities

This clause shall not be modified except to add additional responsibilities.

The Working group shall:

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval as specified by the PAR
- b) Use the IEEE Standards document template format
- c) Submit to the Sponsor any documentation required by the Sponsor; e.g., a project schedule or a monthly status report
- d) Notify the Sponsor of the draft development milestones
- e) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot

3.0 Officers

This clause shall not be modified except to add additional officer roles.

There shall be a Chair and a Secretary, and there should be a Vice-Chair and an Editor. The office of Treasurer is suggested if significant funds are involved in the operation of the Working group and/or its subgroups or if the group has multiple financial reports to supply to the IEEE Standards Association. A person may simultaneously hold the positions of Secretary and Treasurer. All officers shall be IEEE members, individual IEEE-SA members and I&M Society members.

3.1 Election or appointment of officers

This clause may be modified. There are three cases provided as options for describing the election or appointment of officers: one for the case in which the Chair appoints other officers; a second for the case in which the other officers are elected; and a third in which all officers are elected. Use the introduction and an appropriate section -- Case 1, Case 2, or Case 3 – or a similar process, as the basis for this clause. Recommend I&M use Case 1

3.1.1 Initial appointment of officers:

At the first organizational meeting, the Working group shall elect its operating officers in accordance with the procedures of its Sponsor (the designated representative of the entity creating this working group), and, where necessary, *Robert's Rules of Order*.

The Chair or a sponsor designee shall appoint an elections processor, whose function is to conduct an election. The elections processor shall not be a nominee in the election and shall not vote in the election. An election will seek to fill offices that are either vacant, have an official in temporary appointment, or when the term of office has expired.

The Working group members may and the sponsor shall nominate to the elections processor one or more members for each office to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A member shall not run for more than one office at the same time. The response period for nominations shall be at least 14 calendar days except at the initial election at the first working group plenary meeting where the entire process will be conducted during the meeting. If no nomination is received for an office, a temporary appointment shall be made in accordance with 3.2.

The elections processor shall conduct the election by letter ballot, electronic ballot or a vote at a meeting. If the vote is conducted by letter ballot or electronic ballot, voting will conclude no sooner than after 14 calendar days. Voting shall be by “approval,” whereby each member submitting a ballot may cast one approval vote for each of any number of nominees for an office. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election. If a majority of votes is not received, the ballot can be extended, or a new ballot will take place. Any tie votes will be broken by a runoff ballot, where eligible voters may cast only one vote in the election.

The Sponsor shall affirm the election of the Chair. If the sponsor does not affirm the Chair, another election will be run, or, the sponsor will make a temporary appointment per Clause 3.2.

After sponsor affirmation of the Working group chair, the Working group chair shall appoint a [Vice Chair], [an Editor], [Treasurer,] and a Secretary.

3.1.2 Subsequent reaffirmation or appointment of officers:

There shall be an annual vote of the members of the Working group to either reaffirm the current slate of officers or to call for a new election.

3.1.2.1 Current officers are reaffirmed by the election

If the Sponsor affirms the current slate of officers they shall continue to serve. If the Sponsor declines to affirm one or more of the officers then the terms of 3.1.2.2 shall apply.

3.1.2.2 A new election is called for by the working group members

If a new election is mandated then the members of the Working group shall initiate a ballot to recommend a candidate for the Working group chair. The recommended candidate may then be appointed by the Sponsor. If the Sponsor declines to appoint the recommended candidate as Working group chair, then another Working group ballot will be initiated to recommend a different candidate for the Working group chair. The appointment of the officers shall be for the calendar year, but may serve until a successor is appointed.

The members of the Working group shall nominate to the Elections Officer one or more voting members for the position of the Working group chair. Nominees shall be eligible to hold the office of the Working group chair. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for the office of the Working group chair, the Sponsor may appoint the Working group chair. The Chair shall appoint with the affirmation of the Sponsor, the other officers.

3.1.3 Additional officers

Additional officers may be appointed or removed at any time by the Chair with the agreement of the other officers and the approval of the Sponsor.

3.2 Temporary appointments to vacancies

This clause may be modified.

If an office other than the Chair becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. In the case of Chair or Vice-Chair, the Sponsor shall make the temporary appointment, with input from the Working group. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3.0 and 3.1 at the earliest practical time.

3.3 Removal of officers

This clause may be modified.

An officer may be removed by approval of two-thirds of the members of the Working group. Removal of the Chair and Vice-Chair requires affirmation by the Sponsor. Grounds for removal shall be included in any motion to remove an officer of the Working group. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.4 Responsibilities of Working group officers

This clause may be modified.

The officers of the Working group shall manage the day-to-day operations of the Working group. The officers are responsible for implementing the decisions of the Working group and managing the activities that result from those decisions.

3.4.1 Chair

This clause shall not be modified except to add additional responsibilities.

The responsibilities of the Chair or his or her designee shall include

- a) Leading the activity according to all of the relevant Policies and Procedures
- b) Forming Study Groups and/or subgroups, as necessary
- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhere to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus as a means of resolving issues
- k) Prioritizing work to best serve the group and its goals
- l) Complying with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- m) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- n) Participating as needed in meetings of the Sponsor to represent the Working group
- o) Being familiar with training materials available through IEEE Standards Development Online

3.4.2 Vice-Chair(s)

This clause may be modified to include additional responsibilities.

The responsibilities of the Vice-Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion).
- b) Being familiar with training materials available through IEEE Standards Development Online

3.4.3 Secretary

This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it must be listed as the responsibility of one of the other officers.

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices
- b) Distributing meeting agenda (as per 6.0). Notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
- e) Being responsible for the management and distribution of Working group documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the members and distributing it to the members upon request
- i) Forwarding all changes to the roster of members to the Chair
- j) Being familiar with training materials available through IEEE Standards Development Online

3.4.4 Editor

The responsibilities of the Editor include:

- a) Maintain and edit the draft of the standard to accurately reflect the decisions of the working group
- b) Maintain appropriate version control of the draft standard
- c) Ensure that the draft meets the IEEE-SA editorial specifications
- d) Along with the Secretary, manage the working group documents and data on any collaboration tools approved by the working group officers

3.4.5 Additional appointed officers:

The responsibilities of any additional officers appointed under the terms of 3.1.3 shall be established at the time of appointment.

3.4.4 Treasurer

The Working group is responsible for its finances; therefore, an officer of the Working group must perform the responsibilities of the Treasurer. If there is a Treasurer, this clause may be modified to include additional responsibilities.

If the funds are minimal and transactions not complicated, the officer position of Treasurer is not required and can be assumed by one of the other officers. In this case, the responsibilities a) to d) below shall be added to the responsibilities of either the Vice-Chair (3.4.2), or Secretary (3.4.3) or another officer. If there are no funds the clause is not required, and the text below shall be removed and replaced with the words “Not applicable.”

The Treasurer shall:

- a) Maintain a budget
- b) Control all funds into and out of the Working group's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the IEEE Financial Operations Manual
- e) Being familiar with training materials available through IEEE Standards Development Online

3.4.5 Officers as a group

The officers as a group shall:

- a) Determine the time and frequency of phone plenary meetings
- c) Determine the time and location of face-to-face plenary meetings
- d) Create subgroups and define their scope subject to the approval of the voting members per clause 5.0
- e) Ensure that at every meeting of the working group and any subgroups that proper procedures are followed including the presentation of the IEEE-SA mandated patent slide set and that this presentation is recorded in the meeting minutes.

4.0 Working group membership

4.1 Overview

This clause shall not be modified except to be compliant with the Sponsor's procedures.

Working group membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants seeking Working group membership are responsible for fulfilling the requirements to gain and maintain membership.

4.1.1 Working group membership status

This clause may be modified.

There are two classes of participants in Name of Working Group:

1. Observer:
 - a. Are expected to adhere to the IEEE conventions on patents, and other matters as noted in section 1.3 of these rules and the terms of these bylaws.
 - b. May attend and participate in discussions including informal consensus agreement at all Name of Working Group meetings.
 - c. Must have an account on Central Desktop and configure their computer to use any meeting collaboration tools selected by the Name of Working Group officers for use in phone meetings.

- d. Will have read privileges on the private section of Central Desktop.
- 2. Member:
 - a. All privileges and responsibilities of observers, and
 - b. May vote on all issues where a formal vote is called for or required.

To promote continuity of technical discussions the following rules for maintaining or gaining observer or member status are mandated:

1. Attendance for 75% of a meeting is required to be considered in attendance. Attendance will be determined by roll call or login at phone-plenary meetings and sign in at face-to-face plenary meetings.
2. Observer status is obtained by application to the Name of Working Group secretary. Observer status is lost (and access to committee documents on Central Desktop lost) at the conclusion of the sixth consecutive missed meeting whether face-to-face or phone plenary (subgroup meetings excepted from consideration). Meetings missed while in member status count towards the six consecutive missed meetings.
3. Member status is:
 - a. Obtained by attendance at the initial face-to-face plenary meeting of Name of Working Group, OR
 - b. Obtained at the conclusion of the fourth consecutive attended meeting whether face-to-face or phone plenary (subgroup meetings excepted from consideration), OR
 - c. Obtained at the conclusion of a sequence of five consecutive meeting whether face-to-face or phone plenary (subgroup meetings excepted from consideration) where no more than one meeting in the sequence was not attended.
 - d. Lost and reduced to observer status at the conclusion of the fourth consecutive missed meeting whether face-to-face or phone plenary (subgroup meetings excepted from consideration) or at the conclusion of the second consecutive missed face-to-face plenary meeting or having failed to vote in two consecutive electronic or letter ballots.
4. Exceptions to loss of member or observer status can be requested of the Name of Working Group officers for exceptional cause, e.g. health, jury or other mandatory civic duty, and may be granted if approved by a majority of the officers.

4.2 Review of membership

This clause may be modified to include additional membership requirements.

The Chair shall review the participant list at least annually. Participants are expected to fulfill the obligations of active participation as defined in Clause 4.1.1. When a

participant is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of participation.

4.3 Working group membership roster

This clause shall not be modified except for the distribution of the roster or to be compliant with the Sponsor's procedures.

A Working group roster is a vital aspect of standards development. It serves as a record of members and observers in the Working group and is an initial tool if an issue of indemnification arises during the process of standards development.

A Working group officer or designee shall maintain a current and accurate roster of members and observers in the Working group. The roster shall include at least the following:

- a) Title of the Sponsor and its designation
- b) Title of the Working group and its designation
- c) Officers--Chair, [Vice-Chair, Editor, Secretary, [Treasurer] any other appointed officers
- d) Members and observers (including names, email addresses, and affiliations for all members)

All Working group participants are required to review their information contained in the roster following each meeting they attend. If a Working group meets only virtually, it shall determine a schedule to check the accuracy of the roster periodically.

A copy of the Working group roster shall be supplied to the IEEE Standards Association at least annually by a Working group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all Working group participants have submitted their written approval for such distribution.

4.4 Working group membership public list

This clause shall not be modified except for the distribution of the list or to be compliant with the Sponsor's procedures.

A Working group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Working group and its designation
- b) Scope of the Working group
- c) Officers: Chair, [Vice-Chair, Editor, Secretary [Treasurer] any other appointed officers

- d) Members: for all, name, affiliation

5.0 Subgroups of the Working group

This clause may be modified.

The Working group may, from time to time, form subgroups for the conduct of its business. Participation in the subgroup shall be open to all observers and members of the Working group. Such formation shall be explicitly noted in the meeting minutes which shall be posted and visible to all Working group participants. At the time of formation, the members of the Working group shall determine the scope and duties delegated to the subgroup. The Chair of the Working group shall appoint the chair of the subgroup.

Subgroup meetings shall be conducted as follows:

- a) These may be either face-to-face or via phone and if needed using working group selected collaboration tools.
- b) Agendas will be posted 14 days in advance visible to all Working group participants.
- c) Meeting times and frequency are determined by the subgroup.
- d) All matters in the scope of the subgroup may be considered provided at least 4 participants are present. A Name of Working Group officer or a person designated by the Chair to ensure compliance with these bylaws must be present. Subgroups may not make final decisions binding on Name of Working Group but must instead prepare detailed recommendations and specific text for any additions, corrections, or deletions to the standard for consideration at scheduled face-to-face or interim plenary meetings of the Name of Working Group.

6.0 Meetings

This clause shall not be modified except to modify shaded values and state quorum definitions otherwise approved by the Sponsor.

Working group meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Working group meetings shall be held, as decided by the Working group, the Chair, or by petition of 15% or more of the members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source. A meeting notice shall be distributed, by a Working group officer or designee, to all participants 30 calendar days in advance to all participants. A meeting agenda shall be distributed to all participants at least 14 calendar days in advance of a meeting. (Meetings of subgroups may be held as decided upon by the participants or Chair of the subgroup.) Notification of the potential for action shall be included on any distributed agendas for meetings.

While having a balance of all interested parties is not an official requirement for a Working group, it is a desirable goal. As such, the officers of the Working group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each Working group meeting as required by the SASB Operations Manual (Section 5.3.3.1 Disclosure of Affiliation).

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

This clause shall not be modified except to modify shaded values and state quorum definitions otherwise approved by the Sponsor.

A quorum shall be identified and announced before the initiation of Working group business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Subclause 7.2 or at the next Working group meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as:

A quorum exists if there are at least 51% of the members in attendance. No more than 10% of the quorum can be composed of employees of or consultants to a single company (or organization) or its subsidiaries. If a vote is taken and the 10% quota is exceeded the members of the affected company or organization shall determine amongst themselves who will cast the 10% of the votes allotted to that organization. If they fail to agree then the votes of that organization will be accepted up to the 10% limit based on date of response for email ballot or alphabetic by last name for in-meeting ballot. At least one member of the quorum must be an officer of the Name of Working Group.

6.2 Conduct

This clause shall not be modified except to be compliant with the Sponsor's procedures.

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All Working group participants shall act in accordance with all IEEE Standards policies and procedures. Where applicable, the Working group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

There are three classes of Name of Working Group working group meetings:

1. Face-to-face plenary meetings.
 - a. These will be held at a facility as convenient as possible for the participants. There may be an attendance fee to cover facility expenses. Participants bear their own travel and all other expenses in connection with these meetings.
 - b. All matters may be considered and informal consensus agreements reached. If a quorum is present, votes on any issue may be taken and electronic votes may be initiated.
 - c. No more than two plenary face-to-face meetings can be scheduled in a calendar year without the approval of the membership.
2. Phone plenary meetings via phone and other collaboration tools approved by the Name of Working Group officers:
 - a. Meetings will be held at a regular time except for exceptions agreed upon by voice approval of a quorum at a previous meeting.
 - b. All matters may be considered and informal consensus agreements reached. If a quorum is present votes on any issue may be taken and electronic votes may be initiated.
 - c. Participants should login to any collaboration tool in use 10 minutes prior to the announced start time of the meeting.
 - d. Phone plenary meetings will begin promptly at the announced time and attendance will be based on roll call or login at that time.
 - e. If a participant joins late, the chair will simply ask the person who was speaking to continue. This will allow the late person to know who is speaking with minimum disruption to the meeting.
3. Subgroup meetings:
 - a. Conducted as specified in 5.0

6.3 Executive session

This clause shall not be modified.

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

6.4 Meeting fees

This clause may be modified.

The Working group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

6.5 Minutes

This clause shall not be modified.

The minutes shall record the essential business of the Working group, including the following items at a minimum:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
 - 1) Brief summary of discussion and conclusions
 - 2) Motions, including the names of mover and seconder
- i) Items reported out of executive session
- j) Next meeting--date and location

Copies of handouts and subgroup reports may be included in the minutes or made available as separate items.

7.0. Voting

7.1 Approval of an action

This clause shall not be modified except to be compliant with the Sponsor's procedures.

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast by members (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the members of the Working group responded.

If a vote is required and a quorum is not achieved at two successive plenary meetings, then if a majority of the Name of Working Group officers approve an email ballot may be called on the issue subject to the requirements of section 7.1.1 or 7.1.2 as appropriate.

7.1.1 Actions requiring approval by a majority vote

This clause shall not be modified except to include additional voting actions, or to be compliant with the Sponsor's procedures.

The following actions require approval by a majority vote

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes.
- d) Approval of recommendations of subgroups
- e) Approval of any motion made and seconded by a member unless subject to the requirements of 7.1.2
- f) Approval for more than two face-to-face plenary meetings per year.

7.1.2 Actions requiring approval by a two-thirds vote

This clause shall not be modified except to include additional voting actions, or to be compliant with the Sponsor's procedures.

The following actions require approval by a two-thirds vote:

- a) Approval of change of the Working group scope *
- b) Establishment of fees, if necessary
- c) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot

* Item a) is subject to confirmation by the Sponsor.

7.2 Voting between meetings

This clause shall not be modified except to be compliant with the Sponsor's procedures.

At the discretion of the Chair, the Working group shall be allowed to conduct votes between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4) and the terms of section 7 of these rules.

8.0 Communications

This clause may be modified.

Formal inquiries or other communications relating to the Working group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair by the Working group and recorded and posted visible to all participants by the Secretary except as noted below. These communications shall make it clear that they are responses from the Working group. Communications shall be in compliance with the Sponsor's communication requirements.

Any inquiry or other communication to any Name of Working Group officer that the sender indicates to be private or is deemed by the recipient as material that may be sensitive, e.g. contracts, legal issues, disparaging of any Working group participant, or contains inappropriate language shall be dealt with in executive session. In executive session the Name of Working Group officers may decide to return the communication to the sender with or without explanation or resolution, or to bring the communication to the attention of the Working group for resolution.

9.0 Appeals

This clause shall not be modified except to be compliant with the Sponsor's procedures.

The Working group recognizes the right of appeal. If technical or procedural appeals are referred back to the Working group, every effort should be made to ensure that handling of complaints regarding any action or inaction on the part of the Working group is performed in an identifiable manner.

If the Working group must conduct an appeal hearing, it shall follow the processes substantially similar to the appeals processes of the IEEE-SA Standards Board.