



ICES

International Committee on Electromagnetic Safety

IEEE INTERNATIONAL COMMITTEE
on
ELECTROMAGNETIC SAFETY (ICES – SCC-39)
OPERATING PROCEDURES

1. Introduction

In today's marketplace, 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 of a violation of these Procedures.

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

These Operating Procedures outline the orderly transaction of business of SCC-39 (ICES), which shall act as a sponsor for individual standards projects. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these 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 to openness, due process requires balance, i.e., the standards development process should strive to have a balance of interests and not be dominated by any single interest category. However, for the IEEE Standards Sponsor (Committee) ballot, there shall be a balance of interests without dominance by any single interest category. Balloting shall be in accordance with Clauses 8 and 9 of these Procedures and with Subclause 5.4 of the *IEEE-SA Standards Board Operations Manual*.

Although these procedures are approved by the IEEE-SA Standards Board, the latest versions of 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 Policy and Procedures Manual
IEEE Board of Directors Resolutions
IEEE-SA Standards Association Operations Manual
IEEE-SA Board of Governors Resolutions
IEEE-SA Standards Board Bylaws
IEEE-SA Standards Board Operations Manual
IEEE ICES (SCC-39) Operating Procedures

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (Revised) shall be used to expedite due process.

1.1 Scope

1.1.1 ICES (SCC39)

“Development of standards for the safe use of electromagnetic energy in the range of 0 Hz to 300 GHz relative to the potential hazards of exposure of humans, volatile materials, and explosive devices to such energy. Such standards will be based on established effects and will include safety levels for human exposure to electric, magnetic and electromagnetic fields, including induced currents from such fields, methods for the assessment of human exposure to such fields, standards for products that emit electromagnetic energy by design or as a by-product of their operation, and environmental limits.”

1.1.2 Technical Committee 34

ICES TC-34 was approved by the IEEE SA Standards Board in June 1995 (as SCC-34) and merged with SCC-28 (now TC-95) in 2005 as a technical committee of ICES (SCC-39) TC-34. The scope of TC-34 is:

“Development of product performance standards relative to the safe use of electromagnetic energy for specific products that emit electromagnetic energy at frequencies between 0 Hz and 300 GHz. The Committee shall coordinate with other Committees whose scopes are contiguous with TC-34.”

1.1.3 Technical Committee 95

ICES TC-95 was established in 1960 as the USASI C95 Committee and approved as IEEE SCC-28 in 1990 under the sponsorship of the IEEE Standards Board. In 2001 use of the name “International Committee on Electromagnetic Safety” was approved and the committee was merged with SCC-34 (now TC-34) in 2005 as ICES (SCC-39) TC-95. The scope of TC-95 is:

“Development of standards for the safe use of electromagnetic energy in the range of 0 Hz to 300 GHz relative to the potential hazards of exposure of man, volatile materials, and explosive devices to such energy. It is not intended to include infrared, visible, ultraviolet, or ionizing radiation. The committee will coordinate with other committees whose scopes are contiguous with TC-95.”

If the scope of a TC changes, the rules in the *IEEE-SA Standards Board Operations Manual* concerning change of scope shall be followed.

1.2 Organization of the Committee

ICES (SCC-39) shall consist of its officers (see clause 3) and members. The structure of the Committee shall consist of an Administrative Committee (AdCom) and Technical Committees (TC-34 and TC-95). Each Technical Committee shall have a title, scope, and an interest classification system for its members. When staff resources permit, the Technical Committees should be supported by a Standards Staff Liaison.

The membership of the Technical Committees shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. Care shall be taken to ensure all interest categories are represented to the extent possible (see Subclause 4.5).

2. Responsibilities of the Committees

2.1 Administrative Committee

The Administrative Committee (AdCom) shall consist of a Chair, Vice-Chair, Executive Secretary, Treasurer, Chair of the Membership Committee, Chair of the International Liaison Committee, Chairs of the Technical Committees and Members at Large who shall:

- a) Direct the activities of the Technical Committees;
- b) Review all applications for membership;
- c) Interact with the IEEE SA on general matters such as fund raising, publication, education, and policy and procedure;
- d) Review and submit PARs from the Technical Committees;
- e) Submit proposed standards documents, after approval by the Committee, with supporting documentation, to the IEEE SA Standards Board for review and approval as IEEE Standards documents;
- f) Develop policies and activities to enhance the international harmonization of standards within the scope of the Committee, develop appropriate liaison and collaboration with other international and national organizations, and work towards improved broad international consensus on such standards;
- g) Maintain and authorize for presentation and content public access web sites and private member only access web sites hosted on the IEEE computer;
- h) Report annually to the IEEE-SA Standards Board.

The Staff Liaison and Past Chairs shall be ex-officio members of the Administrative Committee.

2.2 Technical Committees

The Technical Committees shall be responsible for the following:

- a) Proposing, developing and initiating standards projects within the scope of the Committee;
- b) Proposing, developing and initiating ballots on proposed IEEE Standards within the scope of the Committee;
- c) Voting on approval of proposed IEEE Standards within its scope;
- d) Maintaining the standards developed by the Committee in accordance with *IEEE-SA Standards Board Operations Manual*;
- e) Responding to requests for interpretations of the standard(s) developed by the Committee;
- f) Acting on other matters requiring Committee action as provided in these procedures;
- g) Cooperating with other appropriate standards developing-organizations;
- h) Protecting against actions taken in the name of the Committee without Committee authorization;
- i) Communicating with the ICES AdCom and the IEEE-SA Standards Board on specific activities as needed.

3. Officers

3.1 Administrative Committee

The AdCom shall consist of a Chair, Vice-Chair, Executive Secretary, Treasurer, Chair of the Membership Committee, Chair of the International Liaison Committee, Chairs of the Technical Committees and Members at Large. The Chair and Vice-Chair of the AdCom are considered the Chair and Vice-Chair of ICES and are each appointed by the IEEE-SA Standards Board Chair; the term of appointment shall be one year, renewable annually. The Treasurer and Secretary of the AdCom are appointed by the Committee Chair for a term of up to three (3) years and may serve consecutive terms. The officers of the AdCom shall be a member of any grade of the IEEE and a member of the IEEE SA. Officers shall read the training material available through IEEE Standards Development Online.

3.2 Technical Committees

The Technical Committees shall consist of a Chair, Vice-Chair, Secretary, and its members. The Chairs of the Technical Committees are appointed by the Committee Chair for a term of up to three (3) years and may serve consecutive terms.

The officers of the Technical Committees shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Committee, oversee the Committee's

compliance with these procedures, and submit to the AdCom proposed standards approved by the balloting group, with supporting documentation, for IEEE-SA Standards Board review and approval as IEEE standards. Officers shall read the training material available through IEEE Standards Development Online.

The Executive Secretary of the AdCom and the Secretaries of the Technical Committees shall record and have published minutes of each meeting in such a manner that, once approved, are available to the public. Each Secretary shall be a member of the IEEE-SA.

IEEE-SA Standards Staff Liaison may provide administrative work including maintenance of adequate records including the committee roster.

3.3 Removal of Officers

The IEEE-SA Standards Board Chair has the authority to remove an officer of the AdCom. An officer of a Technical Committee may be removed by approval of two-thirds of the members of the Committee or at the discretion of the ICES AdCom or the IEEE-SA Standards Board Chair. Grounds for removal shall be included in any motion to remove an officer of a Committee.

3.4 Responsibilities of the Officers

3.4.1 Chair

The Chair shall

- a) Lead the participants according to all of the relevant policies and procedures,
- b) Form subgroups, as necessary.

The Chair also shall

- a) Be objective,
- b) Entertain motions, but not make motions,
- c) Not bias discussions,
- d) Delegate necessary functions,
- e) Ensure that all parties have reasonable opportunity to express their views,
- f) Set goals and deadlines and adhere to them,
- g) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed,
- h) Seek consensus of the Committee as a means of resolving all issues,
- i) Prioritize objectives to best serve the group and the goals,
- j) Ensure that a process for responding to interpretations requests for standards approved by the Technical Committee is in place.

3.4.2 Vice-Chair

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 (i.e., to give a technical opinion). The Vice Chair shall also carry out tasks, as necessary, delegated by the Chair.

3.4.3 Secretary

The Secretary shall

- a) Distribute the agenda at least 14 calendar days before meeting,
- b) Record and publish minutes of each meeting within 60 calendar days of the end of meeting,
- c) Create and maintain the membership roster and submit to the ICES AdCom and the IEEE Standards Department annually,
- d) Schedule meetings in coordination with the Committee Chair with at least 30 calendar days notice,
- e) Be responsible for the management and distribution of Committee documentation,
- f) Maintain lists of unresolved issues, action items, and assignments.

3.4.4 Treasurer

The Treasurer shall

- a) Maintain a budget,
- b) Control all funds into and out of the Committee's financial account,
- c) Follow IEEE policies concerning standards meetings and finances,
- d) Adhere to the *IEEE Financial Operations Manual*.

4. Membership

4.1 Technical Committee Membership

1. Technical Committee members are appointed by one or more of the following:
 - a) The Committee Chair,
 - b) The ICES AdCom,
 - c) An IEEE Society,
 - d) The IEEE-SA Standards Board.
2. Subcommittee members are appointed by the Chair of the subcommittee.
3. Members may be terminated at the request of the Chair.
4. An interested Society of the IEEE may designate members to a Technical Committee who will serve as the official representatives of the Society upon approval of the Chair.

5. The IEEE-SA Standards Board and the ICES AdCom may designate official representatives of outside organizations. A representative may have an alternate serve in his/her absence.
6. Membership in the IEEE-SA is encouraged for all Committee members.

The membership of a Technical Committee shall observe the following policies:

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance for members 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.

4.2 Application

A request for membership on a Technical Committee shall be addressed to the Committee Chair indicating the applicant's direct and material interest in the Committee's work and qualifications and willingness to participate actively. Membership on the Technical Committees is approved by the AdCom.

A request for membership on a Subcommittee shall be addressed to the Subcommittee Chair indicating the applicant's direct and material interest in the Subcommittee's work, qualifications and willingness to participate actively.

4.3 Review of Membership

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

Active participation in the work of the Committee and Subcommittees is a prerequisite to continuing membership. Failure to participate in committee activities for one year without specific written notification to the Secretary of the Committee or Subcommittee shall be deemed grounds for termination from the Committee or Subcommittee.

4.4 Observers and Invited Individual Experts

Individuals and organizations having an interest in a Technical Committee's work may request listing as observers. Observers shall be advised of the Committee activities, may attend meetings, and may submit comments for consideration, but shall have no vote. A Technical Committee may also invite individual experts to assist it. Individual experts shall be subject to approval by vote of the AdCom and shall have all rights and privileges of a Committee member. Invited Experts who are not IEEE SA members must be approved by the SASB in order to participate in a Sponsor ballot.

4.5 Interest categories

All appropriate interests that might be directly and materially affected by the standards activity of the Technical Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Each member shall propose his/her own interest category as appropriate and in accordance with the Committee's established categories. The interest categories shall be established or revised by a vote of the Committee upon recommendation by the Administrative Committee. The categories of producer, user, and general interest will be used when determining balance. No classification may consist of 50% or more of the balloting group membership. The Technical Committee Chair shall address any issues of balance on Balloting Groups.

4.6 Membership roster

4.6.1 Technical Committee

The Secretary of each Technical Committee shall maintain a current and accurate Committee roster of members and shall distribute it to the members upon request. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- a) Title of the Technical Committee and its designation,
- b) Scope of the Committee,
- c) Officers,
- d) Members: for all, list name, email address, affiliation and if available mailing address and IEEE Society(ies),.
- e) For each subcommittee and working group—title, chair, and names and e-mail addresses and affiliations of all members,
- f) Interest category of each member,
- g) Summary of members in each interest category,

4.6.2 Subcommittees Created by the Technical Committee

The Secretary of each Subcommittee created by a Technical Committee shall maintain a current and accurate Subcommittee roster of members and shall distribute it to the Technical Committee Secretary and to the members upon request. All changes to the roster shall be forwarded to the Subcommittee Chair immediately. The roster shall include the following:

- a) Title of the Subcommittee and its designation,
- b) Scope of the Subcommittee,
- c) Officers,
- d) Members: for all, list name, email address, affiliation and if available mailing address and IEEE Society(ies),
- e) For each Subcommittee Working Group—title, chair, and names and e-mail addresses and affiliations of all members,

- f) Summary of members in each interest category

5. Subcommittees and Working Groups

5.1 Subcommittees

When one or more Subcommittees are formed to expedite the work of a Technical Committee, their formation (and later disbandment) requires recommendation of the Technical Committee officers, approval by a majority of the voting members of the Technical Committee and approval of the ICES AdCom. The Chairperson of a Subcommittee shall be appointed by the Technical Committee Chair, with the approval of the Technical Committee officers. The Subcommittees shall follow rules as specified by the Technical Committee. In matters not covered in these Operating Procedures, the Subcommittee is free to vote upon appropriate rules.

The scope, duties, and membership of all Subcommittees shall be reviewed by the Technical Committee annually. The charge to the Subcommittee shall clearly state which of the following complementary activities is appropriate:

1. The Subcommittee is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Subcommittees shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
2. The Subcommittee is responsible for assisting the Technical Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

The formation and disbandment of a Subcommittee requires approval by a majority vote of the eligible members of the Technical Committee.

The duties of the officers of the Subcommittee are the same as that for the Technical Committee officers. Meetings of Subcommittees may be held as decided upon by the members or chair of the Subcommittee.

5.2 Working Groups Created by a Subcommittee

When one or more working groups are formed to expedite the work of a Subcommittee, their formation (and later disbandment) requires recommendation of the Subcommittee officers. The Chairperson of a working group shall be appointed by the Subcommittee Chair. The working group shall follow rules as specified by the Subcommittee. In matters not covered in these Operating Procedures, the working group is free to vote upon appropriate rules.

The scope, duties, and membership of all working groups shall be reviewed by the Subcommittee annually. The charge to the working group shall clearly state which of the following complementary activities is appropriate:

1. The working group is 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 voting on the standard(s).
2. The working group is responsible for assisting the Subcommittee (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

The disbandment of working groups requires approval by the Subcommittee Officers.

The duties of the officers of the working group are the same as that for the Subcommittee officers. Meetings of working groups may be held as decided upon by the members or chair of the working group.

5.3 Approval of Standards

Draft Standards and any substantive change in the content of a standard proposed and or approved by a Subcommittee shall be referred to the Technical Committee for approval. The Committee may form and delegate approval authority to a balloting group.

6. Termination of a Technical Committee

A proposal to terminate an ICES Technical Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the Technical Committee Secretary, the ICES AdCom, and to the IEEE-SA Standards Board and shall include at least the following:

1. Reasons why the Committee should be terminated,
2. The name of the organization(s) that will assume responsibility for maintenance of any existing IEEE Standard(s) that are the responsibility of the Committee.

7. Meetings

Technical Committee and Subcommittee meetings shall be held, as decided by the appropriate Committee or Subcommittee Chair, or by petition of 10 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 calendar-day notice, including an agenda, shall be distributed to all members, observers, and experts for face-to-face meetings and a 14 calendar day notice including an agenda, shall be distributed to all members, observers, and experts for electronic meetings.

All IEEE Standards development meetings are open to anyone who may be materially affected and wishes to attend. The Technical Committee or Subcommittee 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.

7.1 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmations by letter ballot, as detailed in Subclause 8.2. (See latest edition of *Robert's Rules of Order*.) A quorum is considered to be a majority of the voting members of the Committee. If a quorum is not present at a meeting, the Chair may choose to conduct certain business of the meeting via e-mail, fax or letter ballot, as appropriate.

7.2 Conduct

It is expected that participants in the Committee behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

8. Vote

8.1 Actions Requiring Approval by a Majority of the Committee Membership

Approval of the following actions require an approval vote from a majority of those votes cast from those entitled to vote at the time of a vote (either at a meeting or by electronic ballot), provided a quorum is present.

These actions include

1. Adoption of new or revised Committee procedures, interest categories, or revisions thereof,
2. Formation of a ~~subgroup~~subcommittee, including its scope and duties,
3. Disbandment of ~~subgroup~~subcommittee,
4. Approval of minutes,
5. Approval of public statements,
6. Approval of change of the Committee scope,
7. Approval of termination of the Committee,
8. Position Statements for Standards.

Notification of the potential for action shall be included on any distributed agendas for meetings. Final action on items (1) and (6) and (7) above require approval by the ICES AdCom and the IEEE-SA Standards Board.

8.2 Voting Between Meetings

The Committee and its Subcommittees shall be allowed to conduct Committee business between meetings at the discretion of the Chair by 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).

8.3 Proxy Voting

Proxy voting is not permitted except on subcommittee ballots where entity voting has been instituted to ensure balance.

8.4 Vote of Alternate

Alternate voting only applies to entity voting on subcommittees. An alternate's vote is counted only if the designated representative fails to vote.

8.5 Actions Requiring Approval by Seventy-five Percent of those Voting of the Technical Committee and Subcommittee Membership

The following action requires receipt of an electronic ballot from at least 75% of the voting members of the Technical Committee and the Subcommittee with approval by at least 75% of those voting affirmative or negative. All negative ballots shall be recorded and an attempt made for their resolution.

1. Approval of a new or revised standards project

The following action requires receipt of an electronic ballot from at least 75% of the voting members of the Committee with approval by at least 75% of those voting affirmative or negative. All negative ballots shall be recorded and an attempt made for their resolution.

1. Approval of a new or revised standards project
2. Reaffirmation of an existing standard

8.6 Balloting on Standards

The Technical Committees act as the balloting bodies for ICES standards. In order to vote on a document at the Sponsor level, each voting member shall have paid the appropriate fees associated with balloting privileges or have been approved by the SA-Standards Board as an invited expert.

Each voting Technical Committee member or Subcommittee member voting on a draft standard shall vote one of the following positions:

- (1) Affirmative
- (2) Affirmative with comments

- (3) Negative with reasons (the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
- (4) Negative without reasons
- (5) Abstain

Abstentions and negative ballots without reasons are considered a response but are not counted in determining whether or not the 75% requirement for approval is met.

9. Balloting Group for a Standard

9.1 Subcommittee Balloting Group

Before a standard is sent for Sponsor ballot, it must first be balloted by the Subcommittee responsible for the standard. Subcommittee balloting groups are established by invitation to members of the Subcommittee.

9.1 Technical Committee (Sponsor) Balloting Group

The Technical Committee balloting groups shall be formed using the invitation process in accordance with the *IEEE-SA Standards Board Operations Manual*, Subclause 5.4.2.

The criteria for approval of a new or revised standard project or a reaffirmation of an existing standard shall be as described in the *IEEE-SA Standards Board Operations Manual*, Subclause 5.4.3.

10. Communications

All Technical Committee and Subcommittee officers should use ICES letterhead if available, or email notification, when corresponding on behalf of Committee activities.

10.1 Formal Internal Communication

If correspondence between technical committees, subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other technical committees or subcommittees, copies shall be sent to all affected technical committee and subcommittee chairs, secretaries, and the ICES AdCom officers.

10.2 External Communication

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

10.3. Public Statements for Standards

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

10.4 Informal Communications

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

10.5 Position Statements to be Issued by Other Entities

If a Technical Committee 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 ICES AdCom and the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Technical Committee and AdCom approval, 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.

10.6. Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. See Subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

11. Interpretations

Written inquiries requesting interpretations of the Committee's IEEE approved standards shall be responded to by the appropriate Subcommittee Interpretations Working Group. The policies of Subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with the procedures of the IEEE-SA Standards Board and the Technical Committee. Copies of all requests for interpretations and subsequent responses shall be forwarded to the ICES AdCom and the Secretary of the IEEE-SA Standards Board.

11.1 Interpretations Process

Each subcommittee of a Technical Committee that generates an IEEE standard shall create an Interpretations Working Group following publication of the standard. Each Interpretations Working Group shall consist of a Chair and approximately 5-10 subcommittee volunteers whose areas of expertise or affiliation are representative of the subcommittee. Membership on the Interpretations Working Group shall be for a term of 5 years, renewable once at the request of the member.

The Vice-Chair of the AdCom shall serve as the Committee designee for receipt of requests for interpretation submitted to the IEEE-SA Standards Board Secretary. Copies of each

request shall be distributed to the appropriate Technical Committee Chair by the AdCom Vice Chair, together with a form to indicate the adjudged nature of the request (explanation only, bona fide interpretation, other). Requests judged to be for explanation only may be directed to an appropriate member of the Subcommittee and the Chair of that Subcommittee's Interpretations Working Group for a response to the requester in the name of ICES.

The Subcommittee Interpretations Working Group Chair shall be the designee for receipt of requests for interpretation forwarded by the Technical Committee Chair. Upon receipt of such a request, this designee shall select a working group member (or members) to be responsible for the preparation of a draft response. Upon completion, the draft shall be circulated to the full Interpretations Working Group by the Chair with comments and/or revisions to be returned in a timely fashion. The resolution of comments and/or suggested revisions shall be by the drafters of the response in consultation with the Chair of the Interpretations Working Group, and a final draft for ballot prepared. The final draft response shall be approved by the full working group in accordance with the standard IEEE-SA consensus process, which shall include attempts to reconcile negative ballots.

Following approval, the Chair of the Interpretations Working Group shall forward the response to the individual who made the original request for interpretation. Copies of the response, together with the roster of the Interpretations Working Group, shall be sent to the Secretary of the IEEE-SA Standards Board, the IEEE Staff Liaison, the ICES Secretary, and the Vice-Chair of the Technical Committee.

Revisions to the standard resulting from requests for interpretations shall be processed in accordance with the procedures of the IEEE-SA Standards Board and of these procedures.

12. Appeals

The Committee recognizes the right of appeal. Technical appeals will be heard and decided by the appropriate Subcommittee or the Technical Committee. Procedural appeals will be referred to the IEEE-SA Standards Board. (See Section 5.8 of the *IEEE Standards Operations Manual* for further details.)