

Sponsor Operating Procedures for the IEEE Computer Society Standards Activity Board

Introduction

These Operating Procedures outline the orderly transaction of business of the IEEE Computer Society Standards Activity Board when acting as a standards Sponsor of the IEEE Computer Society as authorized by IEEE-SA Standards Board Bylaws clause 5.2.2 (b). It is the intent of the IEEE Computer Society SAB to act as a standards Sponsor only for new projects that are within its scope but are not within the scope of an existing Standards Sponsor, and for projects of formerly commissioned Sponsors that have been disbanded due to lack of vitality. The IEEE Computer Society Standards Activity Board shall encourage the formation and commissioning of new Sponsors when there appears to be sufficient interest and participation in area of standards development within its scope.

For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) 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 have a balance of interests and shall not be dominated by any single interest category.

These Operating Procedures outline the orderly transaction of business for the IEEE Computer Society SAB when acting as a standards Sponsor. Several documents take precedence 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

Policies/Procedures of the IEEE Society that established this Sponsor

Policies/Procedures of the IEEE Computer Society Standards Activity Board

IEEE Sponsor Scope

The IEEE Computer Society Standard Activity Board develops standards, recommended practices and guidelines that fall within the scope of the IEEE Computer Society standards activities as set forth in IEEE CS Bylaws, Article X, and IEEE CS Policies & Procedures Section 10 and that are not under the scope of any Sponsor commissioned by the IEEE Computer Society.

1.0 Organization of the Sponsor

The IEEE Computer Society Standards Activity Board shall be constituted as per its Policies and Procedures. It shall have a Sponsor Chair that is different from the SAB's chair and may form and oversee separate Working Groups to develop and maintain standards. Some standards activities, such as adoption, do not need a working group.

When staff resources permit, the Sponsor may be supported by a Standards Staff Liaison.

2.0 Responsibilities of the Sponsor

The Sponsor shall be responsible for the following:

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

3.0 Sponsor Officers

There shall be a Sponsor Chair and a Secretary. The Sponsor Chair and Secretary shall be appointed by the chair of the IEEE Computer Society Standards Activity Board. Each shall be a member of the IEEE Computer Society Standards Activity Board.

The Sponsor Chair and the Sponsor Secretary shall be members of any grade of the IEEE, members of the IEEE Computer Society, and members of the IEEE-SA, and shall oversee the Sponsor's compliance with these procedures, and submit proposed standards approved by any balloting groups with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.

The Secretary shall record and have published minutes of each meeting of the Sponsor.

The Standards Staff Liaison may perform, as a service, administrative work including:

1. Secretarial services
2. Making meeting arrangements
3. Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards
4. Maintenance of adequate records, including rosters

4.0 Membership

4.1 Voting Membership

Voting Membership in the Sponsor shall consist of the voting membership of the IEEE Computer Society Standards Activity Board, as defined by its Policies and Procedures.

Voting membership in a Working Group of the Sponsor shall consist of any materially interested individual who has applied for membership in accordance with Clause 4.2 of this document and who has attended at least one in every two consecutive regular meetings of the Working Group that took place after the individual's application.

Membership in a Working Group shall not carry with it membership in the IEEE Computer Society Standards Activity Board, although members of the IEEE Computer Society Standards Activity Board may also be members of Working Groups.

4.2 Application

A request for Working Group membership shall be addressed to the Working Group Chair, indicating the applicant's direct and material interest in the Working Group's work, qualifications and willingness to participate actively. Please note that all IEEE Standards meetings are open to anyone who wishes to attend.

4.3 Review of Membership

The Working Group Chair shall review the Working Group membership lists annually. Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Working Group Chair shall consider the matter for appropriate action, which may include termination of membership.

4.4 Working Group Membership Roster

Each Working Group Chair shall maintain a current and accurate roster of Working Group members and shall distribute it to Working Group members, Sponsor members and the IEEE-SA staff upon request or at least annually. All changes to the roster shall be forwarded to the Sponsor Chair immediately. The roster shall include the following:

1. Title of the Working Group and its designation
2. Scope of the Working Group
3. Officers – Chair and Secretary of the Working Group
4. Members: for all, list name, address and email address

5.0 Groups Created by the Sponsor

5.1 Working Groups of the Sponsor

The Sponsor shall form Working Groups to expedite the standards development work of the Sponsor.

Note: Working groups that sustain significant interest and participation and that will likely have future projects shall be encouraged to apply for status as a commissioned Sponsor.

5.1.1 Formation of Working Groups

The Chair of each Working Group shall be appointed by the Sponsor Chair. The Chair of each Working Group shall be a member of any grade of the IEEE, the IEEE Computer Society and the IEEE Standards Association. The scope and duties delegated to a Working Group shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

5.1.2 Working Group Responsibilities

Each Working Group shall be responsible for the content of one or more standards projects and for responding to views and objections thereon. Each Working Group shall maintain a membership roster

5.1.3 Working Group Officers

Each Working Group shall have a Secretary appointed by the Chair of that working group. The Working Group Secretary shall record and have published minutes of each meeting of the Working Group. The minutes shall include an attendance list and shall be submitted to the Working Group Chair and Sponsor Chair within thirty (30) days of a meeting.

5.1.4 Subcommittees of Working Groups

A Working Group shall not have any formal subcommittees. It should be noted that if an IEEE Computer Society Standards Activity Board Working Group develops a need for subcommittees, it should apply for status as a commissioned Sponsor.

A Working Group Chair may appoint informal subcommittees (technical subcommittees, writing groups, etc.) to expedite standards development work. All subcommittee meetings shall be open to all materially interested parties and all subcommittee actions shall be subject to approval of the Working Group.

5.1.5 Disbandment of Working Groups

Working Groups may be disbanded for lack of progress and for other reasons as determined by the SAB. In the case of disbandment, the Sponsor shall request that each approved PAR assigned to the Working Group be withdrawn or re-assigned.

The Sponsor shall disband a working group if a Sponsor is commissioned whose scope encompasses that of the Working Group. Members of the Working Group shall be informed of the intent to form and of the formation of such a Sponsor.

5.2 Balloting Group

For approval of proposed standards, the IEEE-SA shall form a balloting group. This group may be an appropriate Working Group of the Sponsor, provided that it meets the criteria for Composition given in sub-clause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The Sponsor may also delegate balloting to a specific balloting group in accordance with sub-clause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

6.0 Meetings

Sponsor and Working Group meetings shall be held in accordance with the Policies and Procedures of the IEEE Computer Society Standards Activity Board.

Sponsor meetings shall be scheduled as set forth in the Policies and Procedures of the IEEE Computer Society Standards Activity Board.

Working Groups shall hold meetings as decided by the Working Group Chair, or by petition of 5 or more members, 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. A 30-day notice shall be distributed to all members, observers, and experts. Agendas for meetings shall be distributed at least 30 days in advance with the exception of agendas for regularly scheduled teleconferences or virtual meetings. For these meetings, agendas shall be distributed at least three days in advance.

Working Groups 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.

6.1 Quorum

There shall be a quorum for conducting business at a Sponsor or Working Group meeting. If a quorum is not present, actions may be taken subject to confirmation by

letter ballot, as detailed in Section 7.1. See *Robert's Rules of Order (revised)*. A quorum is considered to be 50% of the voting members of the Sponsor or Working Group. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.

7.0 Vote

7.1 Voting By Ballot

The Sponsor and its Working Groups shall be allowed to conduct business between meetings at the discretion of the Chair by use of a letter or electronic ballot.

7.2 Actions Requiring Approval by a Majority

The following actions require approval by a majority of the membership of the Sponsor either at a meeting - provided that notification of the action has been included on the distributed agenda for the meeting - or by letter or electronic ballot:

1. Approval of minutes

7.3 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent¹ formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

1. Adoption of Working Group procedures, interest categories or revisions thereof
2. Position Statements for Standards

7.4 Approval and reaffirmation of Standards

The requirements for the approval a new or revised standard project or reaffirming an existing standard shall be as defined in section 5.4.3 of the IEEE-SA Standards Board Operations Manual.

8.0 Communications

All Sponsor officers should use the Sponsor letterhead if available when corresponding on behalf of Sponsor activities. Email is also an acceptable form of official communication.

8.1 Formal Internal Communication

If correspondence between Working Groups involves issues or decisions (that is, non-routine matters) affecting other Working Groups, copies shall be sent to all affected Working Group chairs and the Sponsor Chair.

8.2 External Communication

Inquiries relating to the Sponsor or its Working Groups should be directed to the Sponsor Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Sponsor Chair.

9.0 Interpretations

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

10.0 Appeals

The Sponsor recognizes the right of appeal. Technical appeals are referred back to the Sponsor, which may refer such appeals to an appropriate sub-group. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor or a Working Group 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.

11.0 Parliamentary Procedures

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

12.0 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 intergovernment bodies.

12.1 Sponsor Position Statements

Sponsor position statements shall not be released without prior approval by the Sponsor, which requires two-thirds vote per Section [7.4](#) of these procedures.

12.2 Working Group Position Statements

Working Group position statements shall not be released without prior approval by a two-thirds vote of the Working Group. Such position statements shall be presented for vote at a Sponsor meeting and may proceed unless blocked by a Sponsor vote at a Sponsor meeting.

Working Group position statements shall be identified in the first paragraph of the position statement as being specifically the position of the Working Group. These statements shall be issued by the Working Group Chair and shall include the Sponsor

Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

12.3 Informal Communications

Informal communications shall not imply that they are a formal position of the Sponsor nor a Sponsor Working Group.

12.4 Position Statements to be Issued by Other Entities

If the Sponsor 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 BOG. 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.

13.0 Standards Publicity

The Sponsor is 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.

¹ "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.