

IEEE Standards Association (IEEE-SA)

Policies and Procedures for: Working Group Name

Individual Method

Instructions and Template

IEEE Standards Association (IEEE-SA) Baseline Policies and Procedures for IEEE Standards Working Groups —

Individual Method

Instructions

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Policies and Procedures for IEEE Standards Working Groups—Individual Method 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 Standards Coordinating Committee (SCC or “Committee”).

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 .doc (or .docx), and submit completed Working Group P&P with the tracked changes displayed. The instruction pages (i to vii) 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 .doc (or .docx) 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 Working Group’s P&P and should not be removed or changed.**
- This document should be used as the baseline for Working Group Policies and Procedures for standards development. 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:

3.4.4 Treasurer
Not applicable.

- Throughout the document, the words, “Working Group name” or “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 Clause 1.0.2 – “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 shall be replaced with information specific to the Working Group. For the shaded text on the cover and in Clauses 1.0.2, 1.0.3, 3.1, 6.0, and 6.1, the gray, shaded text shall be revised to match the Working Group’s requirements, (e.g., a numeric value, text, the Working Group’s name, the Sponsor’s name, or the name of the Sponsor that established the Working Group), 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.

- It is easier and faster for AudCom to review the submitted document with the editing instructions, in red text visible. Therefore, the red instructional text shall be retained until the P&P document is deemed without issue by AudCom.
- **The purpose of the date in the footer of the document is to indicate the date of the baseline document, and it shall not be removed 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-submittal ~~approval~~ of the complete document to the Sponsor for approval.
 - 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 SCC's 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, it 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 review and evaluation.

Bracketed Material []

- In Clause 1.0.2, paragraph one, the Working Group has to decide whether they wish to use their name throughout the document wherever 'Working Group' is used and replace it throughout the document, or if they wish to make single reference to their name in this

paragraph and utilize ‘Working Group’ throughout. If the only reference to the actual name of the Working Group that will be made is this paragraph, then the brackets shall be removed and the text retained.

- In Clause 3.1, either or both [Vice Chair] or [Treasurer], and [and] 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.

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 screens; 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 for Working Group Policies and Procedures Documents

- Working Group P&Ps are to be reviewed and approved by the Working Group’s Sponsor or SCC. The Sponsor or SCC shall record in their minutes the approval of the P&P, and the cover of the document should be updated to include the date of approval. In addition, AudCom will periodically select and review Working Group P&P’s from various Sponsors and SCCs. If a Working Group P&P is selected for review by AudCom, the Working Group’s Sponsor Chair or Standards Delegate uploads the document into the myProject system. The AudCom administrator will then assign two AudCom members to review the document. The reviewers will use a checklist table to compare the prepared Working Group Policies and Procedures to the Baseline that follows these instructions, and will create a list of comments. The comment checklist table will then be uploaded into the myProject system, and the Sponsor Chair or Standards Delegate will automatically notified by e-mail to go to myProject to obtain the checklist. The Sponsor should download the checklist and review it with the Working Group for any changes or recommendations made by the AudCom reviewers. If the Sponsor or Working Group has any questions on the checklist and comments, they may contact the AudCom

administrator to set up a conference call with the AudCom reviewers to discuss resolution. The Sponsor and Working Group then revises their document as required, and again uploads it into the myProject system. If the reviewers are satisfied, they will post a new checklist on the myProject system indicating they are recommending they are deemed without issue by AudCom at their next scheduled meeting. If all of the concerns are not resolved, the process repeats until they are.

- Examples of issues that 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 clauses 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.
- It should be noted that while two AudCom members are assigned to perform the initial review and to recommend acceptance of the Working Group’s P&P to AudCom, all AudCom members are expected to read over the reviews and the recommendation prior to the AudCom meeting. A final discussion will take place at the meeting and members of AudCom may bring up additional issues or items that require revision at that time. Only after AudCom’s review is complete can it report to the IEEE-SA Standards Board that they have found no issues with the Working Group P&P. AudCom only reports to the IEEE-SA Standards Board that the Working Group P&P is without issue; it is not approved by the IEEE-SA Standards Board.

Policies and Procedures for:

~~*Working Group Name*~~ *IEEE 1904 Access Networks Working Group*

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

Table of Contents

1.	Introduction.....	3
1.2	Role of Standards Development	3
1.3	Modifications to These Procedures.....	3
1.4	Hierarchy	3
1.5	Fundamental Principles of Operation	4
2	Working Group Responsibilities.....	5
3	Officers.....	5
3.1	Election or Appointment of Officers	5
3.2	Temporary Appointments to Vacancies.....	7
3.3	Removal of Officers.....	7
3.4	Responsibilities of Working Group Officers	8
3.4.1	Chair	8
3.4.2	Vice Chair(s).....	9
3.4.3	Secretary	9
3.4.4	Treasurer.....	10
4	Working Group Membership	11
4.1	4.1 Overview.....	11
4.1.1	Working Group Membership Status	11
4.2	Review of Membership.....	11
4.3	Working Group Membership Roster.....	12
4.4	Working Group Membership Public List.....	12
5	Subgroups of the Working Group	13
6	Meetings.....	13
6.1	Quorum	14
6.2	Conduct.....	14
6.3	Executive Session	14
6.4	Meeting Fees.....	14
6.5	Minutes	15
7	Voting.....	15
7.1	Approval of an Action	15
7.1.1	Actions Requiring Approval by a Majority Vote.....	16
7.1.2	Actions Requiring Approval by a Two-thirds Vote	16
7.2	Voting Between Meetings.....	16
8	Communications.....	17
9	Appeals.....	17

Working Group NameIEEE 1904 Access Networks Working Group Policies and Procedures for Standards Development

1. Introduction

1.2 Role of Standards Development

This clause shall not be modified.

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.

1.3 Modifications to These Procedures

This clause shall not be modified, except to identify Working Group.

These Policies and Procedures outline the orderly transaction of business by the IEEE 1904 Access Networks Working Group name Working Group [, hereinafter referred to as "the 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.)

1.4 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 Sponsor(s) of the Working Group, it may be necessary to add items to the list.

Participants engaged in the development of standards shall 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

IEEE Communications Society Policies and Procedures

IEEE Communications Society Board of Governors resolutions

~~Policies and Procedures of your Sponsor~~ IEEE Communications Society Standards Development Board (COM/SDB) Policies and Procedures

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

1.5 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.

2 Working Group Responsibilities

This clause shall not be modified except to include 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, and in compliance with IEEE Standards policies and procedures.
- 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 Officers

This clause shall not be modified except to include additional officers.

There shall be a Chair and a Secretary, and there should be a Vice Chair. 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.

The Chair and Vice Chair(s) shall each be IEEE members of any grade, except Student grade, or IEEE Society affiliates, and also be members of IEEE-SA.

3.1 Election or Appointment of Officers

This clause may be modified. (Three cases are provided; either choose one of these cases -- Case 1, Case 2, or Case 3 – or create a similar process for this clause and delete the other options.)

Case 1 – Chair appointed and Chair appoints other officers:

The Working Group Chair shall be appointed in accordance with the Sponsor's procedures. After appointment of the Working Group Chair by the entity that established this Working Group, the Working Group Chair shall appoint a [Vice Chair], [Treasurer,] [and] Secretary. A person may simultaneously hold the positions of Secretary and Treasurer.

The appointment of officers shall be for a term of one year, but an officer may serve until a successor is appointed.

Case 2 – Chair appointed and other officers elected:

Officers shall be determined in accordance with the procedures of *the Sponsor that established this Working Group*. The procedures are as follows:

The Working Group Chair shall be appointed in accordance with the Sponsor's procedures.

The Working Group Chair, or the *Sponsor that established this Working Group*, shall appoint an Elections Officer whose function is to gather nominations for other officers, and conduct an election. The Elections Officer shall not be a nominee in the election. The election for officers shall be conducted *annually*.

Working Group voting members shall nominate to the Elections Officer one or more voting members for the positions of [Vice Chair], [Treasurer,] [and] Secretary. A person may simultaneously hold the positions of Secretary and Treasurer.

Nominees shall be eligible to hold the office for which they are nominated. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the Working Group Chair may appoint a voting member for the office.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Working Group, but no less than 14 calendar days. Each voting member may cast one approval vote for each of as many nominees for an office as the voting member chooses. 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.

The term of office for each officer shall be *one year*, but an officer may serve until a successor is selected.

Case 3 – All officers elected:

Officers shall be elected in accordance with the procedures of *the Sponsor that established this Working Group*. The procedures are as follows:

There shall be an *annual* vote of the Working Group to elect the Chair, [Vice Chair], [Treasurer,] and Secretary. A person may simultaneously hold the positions of Secretary and Treasurer.

The Sponsor Chair, or the *Sponsor that established this Working Group*, shall appoint an Elections Officer whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

Voting members shall nominate to the Elections Officer one or more voting members for the Chair, [Vice Chair,] [Treasurer,] and Secretary Offices to be filled at the election.

Nominees shall be eligible to hold the office for which they are elected. A person shall be nominated for no more than one office. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each voting member may cast one approval vote for each of as many nominees for an office as the voting member chooses. 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.

The term of office for each officer shall be *one year*, but an officer may serve until a successor is appointed.

3.2 Temporary Appointments to Vacancies

This clause may be modified.

If an office other than the Chair or Vice 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 (see subclause 7.1.2), or in accordance with the procedures of ~~the Sponsor that established this Working Group~~ Standards Development Board of the IEEE Communications Society. 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 paragraph shall not be modified.

Elected and appointed officers of the Working Group have a fiduciary duty to the IEEE when acting in their officer role and thus are required (a) to act in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group, (b) to comply with all applicable policies and procedures, and (c) to see that participants of the Working Group conduct themselves in accordance with the applicable policies and procedures.

The remainder of this clause may be modified to include additional officers and their responsibilities.

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 include 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, 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) or chooses to delegate specific duties.
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
- c) 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 shall 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 according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), 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 voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).

3.4.4 Treasurer

The Working Group is responsible for its finances; therefore, an officer of the Working Group shall 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) Ensure that the Sponsor adheres to the [IEEE Financial Operations Manual](#).
- e) Being familiar with training materials available through [IEEE Standards Development Online](#).

4 Working Group Membership

4.1 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. Modification of the number of meetings that shall be attended to allow or maintain membership may only be increased from the number given in these procedures, not decreased.

Membership shall be granted automatically to those participants attending the meeting of a newly chartered Working Group upon their request. Thereafter, membership shall be granted after the participant attends two consecutive meetings of an existing Working Group, and also requests membership status.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

Voting member status is maintained through consistent participation at meetings and through Working Group votes. If a Working Group member misses two consecutive meetings, or two consecutive Working Group letter ballots, his or her voting privilege may be revoked. The Chair shall notify, in writing, a member who fails to attend two consecutive meetings and who has therefore lost his or her membership.

A member who lost his or her voting privileges shall have his or her voting privileges reinstated by attendance at two consecutive meetings of the Working Group and upon request for member status. All voting privileges and rights shall be restored after attending the second consecutive meeting. If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the Working Group Chair will be consulted on the status of the member.

4.2 Review of Membership

This clause may be modified to include additional membership requirements.

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

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

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 participants 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 participants 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,] Secretary, [Treasurer].
- d) Members and participants: for each, include name, email address, affiliation, and membership status (e.g., participant, voting member, etc.).

All Working Group members 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 members and 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], Secretary [Treasurer].
- d) Members: for all, name, affiliation.

5 Subgroups of the Working Group

This clause shall not be modified.

The Working Group may, from time to time, form subgroups for the conduct of its business. Membership in the subgroup is granted to any member of the Working Group. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup, and may decide to allow participation of non-Working Group members and the terms and conditions under which such members participate in the subgroup. Any changes to its scope and duties will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group.

The Chair of the Working Group shall appoint the Chair of the subgroup.

6 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 voting 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 members 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 *IEEE-SA SA Standards Board 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 increase the shaded values or to 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 *one-half* of Working Group voting members.

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, Working Group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

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 concisely 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 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 voting members in attendance.

- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Working Group responded.

7.1.1 Actions Requiring Approval by a Majority Vote

This clause shall not be modified except to include additional voting actions. Items in 7.1.1 may be moved to 7.1.2 if desired.

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.

~~e)d)~~ Approval of a motion deemed by the Chair to be procedural in nature

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) Adoption of Working Group procedures or revisions thereof *

c) Establishment of fees, if necessary

d) Removal of officers

e) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot

~~a)f)~~ Approval of a motion deemed by the Chair to be technical in nature

* 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).

8 Communications

This clause may be modified.

Formal inquiries 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. 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.

9 Appeals

This clause shall not be modified.

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Working Group, including but not limited to presenting the concern to the Working Group, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Working Group shall first be presented to the Working Group Chair for resolution. If the procedural concern is not resolved after presentation to the Chair, the concern can be brought to the Sponsor for resolution.