Systems and Software Engineering Standards Committee

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Systems and Software Engineering Standards Committee Policies and Procedures for Standards Development
1.0 Introduction

This clause shall not be modified except to:

- Identify specific procedures related to the Sponsor as listed in paragraph 5 of this section.

- Replace shaded italics with the name of the Sponsor. If the name of the Sponsor is inserted only in the title (above) and at the first occurrence (in paragraph three), the Sponsor will add the additional sentence shown in brackets, and replace [Sponsor Name] in the remainder of the document with "the Sponsor" or appropriate related form.

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

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

These Policies and Procedures outline the orderly transaction of standards activities of the Software and Systems Engineering Standards Committee of the IEEE Computer Society (Sponsor), Hereinafter referred to as “the Sponsor or S2ESC” or appropriate related form. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures 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, due process requires openness and balance (i.e., the standards development process should 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.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, 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-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 this Sponsor

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Sponsor scope

This clause shall include the Sponsor's approved scope.

The scope of S2ESC is to:

a) Codify the norms of professional software and systems engineering practices into standards, including the standardization of processes, products, resources, notations, methods, nomenclatures, techniques, and solutions for the engineering of software and systems dependent on software.

b) Promote the use of software and systems engineering standards among clients, practitioners, and educators.

c) Harmonize national and international software engineering standards development.

d) Promote the discipline and professionalization of software and systems engineering.

e) Promote coordination with other IEEE initiatives.

1.2 Organization of the Sponsor

This clause shall not be modified.

The Sponsor shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Sponsor

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

The Sponsor shall be responsible for at least the following:
a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.

b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:

1) Approving Project Authorization Requests (PARs from a subgroup or the Sponsor

2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual

3) Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.

c) Maintaining the standards developed by the Sponsor in accordance with the IEEE-SA Standards Board Operations Manual

d) Acting on other matters requiring Sponsor effort as provided in these procedures

e) Cooperating with other appropriate standards development organizations

f) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization

g) Limiting distribution of the membership roster to appropriate parties

h) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed

i) Handling appeals as described in Clause 9

2.1 Sponsorship

This clause may be modified. Replace shaded text with the name of the Sponsor.

The S2ESC is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the S2ESC is responsible for those IEEE-SA Standards Board approved project(s) for which S2ESC has been identified or assigned as either the sole sponsor or a joint sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.1 Joint-Sponsor responsibility/accountability

This clause shall not be modified. Replace shaded text with the name of the Sponsor. If the sponsor will not jointly sponsor standards, then the text below shall be removed and replaced with the words "Not applicable."
Not applicable.

3.0 Officers

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

There shall be a Chair, a Vice Chair, a Treasurer and a Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA. (IEEE-SASB Bylaw 5.2.1) The officers shall organize the Sponsor; oversee the Sponsor’s compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through IEEE Standards Development Online.

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.

Officers shall be elected in accordance with the procedures of the IEEE Computer Society Standards Activity Board (IEEE-CS SAB). An officer may serve any number of consecutive terms. In the absence of such procedures, the following process shall be followed.

The Sponsor Chair, or the IEEE-CS SAB VP, 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.

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 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.

Case 1 – Chair appointed and Chair appoints other officers:

There shall be an annual vote of the Sponsor to recommend a Sponsor Chair to the IEEE-CS SAB Vice President (VP). After appointment of the Sponsor Chair by the IEEE-CS SAB VP, the Sponsor Chair shall appoint a Vice Chair/Treasurer and Secretary.

The voting members of the Sponsor shall initiate a ballot to recommend a candidate for Sponsor Chair. The recommended candidate may then be appointed by the IEEE-CS SAB VP. If the IEEE-CS SAB VP declines to appoint the recommended candidate as Sponsor Chair or appoints another person as Sponsor Chair, then another Sponsor ballot may be initiated to recommend a
different candidate for Sponsor Chair. The appointment of Sponsor Chair shall be for the calendar year, but the Chair may serve until a successor is appointed.

The voting members of the Sponsor shall nominate to the Elections Officer one or more voting members for the position of Sponsor Chair. Nominees shall be eligible to hold the office of Sponsor 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 Sponsor Chair, the IEEE-CS SAB VP may appoint the Sponsor Chair.

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. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

This clause may be modified.

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Sponsor. Grounds for removal shall be included in any motion to remove an officer. 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 officers

This clause may be modified.

The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions. An Executive Committee (ExCom) shall assist the officers.
3.4.1 Chair

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

The responsibilities of the Chair 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 adhering to them
i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
j) Seeking consensus of the Sponsor as a means of resolving issues
k) Prioritizing work to best serve the Sponsor and its goals
m) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see http://standards.ieee.org/board/aud/index.html )
n) Ensuring that each Working group has a set of P&P approved by the Sponsor. The chair will provide the Working group P&Ps to AudCom upon request.
o) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.

3.4.2 Vice-Chair

This clause may be modified to include additional responsibilities.
The Vice Chair shall carry out the Chair’s duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

Since the S2ESC typically operates on a voluntary basis without budget or IEEE funding, the Vice Chair also has the title and responsibilities of the Treasurer.

### 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 a meeting notice at least 30 calendar days before the meeting

b) Distributing the agenda at least 14 calendar days before the meeting—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 Sponsor 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

### 3.4.4 Treasurer

This clause may be modified to include additional responsibilities.

Treasurer shall:

a) Maintain a budget

b) Control all funds, including any into and out of the Committee’s bank account

c) Follow IEEE policies concerning standards meetings and finances
d) Adhere to the IEEE Finance Operations Manual

4.0 Membership

4.1 Voting membership

The clause shall be modified to specify details on obtaining and maintaining membership status and requirements for meeting attendance.

The Chairs of S2ESC Working Groups and Study Groups, the Society Representative(s) to other standards development organizations appointed by the IEEE-CS Board of Governors (see Section 23.4 of the IEEE-CS Policies and Procedures Manual), and others who request membership as in Section 4.1.1 and meet the membership criteria for that area are the Voting Members of S2ESC.

Each voting member is expected to attend meetings as defined in this clause: at least one of the monthly meetings in a twelve-month span. Executive Committee members are expected to attend at least six (6) of the monthly S2ESC meetings in a twelve-month span. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) counts towards the attendance requirements. For the purpose of maintaining voting membership, participation in votes conducted between meetings will be equivalent to meeting attendance.

4.1.1 Application

This clause is optional and may be modified to include additional membership requirements. If the clause is not utilized, the text below can be removed and replaced with the words “Not applicable.”

A request for S2ESC membership shall be addressed to the Chair, indicating the applicant’s direct and material interest in the Committee’s work, qualifications, affiliation, and willingness to participate actively. The Chair shall admit or deny applicants to S2ESC membership based on direct interest, qualifications, and experience relevant to systems and software engineering, with due regard to affiliation to avoid dominance by any single interest category.

4.1.2 Observers

Observers shall be permitted to participate in discussions at S2ESC meetings and in email discussions in accordance with the procedures of the IEEE-CS. Observers have no voting right in any election or other S2ESC matters requiring a ballot.

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 once annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. 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 Membership roster

This clause may be modified with the exception of distribution of the roster.

A current and accurate Sponsor roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

a) Title of the Sponsor and its designation
b) Scope of the Sponsor
c) Officers: Chair, Vice Chair/Treasurer, Secretary
d) Members: for all, name, e-mail address, affiliation and membership status.
e) Executive Committee (ExCom) Chair, and names, e-mail addresses, and affiliations of all members]

4.4 Membership public list

This clause shall not be modified except to include or delete the optional bracketed text.

A current and accurate Sponsor membership list shall be maintained. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

a) Title of the Committee and its designation
b) Scope of the Committee
c) Officers: Chair, Vice Chair, Secretary, Treasurer
d) Members: (for all) -- name, affiliation, membership status

5.0 Subgroups, Study Groups and Working groups created by the Sponsor

5.1 Administrative subgroups

This clause may be modified to include detailed description, organization, and responsibilities of subgroups, including executive committees (ExCom) and administrative committees (AdCom).

When one or more subgroups is formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom), its formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1.
The ExCom shall direct the operations of the S2ESC, determine the strategic directions for existing, in-work, and proposed software and systems engineering standards, and guide and mentor the standards working groups that are formed to develop, revise, or affirm IEEE systems and software engineering standards. The ExCom consists of the S2ESC Officers: (Chair, Vice Chair/Treasurer, and Secretary), the Society Representative(s) to other standards development organizations appointed by the IEEE-CS Board of Governors (see Section 23.4 of the IEEE-CS Policies and Procedures Manual), and seven (7) elected members who serve as mentors for a set of active projects, and conduct periodic reviews of assigned projects.

5.1.1 Terms of ExCom Elected Members

The seven elected members of the Executive Committee shall be elected to staggered terms of three (3) years. Three (3) members shall be elected in one year and two (2) members in each of the next two subsequent years, in a three-year, 3-2-2 cycle. The term begins on July 1. They may serve consecutive terms.

5.1.2 Nominations for ExCom Elected Members

On or before March 1 each year, the current S2ESC Chair shall appoint three or more S2ESC members as the Nominations Committee and designate one member as chair. The Nominations Committee, assisted by the S2ESC Secretary, shall solicit nominations for the elected members of the S2ESC ExCom. The Nominations Committee, by majority vote, shall submit a list of candidates for each position to the S2ESC Secretary on or before April 15. No one who is serving on the Nominations Committee may be selected as a nominee. Additional nominations for each position may be made by petition. A petition begins by the candidate notifying the S2ESC Secretary of intent to run. The Secretary shall accept petitions that have been endorsed by at least 15 S2ESC Voting Members and received by the S2ESC Secretary on or before May 15.

5.1.3 ExCom Election Process

Upon closure of nominations, the S2ESC Secretary shall submit the ballot information to the Computer Society Volunteer Services Coordinator who shall prepare an electronic ballot containing the candidates' names in an order drawn by lot. No distinction will be made on the ballot between candidates nominated by the Nominations Committee or by petition. Each candidate shall have an opportunity to submit a short statement, due at the close of petitions in 5.1.2 above, to be included with the ballots. 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 as many nominees as the voting member chooses. The nominees with the greatest number of approval votes shall win the election. Ballots shall be returned to the Computer Society Volunteer Services Coordinator. Ballots shall be accepted by electronic mail. Ballots will contain sufficient identification of the S2ESC member to enable validation of the member's right to vote. However, the Computer Society Volunteer Services Coordinator and Nominations Committee will protect the confidentiality of all member votes. Final numeric vote totals shall be released only to the candidates.

5.1.4 Election Disputes
Any issue or dispute with any part of the election process shall be decided by an Elections Committee, consisting of three (3) members who are not candidates, selected by the IEEE-CS Vice President for Standards Activities.

5.1.5 Vacancies on the S2ESC ExCom

Vacancies in the Executive Committee (other than the Society Representatives) arising in any way shall filled until the next annual election by appointment by the S2ESC Chair.

5.2 Working groups – Individual Method

This clause shall not be modified.

Standards Working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working group chair.

The Sponsor shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working groups – Entity Method

This clause shall not be modified.

If a Working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards Working group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups. In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

This clause shall not be modified except to include detailed description, organization, and responsibilities of the Study Group.

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: http://standards.ieee.org/develop/corpchan/studygrp.pdf
A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.5 Other subgroups

This clause shall not be modified except if this action is moved from 7.1.1 “Actions” requiring approval by a majority vote, to 7.1.2 “Actions” requiring approval by a two-thirds vote. In that case, the word “majority” shall be changed to “two-thirds.”

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1) The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).

2) The subgroup is responsible for assisting the Sponsor (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.

Sponsor 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. Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the 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.

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 that the values in the shaded text may be increased and text inside square brackets may either be retained or deleted.

A quorum shall be identified before the initiation of Sponsor 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 Clause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

This clause shall not be modified.

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.

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 S2ESC customarily operates on a voluntary basis without budget or IEEE funding, and customarily does not incur meeting fees. The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

6.5 Minutes
This clause shall not be modified.

The minutes shall record the essentials, including the following:

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 discussions 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 subcommittee reports may be included in the minutes or made available as separate items.

7.0 Vote

7.1 Approval of an action

This clause shall not be modified.

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). The “majority, two-thirds vote” is defined as one of the following:

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 Sponsor responded.
7.1.1 Actions requiring approval by a majority vote

This clause shall not be modified, except for the addition of 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
d) Authorization of a Sponsor ballot

7.1.2 Actions requiring approval by a two-thirds vote

This clause shall not be modified, except for the addition of actions.

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

a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
b) Approval of public statements
c) Approval of change of the Sponsor scope*
d) Approval of termination of the Sponsor*
e) Removal of an officer except the Chair

* Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

This clause may be modified.

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy Voting

This clause shall not be modified if the Sponsor allows Proxy voting. If the Sponsor does not allow Proxy voting, replace text below with the words “Not Applicable”.

Accepted by SASB – 11 December 2013
Not applicable

7.4 Voting between meetings

This clause may be modified.

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting 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).

8.0 Communications

This clause shall not be modified.

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

8.1 Formal internal communication

This clause may be modified.

If correspondence between subcommittees or between Working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Sponsor officers.

8.2 External communication

This clause shall not be modified.

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

8.3 Public statements for standards

This clause shall not be modified.

All Sponsor public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

8.3.1 Sponsor public statements
This clause shall not be modified except to include additional requirements.

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

This clause shall not be modified except to include further requirements.

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

8.3.3 Public statements to be issued by other entities

This clause shall not be modified.

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 public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

This clause shall not be modified.

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Sponsor.

8.5 Standards publicity

This clause may be modified.

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

9.0 Appeals

This clause shall be modified to include details on the appeals process. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.
The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the subcommittee or Working group. Every effort shall be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner.

The appeals process shall be conducted under the terms of the approved IEEE Computer Society Standards Activities Board Policies and Procedures in effect as of the time of the conduct of the appeal.