Draft Operating Procedures for IEEE Computer Society Design Automation Standards Committee Steering Committee (DASC-SC)

Introduction

These Operating Procedures outline the orderly transaction of business of the Steering Committee of the Design Automation Standards Committee (DASC) of the IEEE Computer Society. Several documents take precedence in the following order:

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws (includes IEEE Standards Association Bylaws)
- IEEE Board of Directors Resolutions
- IEEE-SA Board of Governors Resolutions
- IEEE-SA Standards Board Bylaws
- Policies/Procedures of the IEEE Computer Society (IEEE-CS)
- Policies/Procedures of the IEEE Computer Society Standards Activities Board (IEEE-CS SAB)
- Policies/Procedures of the DASC
- DASC Resolutions
- Policies/Procedures of the DASC Steering Committee (DASC-SC) (this document)
- DASC-SC Resolutions
- Robert’s Rules of Order (Revised)

DASC-SC Scope

The purpose of the DASC-SC is to govern operation of the DASC according to the procedures of the DASC. The DASC-SC shall act on behalf of the DASC as the administrator for the working groups under the DASC which develop and maintain standards. In this role the DASC-SC also provides liaison to the governing bodies of the IEEE and represents the interests of the working groups in these bodies.

1 Organization of the DASC-SC

The DASC-SC shall consist of the DASC Chair, DASC Vice-Chair, DASC Secretary, DASC Treasurer, the Chairs of working groups formed under the DASC, and ex officio members who may be chosen for the sake of continuity or coordination with related groups. The Chair of a working group shall not become a voting member of the DASC-SC until his or her election or appointment is confirmed. The ex officio members shall be selected by the DASC-SC and shall be voting members. When staff resources permit, the DASC-SC shall be supported by the Standards Staff Liaison supporting the DASC.

2 Responsibilities of the DASC-SC

The DASC-SC shall be responsible for the following:

1. Administering operation of the DASC according to the procedures of the DASC and these procedures
2. Formation and disbandment of subgroups of the DASC
3. Confirmation of election of Chairs and Vice-Chairs of subgroups of the DASC
4. Preparation, approval and release of DASC Position Statements for Standards and review of subgroup Position Statements

5. Acting on other matters requiring DASC effort as provided in the procedures of the DASC and these procedures

3 Working Groups

Upon submission of a PAR for a new standard to the IEEE-SA Standards Board, the DASC-SC shall assign the project either to an existing Working Group or to a new Working Group. The DASC Chair shall appoint the initial Chair and Vice-Chair of a new Working Group.

Within six months of formation of a Working Group, the Working Group shall

1. Prepare and adopt Policies and Procedures that are in accord with the Policies and Procedures of the DASC and its higher-level committees
2. Elect a Chair, Vice-Chair and such other officers as it deems necessary
3. Prepare and deliver to the DASC Chair a roster of members
4. Establish an email list and web site for the conduct of its business

A Working Group shall not continue to work on a new standards project after the PAR for the project has expired.

After approval of a standard by the IEEE-SA Standards Board, the Working Group may, if requested by the Working Group Chair and approved by the DASC-SC, continue as a subgroup of the DASC for the purposes of interpreting and maintaining the standard.

The DASC-SC shall disband a Working Group if

1. The Working Group is unable to complete preparation of all new standards assigned to it and the Working Group has no approved standards assigned to it and the Chair of the Working Group requests disbandment, or
2. All approved standards assigned to the Working Group are withdrawn and all PARs for the Working Group have expired.

4 Meetings

DASC-SC meetings shall be held, as decided by the DASC-SC, the Chair, or by petition of 3 or more DASC-SC members, to conduct business. A 30-day notice, including an agenda, shall be distributed to all members.

There shall be at least four meetings held in each calendar year.

4.1 Quorum

There shall be a quorum for conducting business at a meeting. Notwithstanding the withdrawal of enough voting members to leave less than a quorum, the voting members remaining at a duly called or held meeting at which a quorum was initially present may continue to do business until adjournment, so long as any action taken (other than adjournment) is approved by at least a majority of the voting members required to constitute a quorum. A quorum is considered to be 50% of the voting members of the DASC-SC. If a quorum is not present at a meeting, including those present using teleconferencing facilities, the chair may choose to conduct certain business of the meeting via letter or electronic ballot as appropriate.

5 Vote

5.1 Vote Counting

Except as required by 5.4 and 5.5, votes shall be counted by dividing the number of affirmative votes by sum of the numbers of affirmative and negative votes. The question shall be considered approved if the quotient is greater than 50%.
5.2 Balloting Positions

Each voting DASC-SC member shall vote one of the following positions:

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

5.3 Voting By Ballot

The DASC-SC shall be allowed to conduct DASC-SC business between meetings at the discretion of the Chair by use of a letter or electronic ballot. The response period for an electronic ballot shall be at least 14 days. Except as required by 5.4 and 5.5, a letter or electronic ballot shall require a 50% return of ballot.

Within 7 days of the response period for an electronic or letter ballot, the Chair shall publish to the DASC-SC the outcome of the ballot, including the balloting position of each voting member who voted in the ballot.

5.4 Actions Requiring Approval by a Majority of the DASC-SC Membership

The following actions require approval by a majority of the membership of the DASC-SC 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. Formation of a subgroup of the DASC, including its procedures, scope, and duties
2. Assignment of a standards project to a subgroup of the DASC
3. Disbandment of subgroups
4. Authorization of a letter ballot

5.5 Actions Requiring Approval by Two-Thirds of Those Voting of the DASC-SC Membership

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

1. Adoption of DASC-SC procedures, or revisions thereof
2. Position Statements for Standards
3. Approval of termination of the DASC-SC

6 Parliamentary Procedures

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

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