

**Policies and Procedures for Standards Development for the**  
**SCC39 – International Committee on Electromagnetic Safety**

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# **SCC39 – International Committee on Electromagnetic Safety**

## **Policies and Procedures for Standards Development**

### **1.0 Introduction**

#### **1.0.1 Role of Standards Development and these Procedures**

In today's technological environment, standards play a critical role in product development and market competitiveness. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Committee. It is essential in the management of a standard's development to avoid any actions by the Committee or the participants that result in a violation of procedures. These procedures establish the necessary framework for a sound standardization process.

#### **1.0.2 Modification to These Procedures:**

The official policies of this Committee are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom), and are available online on the IEEE-SA Standards Board AudCom website. No other copy shall be designated as the official copy. Any changes that the Committee desires to make to the procedures shall not be valid until revised policies have been recommended for acceptance by AudCom and accepted by the-IEEE-SA Standards Board.

#### **1.0.3 Hierarchy**

Participants engaged in the development of standards shall 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 Standards Association \(IEEE-SA\) Operations Manual](#)

[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 Committee

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

### **1.0.4 Fundamental Principles of Standards Development**

These Policies and Procedures outline the orderly transaction of business of SCC39 – International Committee on Electromagnetic Safety, hereinafter referred to as ‘the Committee’, which shall act as Sponsor for standards projects. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest and 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.

### **1.0.5 Definitions**

"Written communication" includes but is not limited to meeting minutes, letter, email, and fax.

### **1.1 IEEE Committee Scope**

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

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.

### **1.1.1 Technical Committees Descriptions and Scopes**

SCC39 is comprised of an Administrative Committee (see clause 5.1.1) and two Technical Committees: Technical Committee 34 (formerly SCC34) and Technical Committee 95 (formerly SCC28).

#### **1.1.1.1 Technical Committee 34 Scope**

Development of standards that describe measurement and computational protocols for assessing compliance of the electric, magnetic and electromagnetic fields, induced and contact voltages and currents produced by products at frequencies between 0 Hz and 300 GHz with the dosimetric reference limits (basic restrictions) and exposure reference levels (derived limits) prescribed by the IEEE C95 standards, International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines, and relevant regulations; and development of guides to facilitate publication of documents related to the above.

#### **1.1.1.2 Technical Committee 95 Scope**

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. The committee will coordinate with other committees with scopes comparable to those of SCC39/Technical Committee 95, e.g., the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

## **1.2 Organization of the Committee**

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

## **2.0 Responsibilities of the Committee**

The Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Committee.
- b) Initiating and overseeing ballots of proposed IEEE Standards within its scope, including:
  - 1) Approving Project Authorization Requests (PARs) from a subgroup or the Committee.
  - 2) Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the

Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE-SA Standards Board Operations Manual*.

- 3) Submitting draft standards from a subgroup or the Committee to the Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Committee.
- d) Acting on other matters requiring Committee effort as provided in these procedures.
- e) Cooperating with other appropriate standards development organizations.
- f) Protecting against actions taken in the name of the Committee without proper Committee authorization.
- g) Limiting distribution of the membership roster to appropriate parties.
- h) Reporting annually to the IEEE-SA Standards Board.
- i) Communicating with the IEEE-SA Standards Board on specific Committee activities as needed.
- j) Handling appeals as described in Clause 9.

## 2.1 Sponsorship

The SCC39 – International Committee on Electromagnetic Safety is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the SCC39 – International Committee on Electromagnetic Safety is responsible for those IEEE-SA Standards Board approved project(s) for which SCC39 – International Committee on Electromagnetic Safety has been identified or assigned as either the sole sponsor, the primary sponsor or the co-sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

## 3.0 Officers

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 and Vice-Chair (and any person designated to manage the Sponsor ballot) shall be members of any grade of the IEEE, or IEEE Society affiliates, and also members of the IEEE-SA (*IEEE-SA Standards Board Bylaws 5.2.1*). The officers shall organize the Committee; oversee the Committee's compliance with these Policies and Procedures; and submit proposed documents approved by the Committee (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](#).

The IEEE-SA Standards Board Chair has the authority to appoint a Chair and remove an officer. In the case of the formation of a new Committee, the IEEE-SA Standards Board Chair shall appoint the initial Chair of the new Committee.

An officer may serve any number of consecutive terms.

### **3.1 Appointment of Officers**

The Committee Chair shall be appointed by the IEEE-SA Standards Board Chair. The Committee Chair shall then appoint a Vice-Chair, Treasurer, and Secretary. The appointment of officers shall be for a term of one year, but an officer may serve until a successor is appointed.

### **3.2 Temporary Appointments to Vacancies**

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**

An officer (other than the Chair) may be removed by a two-thirds vote of the voting members of the Committee. 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. Upon removal of an officer, notification shall be provided to the IEEE-SA Standards Board Chair. The IEEE-SA Standards Board Chair may also remove an officer.

### **3.4 Responsibilities of Officers**

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Committee:

- a) shall not act:
  - 1) in bad faith;
  - 2) to the detriment of IEEE-SA;
  - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
  - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and

- b) shall use best efforts to ensure that participants of the Committee conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE-SA Standards Board Bylaws* clause on “Participation in IEEE standards development”

The officers of the Committee shall manage the day-to-day work of the Committee. The officers are responsible for implementing the decisions of the Committee and managing the activities that result from those decisions.

### 3.4.1 Chair

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 Committee as a means of resolving issues.
- k) Prioritizing work to best serve the Committee and its goals.
- l) Complying with the Chair’s responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see “Patents” clause of *IEEE-SA Standards Board Bylaws* and “Call for patents” clause of *IEEE-SA Standards Board Operations Manual*) and Copyright (see “Copyright” clause of *IEEE-SA Standards Board Bylaws* and the *IEEE-SA Standards Board Operations Manual*).
- m) Submitting Committee-approved 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&Ps approved by the Sponsor. The chair will provide the Working Group P&Ps to AudCom upon request.
- o) Submitting the Committee’s annual report to the IEEE-SA Standards Board SCC Coordinator.
- p) Ensuring the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., Working Groups, task groups).

- q) Being familiar with training materials available through [IEEE Standards Development Online](#).

### 3.4.2 Vice-Chair

The responsibilities of the Vice-Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice-Chair.
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
- c) Being familiar with training materials available through [IEEE Standards Development Online](#).

### 3.4.3 Secretary

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 according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster, referred to in 4.3, and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Committee 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 members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of members to the Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).



### 3.4.4 Treasurer

The 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) Ensure that the Committee adheres to the [IEEE Finance Operations Manual and clause Annual financial report in the IEEE-SA Standards Board Operations Manual](#).
- e) Be familiar with training materials available through [IEEE Standards Development Online](#).

## 4.0 Membership

Persons involved in the standards development process are referred to as participants (see *IEEE-SA Standards Board Bylaws* clause on “Participation in IEEE standards development”).

A member is a participant that has satisfied the requirements for membership, as defined in this clause and its subclauses.

A voting member is a member that has satisfied the requirements for voting membership, as defined in this clause and its subclauses.

All participants who are neither voting members nor non-voting members are classified as non-members.

### 4.1 Voting Membership Requirements

Membership is open to any person with a direct and material interest in the Committee’s work and a willingness to participate actively. Requests for membership are directed to the Membership Committee (see clause 5.1.2). Membership requirements include attendance at meetings, participating in and committing to timely return of Committee ballots, and providing comments on draft documents. Failure to participate in Committee activities for one year without specific written notification to the Chair of the Committee shall be deemed grounds for termination from the Committee. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.

- a) Committee members are appointed by one or more of the following:
  - 1) The Committee Chair
  - 2) The Administrative Committee or Membership Committee
  - 3) An IEEE Society

- 4) The IEEE-SA Standards Board
- b) Members may be terminated by the Chair if they fail to meet the minimum requirements for Committee membership.
- c) An interested Society of the IEEE may designate members to the Committee who will serve as official designated representatives (DR) of the Society upon approval of the Committee Chair.
- d) The IEEE-SA Standards Board may designate official representatives of outside organizations who will serve as official designated representatives (DR) to the Committee. A representative may have an alternate serve in his/her absence.
- e) Membership in the IEEE-SA is encouraged for all Committee members.
- f) All members are voting members.

#### **4.1.1 Application**

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

#### **4.2 Review of voting Membership**

The Membership Committee Chair, the Technical Committee Chairs, and the Technical Committee Subcommittee Chairs shall review the voting membership list annually for the previous year. Voting members are expected to fulfill the obligations of active participation defined in Clause 4.1. 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 voting privileges.

#### **4.3 Membership Roster**

The Secretary shall make reasonable efforts to maintain a current Sponsor roster. 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 everybody on the roster has submitted their written approvals for such distribution. The roster shall include 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, e-mail address, affiliation and membership status. Society Designated Representatives (DR) and alternates (DRA)—list as DR or DRA with the

name, e-mail address, business affiliation and the IEEE Society or organization (as applicable), together with organization address.

- e) For each subgroup other than Working Groups, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members.

#### **4.4 Membership Public List**

A current and accurate membership list shall be maintained. The membership list may be posted on the Committee web site and may be publicly 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, and Treasurer.
- d) Members: (for all) -- name, affiliation, IEEE-SA membership status.

### **5.0 Subgroups Created by the Committee**

#### **5.1 Administrative Subgroups**

##### **5.1.1 Administrative Committee (AdCom)**

The Administrative Committee (AdCom) expedites the administrative work of the Committee. Formation (and later disbandment) of the AdCom requires a majority vote of the Committee as defined in Subclause 7.1, and approval by the IEEE-SA Standards Board. The AdCom, consisting of the Committee Chair, Vice Chair, Secretary, Treasurer, Chairs of the Technical Committees and Subcommittees, Chair of the Membership Committee, and Members at Large, shall:

- a) Direct the activities of the Technical Committees
- b) Interact with the IEEE SA on general matters such as fund raising, publication, education, and policy and procedure
- c) 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
- d) Maintain and authorize for presentation and content public access web sites and private member only access web sites
- e) Appoint the Chair of the Membership Committee
- f) Form Appeal Committees

- g) Report annually to the IEEE-SA Standards Board

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

### **5.1.2 Membership Committee**

The Membership Committee, consisting of a Chair appointed by the AdCom, and other members, shall:

- a) Identify and recommend new members to the AdCom and Technical Committees
- b) Process all membership applications
- c) Review membership annually
- d) Assist in all matters related to membership as directed by the AdCom

### **5.2 Working Groups – Individual Method**

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.

If a Working Group being formed has individual-based membership, the Committee shall ensure that the individual standards Working Group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method. In addition, the Committee shall review proposed amendments from its Working Groups to their Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other.

The Committee Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request. After the first meeting, voting members are subject to the requirements in Clause 4.0 of the Working Group Policies and Procedures.

### **5.3 Working Groups – Entity Method**

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.

If a Working Group being formed has entity-based membership, the Committee shall ensure that the entity standards Working Group adopts procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Entity Method. In addition, the Committee shall review proposed amendments from its Working Groups to their Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other.

## **5.4 PAR Development**

When a proposal comes before a Committee concerning a standards development project, the Committee may form a PAR Study Group or may task an existing Working Group to examine the proposal and, if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the Committee.

The *IEEE-SA Standards Board Operations Manual* states, under “Duties of the Sponsor” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project.”

### **5.4.1 PAR Study Group**

A PAR Study Group is formed as a subgroup of the Committee, and is subject to all relevant operating procedures concerning subgroups of the Committee and parent bodies, including the IEEE-SA Standards Board.

After the PAR Study Group recommendations have been considered by the Committee, and the PAR approved by the IEEE-SA Standards Board (if applicable), the Committee should disband the Study Group.

### **5.4.2 Criteria for Consideration of a PAR by the Committee**

The Committee should consider, and the PAR Study Group or Working group should therefore address, the following issues when evaluating a project proposal:

- a) Potential market acceptance of the standards project, including technical feasibility
- b) Relationship to related standards, if known, including its distinct identity from other projects
- c) Viable volunteer leadership and participation
- d) Realistic scope and objectives

### **5.4.3 Participation and Voting**

Any participant in attendance (for a PAR Study Group or Working Group developing a PAR under the individual method) or entity as defined in “Membership requirements for standards

developed under the entity method” in the *IEEE-SA Standards Board Bylaws* (for a PAR Study Group or Working Group developing a PAR under the entity method) may vote on motions in a PAR Study Group or Working Group related to development of a PAR. Approval shall be by a greater than 50% approval vote of those present and voting either “approve” or “disapprove.”

#### **5.4.4 Submission of a PAR to the Committee**

The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the Committee. The deliverable from the PAR Study Group or Working Group to the Committee should be a report addressing the criteria for consideration and, if appropriate, a draft PAR. The report should include a roster of participants and minutes.

#### **5.5 Other Subgroups**

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, ad hocs, and writing groups) require approval by a majority vote of the Committee. The Chair of a subgroup shall be appointed by the Chair of the Committee. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Committee. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. 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 Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

The Committee shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup, and parliamentary procedures for approval to move any deliverables to the Committee for action. The Sponsor may remove an officer of any subgroup.

#### **6.0 Meetings**

Committee meetings may be conducted exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Committee meetings shall be held, as decided by the Committee 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 a face-to-face meeting and at least 20 days notice in advance for an electronic (including teleconference) meeting. A meeting agenda shall be distributed to all members at least 15 days in advance of a face-to-face meeting, and at least 5 days in advance for an electronic 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.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

## **6.1 Quorum**

A quorum shall be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Subclause 7.4. 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**

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion, in accordance with the IEEE Code of Ethics.

All Committee participants in standards activities shall act in accordance with all IEEE Standards Association policies and procedures.

## **6.3 Executive Session**

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.

The matters discussed in executive session are confidential, and therefore, attendance at the Executive Session shall be limited to those with governance authority, outside advisors (e.g., lawyers or consultants) where necessary to provide professional guidance, and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the Committee,

participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session, and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed, and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

#### **6.4 Meeting Fees**

The Committee may charge a meeting fee to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The Committee Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for invited speakers and those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Committee 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 will remain private.

#### **6.5 Minutes**

The minutes shall record the essentials in concise format, 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) Meeting participants, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
- i) Brief summary of discussion and conclusions
- j) Motions exactly as they are stated, including the names of the mover and seconder and the outcome of each motion



- k) Action items
- l) Items reported out of executive session
- m) Recesses and time of final adjournment
- n) Next meeting--date and location

All submissions, presentations, and reports considered during the meeting by the Committee/WG shall be referenced in the minutes. Urls should be provided where possible.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions
- Attributions of comments to specific participants

## **6.6 Suspension of Rules**

None of the rules or requirements in these policies and procedures may be suspended.

## **7.0 Voting**

### **7.1 Approval of an Action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Committee responded.

#### **7.1.1 Actions Requiring Approval by a Majority Vote**

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 for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or moving a draft standard to Sponsor Ballot.
- e) Approval to co-sponsor a project (PAR).

### **7.1.2 Actions Requiring Approval by a Two-thirds Vote**

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

- a) Adoption of new or revised Committee procedures,\* interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Committee scope\*
- d) Approval of termination of the Committee\*
- e) Removal of an officer except the Chair
- f) AdCom resolution of an appeal

\* Following Committee approval, items a, c, and d require approval by the IEEE-SA Standards Board.

## **7.2 Committee Approvals**

### **7.2.1 Moving a Draft Standard to Sponsor ballot**

Moving a draft standard to Sponsor ballot requires approval of the Committee. Approval by the Committee shall be limited to conducting a procedural review. The Committee may delegate this approval authority to a subgroup.

### **7.2.2 Change in Scope of a Standards Project**

Committee approval is required for any substantive change in the scope of a standard or project. The Committee may delegate this approval authority to a subgroup. Requested changes shall be reviewed to ensure that the standards project remains within the scope of the Committee and shall also be reviewed to determine if the standards project requires a modified PAR.

## **7.3 Proxy Voting**

Not Applicable.

#### **7.4 Voting Between Meetings**

At the discretion of the Chair, the Committee shall be allowed to conduct voting between meetings 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\(4\)](#).

#### **7.5 Vote of Alternate**

An alternate's vote is counted only if the Designated Representative fails to vote.

#### **8.0 Communications**

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

##### **8.1 Formal Internal Communication**

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

##### **8.2 External Communication**

Inquiries relating to the Committee 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**

All Committee 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 Committee shall state that they are speaking as individuals, and their views do not necessarily represent the views of the Committee, IEEE-SA, or IEEE (see clause “Official statements” in the *IEEE-SA Standards Board Bylaws*).

###### **8.3.1 Committee Public Statements**

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

### **8.3.2 Subgroup Public Statements**

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

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

### **8.3.3 Public Statements to be Issued by Other Entities**

If the 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 public statement on a standards matter, they shall do so only after agreement from the IEEE-SA Standards Board and after approval from the IEEE-SA Board of Governors. Upon Committee 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**

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

### **8.5 Standards Publicity**

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see clause “Standards publicity” of the *IEEE-SA Standards Board Operations Manual* for further instructions.

### **9.0 Appeals**

Technical discussions and decisions occur within the Technical Committee or Technical Committee subgroups (Subcommittees and Working Groups). Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The AdCom recognizes the right of appeal on procedural grounds. Procedural concerns within a Technical Committee or Technical Committee subgroup (Subcommittees and Working Groups)

shall be first presented to the subgroup for resolution. If the procedural concern is not resolved after presentation to the subgroup for resolution, the complaint regarding any procedural action or inaction on the part of the subgroup shall be presented to the Technical Committee for resolution. If the party bringing the complaint determines that the Technical Committee's proposed resolution is unacceptable, such party can file a procedural appeal with the Administrative Committee (AdCom).

Appeals to the Committee shall be addressed as follows:

The appellant shall file a written appeal to the AdCom and Technical Committee Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve the issue with the Technical Committee or Technical Committee subgroup (Subcommittee or Working Group) that is responsible for the standard including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the AdCom shall form an Appeal Committee consisting of at least five members of the Technical Committee, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute, and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Technical Committee, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Technical Committee that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with the Technical Committee subgroup that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the AdCom and Technical Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Technical Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. The Appeal Panel shall have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Technical Committee. The appeal may be conducted in person or by

telephone conference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee, the AdCom and the Committee Chair.

Committee procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Sponsor's Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Committee Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Committee Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Committee Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Committee Appeal Panel may address questions to individuals. The Committee Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Committee Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Committee's appeals process, the party bringing the complaint determines that the Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in the clause on "Appeals" of the *IEEE-SA Standards Board Operations Manual*.