WG Standards Development Process Overview

Overview of IEEE Standards Association

IEEE MEMBERS

Board of Directors (BOD)

Exec Director & Staff

Technical Activities

Organizes 2,000+ conferences annually worldwide

Publication Activities

Publishes 30%+ of world's electrotechnical literature

Standards Association

7,700+ individual members
390+ corporate members
1,500+ active standards
600+ projects

Member & Geographic Activities

Serves 430,000+ members in 190+ countries

Educational Activities

Sponsor

Computer Society

Communications Society

Study Groups

Working Groups

Administrative Committee

Other Subgroups

IEEE SA Board of Governors (BOG)

Standards Board (SASB)

Administrative Committee (AdCom)

New Standards Committee (NesCom)

Audit Committee (AudCom)

Standards Review Committee (RevCom)

Patent Committee (PatCom)

Procedures Committee (ProCom)

Overview of Standard Committee Responsibilities

❏ Standard Committee responsibilities are defined in the IEEE SA Bylaws: http://standards.ieee.org/develop/policies/opman/sect5.html#5.1

❏ Key standard committee responsibilities include the following:

a. Submit properly completed Project Authorization Requests (PAR) to initiate new standards projects.

b. Organize the technical work of the standard.

c. Manage and host standards development meetings.

  ▪ Sponsors usually delegate this task to Working Groups (WG).

d. Ensure that all standards meetings are open to all interested parties.

e. Submit an annual financial report (L50s) for the operation of the Sponsor and all of its standards development committees (e.g., working groups, study groups).

  ▪ See http://standards.ieee.org/develop/l50s.html

f. Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, notify the IEEE SA Standards Board and address the concern with the standards developing committee leadership.

g. Ensure that each WG follows a written set of policies and procedures that is approved by the Sponsor.

IEEE SA STANDARDS ASSOCIATION

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WORKING GROUPS

1. Working Groups (WG) write standards.

2. A WG can officially begin to develop a standard when the PAR is approved by the SASB.

3. The SASB can issue a call for participation to get more participants for the WG.

4. Individual-based WGs (one individual-one vote) are open to everyone.

a. Depending on the committee participants do not have to be IEEE, IEEE SA, or IEEE Society members

b. WG Chair and Vice-Chair shall be members of IEEE SA and either IEEE members of any grade or IEEE Society Affiliates.

c. Other WG officers should be members of IEEE and IEEE SA

5. WGs operate in accordance with a written set of policies and procedures that has been approved by the Sponsor.

   https://ewh.ieee.org/soc/pes/emc/documents/IEEE_PES_EMC_AWG_PP.pdf

6. **Consent to the IEEE Privacy Policy** - https://engagestandards.ieee.org/IEEE-SA-Privacy-Policy-Acceptance.html

IEEE SA Membership: http://standards.ieee.org/membership/index.html

**IEEE Membership:
http://www.ieee.org/membership_services/membership/join/index.html**

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DATA PRIVACY LAWS

IEEE is required to comply with all applicable laws, including data privacy laws and regulations. Non-compliance can result in legal actions and large fines.

Most data privacy laws have the following components:

1. **Only necessary Personally-Identifiable Information (PII) should be collected**
2. **The PII must be secured and protected, and if there is a breach, there are notification requirements (usually within 2-3 days); non-compliance can result in additional fines**
3. **When collecting PII, consent to use the PII must be obtained**, and the use has to be limited to the consent that is provided
4. The consent has to be active (the person has to proactively grant the consent—it cannot be passive)
5. For communications, especially marketing related communications, consent is required, and PII cannot be shared with other entities without explicit permission; there also has to be a mechanism to unsubscribe
6. There are limitations on where PII can be stored
7. There are exceptions to obtaining consent when there is a legitimate purpose, usually related to legal and transactional requirements

IEEE CONSENTS

Acceptance of the IEEE Privacy Policy is the mechanism by which IEEE obtains consent for the various ways that IEEE uses PII.

IEEE Privacy Policy

https://www.ieee.org/security-privacy.html

Note that for IEEE standards activities, IEEE SA is only permitted to use PII as outlined in its policies and procedures.

- If you collect PII, then there must be a checkbox for accepting the IEEE Privacy Policy, and the checkbox must be required before the PII can be submitted.
- If you collect PII for a meeting or event, then there must be a required checkbox for accepting the IEEE Event Terms and Conditions.

IEEE Event Terms and Conditions

https://www.ieee.org/conferences/event-terms-and-conditions.html

- Note that acceptance of the IEEE Privacy Policy is included in acceptance of the IEEE Event Terms and Conditions, so you only need consent to the IEEE Event Terms and Conditions.

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WORKING GROUP TOOLS

- ❏ **Document management, calendar, project management, e-mail, wiki:**
  - ❏ https://ieee-sa.imeetcentral.com/p3149/folder/WzIwLDE1MDYyOTc1XQ/

  - ❏ Imeet central: https://www.Imeetcentral.Com

  - ❏ Imeet central new user training https://help.Imeetcentral.Com/hc/en-us/articles/204961415-new-user-training

  - ❏ JEEE SA imeet central webinar: https://help.Imeetcentral.Com/hc/en-us/articles/204961435-imeet-central-university

- ❏ **E-mail listserv**:
  - ❏ Ieee listserv overview: https://listserv.Ieee.Org/request/add-listserv.Html

- ❏ **Teleconference & web conference services:**
- ❏ **Webex -** https://ieee-sa.Imeetcentral.Com/webex/frontpage

- ❏ **Public website:**
  - ❏ Word press
    - ❏ WG is responsible for maintaining the website. IEEE SA does not provide tools to manage the website. IEEE SA will help you setup wordpress
    - ❏ Exp: https://sagroups.Ieee.Org/2942

- ❏ **Myproject (pars, balloting):**
  - ❏ Login at: https://development.Standards.Ieee.Org/my-site
  - ❏ User guide: https://mentor.Ieee.Org/etools_documentation/bp/myproject

- ❏ **IEEE SA editorial hub (interactive draft template training)**
  - ❏ Https://iln.Ieee.Org/public/contentdetails.Aspx?Id=c989ba32a4194a208a965a1b442918b9

RULES OF ORDER IN A COMMITTEE

❑ Parliamentary procedure is meant to simplify, not complicate the process:

❑ All members of the committee have equal rights to participate in debate, except that non-voting members do not have right to vote.
  ❑ Everyone has the right to speak once if they wish, before anyone may speak a second time
  ❑ Only in urgent matters may you interrupt a speaker.

❑ Formal parts of meetings are normally conducted in accordance with Robert's Rules.

❑ The Chair should facilitate an orderly, equal and fair debate to take place on all issues.
  ❑ Members discuss one item at a time.

❑ The Chair must take a neutral position and may vote only when his/her vote may change the outcome.

MOTIONS

- Member makes the motion - Uses the word "move"

- Another member seconds the motion

- The chair "states the question"

- The chair calls for discussion of the motion and maintains a queue if necessary

- The vote is taken (approve/disapprove/abstain)

- Motions and results of votes are recorded in the minutes

Motion Example :
Approve the agenda for October 2019 meeting as presented in P2882. In case the items listed on the first day completes early, the WG meeting will continue with items that are scheduled for the second day will be initiated through the remainder of the day.
Moved: xxx, First Name, Last Name
Seconded: xxx First Name, Last Name
(Procedural, required ≥ 50%)
Motion passed by voice vote without opposition.

HOW TO...

Bring up a new idea before the group.

- After recognition by the chair, present your motions

- A second is required for the motion to go to the floor for consideration.

- Once the seconded, the motion now belongs to the body for consideration

Cease a motion introduced by another person

- Without recognition from the chair, state, "I object to consideration."

- This must be done before any debate.

- This requires no second, is not debatable, must be voted on by the body immediately and requires a 2/3 vote.

Change simple wording in a motion under debate

- After recognition by the chair, move to amend by adding words, striking words or striking and inserting words.

- This may be recognized as a friendly amendment but the person [or body] who proposed the original motion with agreement from the seconder of the motion

HOW TO...

Reword a motion under debate beyond simple word changes.

- <u>Move to substitute the motion</u> for the original motion.
- If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

Divide the question.

- The motion addresses two or more separate issues.
- <u>Move to divide the question.</u>

Refer to a committee.

- You want more study and/or investigation given to the idea under debate.
- <u>Move to refer to a committee.</u>
- Be specific as to the charge to the committee.

Postpone.

- You want more time personally to study the proposal under debate.
- <u>Move to postpone </u>to a definite time or date.

HOW TO...

Postpone a motion until some later time.

- <u>Move to table</u> the motion.
- The motion may be taken from the table after 1 item of business has been conducted.
- If the motion is not taken from the table by the end of the next meeting, it is dead.

End Debate.

- <u>Move to call the question.</u>
- This cuts off debate and brings the assembly to a vote on the pending question only.
- Requires a 2/3 vote.

Take a short break.

- <u>Move to recess</u> for a set period of time.

End the meeting.

- <u>Move to adjourn.</u>

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MORE...

You are unsure that the chair has announced the results of a vote correctly.

- Without being recognized, call for a "<u>division of the house</u>."
- At this point a standing vote will be taken.

You are confused about a procedure being used and want clarification.

- Without recognition, call for "<u>Point of Information</u>" or "<u>Point of Parliamentary Inquiry</u>".
- The chair will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

- <u>Move to reconsider.</u>
- If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

Standards Committee Policies

MAGNETICS SOCIETY STANDARDS COMMITTEE POLICIES AND PROCEDURES

3.1 Appointment of Officers

The *Standards Committee Chair and all other officers shall be appointed in accordance with the procedures of the Administrative Committee of the IEEE Magnetics Society*. After appointment of the **Standards Committee Chair by the Administrative Committee of the IEEE Magnetics Society, the Standards Committee Chair shall appoint other officers**. The officers shall include at least a Vice Chair, Treasurer, and a Secretary, and may also include other officers.

3.2 Term Limits
The term of office for each officer shall be **two years**. An officer should serve no more than three consecutive terms in the same office, but an officer may serve until a successor is selected provided the Standards Committee works in good faith to fill the vacancy before or as soon as possible after it expires

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

a) Shall not act:

1) in bad faith;
2) to the detriment of IEEESA;
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 reasonable efforts to ensure that participants of the Standards Committee conduct themselves in accordance with applicable P&P including, but not limited to, the IEEESA Standards Board Bylaws clause on "Participation in IEEE standards development" (see also subclause 1.1).

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

CHAIR RESPONSIBILITIES

The responsibilities of the Chair shall include:
a) **Leading the activity according to all of the relevant policies and procedures**;
b) Forming subgroups, as necessary;
c) Being objective;
d) **Entertaining motions, but not making motions;**
e) **Not biasing discussions;**
f) **Delegating necessary functions;**
g) Allowing all parties to 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 helping ensure that the processes and procedures are followed;**
j) **Seeking consensus of the Standards Committee as a means of resolving issues;**
k) Prioritizing work to best serve the Standards Committee and its goals;
l) Complying with the Chair's responsibility with respect to the IEEESA Intellectual Property Policies, including but not limited to the IEEE SA Patent Policy (see IEEE SA Standards Board Bylaws clause on "Patents" and IEEE SA Standards Board Operations Manual clause on "Patents" and "Call for patents") and Copyright Policy (see IEEE SA Standards Board Bylaws clause on "Copyright" and IEEE SA Standards Board Operations Manual clause on "Copyright");m)When requested, submitting approved Standards Committee P&P and a selected Working Group P&P to the IEEE SASB Audit Committee (AudCom –see https://standards.ieee.org/about/sasb/audcom/index.html);
n) **Confirming that all Working Groups have a set of P&P approved by the Standards Committee;**
o) **Confirming the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development committees** (e.g., Working Groups, task groups);
p)Ensuring that Standards Committee officers and Working Group Chairs under the Standards Committee are accurately assigned in the myProject system;
q) Being familiar with materials available on IEEE Standards Development Lifecycle.
r) **Appointing a Standards Committee Representative to its entity Working Groups, if applicable and communicating about the appointment to the Working Group Chair**

VICE CHAIR RESPONSIBILITIES

The responsibilities of the Vice Chair 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);

b)Carrying out those duties specifically delegated by the Chair to the Vice Chair;

c)Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in helping ensure that the processes and procedures are followed.

d)Being familiar with materials available on IEEE Standards Development Lifecycle.

SECRETARY RESPONSIBILITIES

The responsibilities of the Secretary include:

a)Scheduling meetings in coordination with the Chair and distributing meeting notices and agendas in conformance with Clause 6;

b)Distributing meeting agendas (including participation information and known potential actions) as per Clause 6;

c)Documenting minutes of each meeting according to subclause 6.4;

d)Creating and maintaining the participant list, referred to in subclause 4.9;

e)Being responsible for the management and distribution of Standards Committee documentation;

f)Maintaining lists of unresolved issues, action items, and assignments;

g)Recording attendance of all participants

h)Maintaining a current list of the names of the voting members of the Standards Committee and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.10;

i) Distributing current list of Standards Committee voting members upon request;

j)Being familiar with training materials available on IEEE Standards Development Lifecycle.

e)Be familiar with materials available on IEEE Standards Development Lifecycle.

MEMBERSHIP

Attendance at Meetings

Fora participant's attendance to count towards gaining or maintaining membership, the participant shall attend either the duration of the meeting or at least 50% of the planned duration of the meeting as stated in the notice or agenda for the meeting, whichever is less.

A participant shall notify the Chair if they choose to be a non-member or decline voting rights. Attendance or lack of attendance at a meeting as defined inClause 6 shall be counted towards the attendance requirements, independent of whether rquorum was achieved.

Voting

Voting membership shall be granted, **upon request**, to those **participants attending the first meeting of a newly chartered Standards Committee**. A participant becomes a voting member on **receiving notification from the Standards Committee Chair or designee**.

Option 4: Appointed. **A participant may be appointed to be a voting member by the Chair of the Standards Committee**. All members of the Standards Committee are considered voting members.

PARTICIPANT LIST

A participant list is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development(see IEEE BylawsI-300.3 and IEEE Standards and Indemnification: What You Need to Know<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/indemnification.pdf>).

The Secretary shall maintain a current Standards Committee participant list. **Due to privacy concerns, the participant lists hall not be distributed except to the IEEE SA Board of Governors, IEEE SASB, and IEEE SA staff**, unless everyone on the participant list has submitted written approval for such distribution. The participant list shall include the following:
a)Title of the Standards Committee and its designation;

b)Scope of the Standards Committee;

c)Officers: Chair, Vice Chair, Secretary, Treasurer, Open Source Project Lead;

d)Participants: **name, email address, affiliation and membership status** (e.g., voting member, non-voting member, etc.).

MEMBERSHIP LIST

A current and accurate Standards Committee membership list shall be maintained. The **membership list may be posted on the Standards Committee web site and maybe publicly distributed.**

The membership list may be derived from the participant list, but shall only contain and is limited to the following:
a)Title of the Standards Committee and its designation;
b)Scope of the Standards Committee;
c)**Officers: Chair, Vice Chair, Secretary, Treasurer, Open Source Project Lead**;
d)**Members: Name, affiliation, membership status**

RESPONSIBLE SUBCOMMITTEE (TECHNICAL)

The Standards Committee delegates authority to Responsible Subcommittees for the following, as referenced in this P&P:

a)**Formation, modification, and disbandment of subgroups, including Working Groups (items a) and b) of subclause 7.1.1);**

b)**Approval of Project Authorization Requests (PARs)** (item a) of subclause2.1);

c)**Submission of a proposed PAR to the IEEE SASB for consideration**.

d)Following approval of the PAR, submitting the necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE SA Standards Board Operations Manual(item a) of subclause 2.1);

Submission of draft standards from a Working Group to the IEEESA for Standards Association ballot. (subclause 7.2.2);

e)Change in scope of a standards project with accompanying PAR modification (subclause 7.2.1).

A Responsible Subcommittee shall have a Chair and at least one other officer. Additional officers (e.g., Vice Chair, Secretary, Treasurer) should be chosen, depending on the scope of work and whether the Responsible Subcommittee is funded. Members of the Responsible Subcommittee consist of its Officers and other members of the Standards Committee who request membership or are appointed by the Standards Committee.

RESPONSIBLE SUBCOMMITTEE

Responsible Subcommittees, in activities associated with development, maintenance, or other activities associated with standards, shall adhere to the requirements of these Policies and Procedures, substituting Responsible Subcommittee for Standards Committee, specifically with respect to:

a)Removal of Officers (subclause 3.4);

b)Responsibilities for Officers (subclause 3.5);

c)Voting Membership (subclause 4.2);

d)Review of Membership (subclause 4.5);

e)Participant List(subclause 4.9);

f)Membership List (subclause 4.10);

g)PAR Study Group (subclause 5.5);

h)Other Subgroups (subclause 5.7);

i)Meetings (Clause 6);

j)Quorum (subclause 6.1);

k)Minutes (subclause 6.4);

l)Approval of an Action (subclause 7.1);

m)Actions Requiring Approval by a Majority Vote (subclause 7.1.1, for item a –formation of a working group, item b –disbanding of a working group, and item c –approval of minutes);

n)Proxy Voting (subclause 7.3);

o)Voting between Meetings (subclause 7.4).

The Standards Committee remains responsible for oversight of actions taken by the Responsible Subcommittee and its conformance with these P&P.

WORKING GROUP

Working Groups –Individual Method 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 participant list and shall comply with the provisions for preparing standards. **If a Working Group being formed has individual-based membership, the Standards Committee shall require that the individual standards Working Group adopt procedures consistent with the IEEESA Baseline Policies and Procedures for IEEE Standards Working Groups—Individual Method**.

In addition, the Standards Committee shall review proposed amendments from its Working Groups to the 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. A Standards Committee may adopt one set of Working Group P&P—Individual Method, and require that it shall be used by all its individual working groups.

If there is no P&P yet approved by the Standards Committee for use by the Working Group, the Working Group will operate under the baseline Simplified Individual Working Group P&P, until the Working Group and Standards Committee approves official policies and procedures. **The Standards 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.

MEETINGS

Standards Committee meetings may be conducted via electronic means or in-person or in-person with one or more participants contributing via electronic means. **Standards Committee meetings shall be held, as decided by the Standards 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**.

All meeting notices shall be distributed or made available by notification to members at least **30 calendar days in advance of a face-to-face** meeting and at least **7 calendar days in advance for an electronic** (including teleconference) meeting. **A meeting agenda (including participation information and known potential actions) shall** be distributed or made available by notification to members at least **10 calendar days in advance of a face-to-face** meeting, and at **least 5 calendar days in advance**

Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. All Standards Committee meetings are open to anyone who has an interest and wishes to attend.

However, some meetings may occur in Executive Session (see subclause 6.2).Participants shall be asked to state their employer and affiliation at each Standards Committee meeting as required by the IEEE SA Standards Board Operations Manual clause "Disclosure of affiliation.

QUORUM

A quorum shall be identified before the initiation of Standards 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

VOTING

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)Delegation to a subgroup for Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or initiation of Standards Association balloting;

e)Approval to jointly develop (i.e. share Standards Committee responsibilities for) a project (PAR).

Actions Requiring Approval by a *Two-thirds* Vote
The following actions require approval by a two-thirds vote and once approved, items a), b), and c)require notification to the IEEE SASB, and item d) requires notification and affirmation by the Administrative Committee of the IEEE Magnetics Society:

a)Adoption of new or revised Standards Committee procedures;
b)Approval of change of the Standards Committee scope;
c)Approval of termination of the Standards Committee or subgroup;
d)Removal of an officer(see subclause 3.4);
e)Approval of public statements (see Clause 8).

STANDARDS COMMITTEE APPROVAL ACTIONS

PAR Approval

The IEEE SA Standards Board Operations Manual states, under "Duties of the Standards Committee" the following mandatory requirement: "Submit a properly completed Project Authorization Request (PAR) for IEEE SASB approval within six months of the first decision to initiate the project. "The following should be considered when evaluating or approving a new or revised PAR:

a)Potential market impact or creation, including technical feasibility;

b)Relationship to other standards, if known;

c)Identified leadership and participation;

d)Appropriateness of the scope and purpose to the scope of the Standards Committee.

Moving a Draft Standard to Standards Association Ballot

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

WORKING GROUP POLICIES AND PROCEDURES

Responsibilities of the Working Group

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

The Working Group shall be responsible for at least the following:

a) **Completing the project from Project Authorization Request (PAR) approval to IEEE SA Standards Board approval as specified by the PAR, and in compliance with IEEE SA policies and procedures;**

b) **Using the IEEE Standards document template format or the applicable template for standards jointly developed with, or adopted from, another international standards organization, for the draft development of IEEE standards;**

c) **Submitting to the Standards Committee any documentation required by the Standards Committee; e.g., a project schedule, participant list, or a monthly status report;**

d) **Notifying the Standards Committee of the draft development milestones;**

e) **Notifying the Standards Committee when the draft is ready to begin an IEEE Standards Association ballot;**

f) **Accessing and using IEEE's data, including personal data, from IEEE systems when permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies. See https://www.ieee.org/security-privacy.html and https://www.ieee.org/ieee-data-access-and-use-policy.html;**

Monitoring standards-developing activities and subgroups for signs of dominance. If dominance is suspected by any Working Group participant, the participant shall immediately notify a Working Group or, if necessary, Standards Committee officer.

WG POLICIES -APPOINTMENT OF OFFICERS

 Officers appointed:
The Working Group Chair and all other officers shall be appointed in accordance with the Standards Committee's procedures.
After appointment of the Working Group Chair by the Standards Committee that established this Working Group, the Working Group Chair shall appoint
a Vice Chair, Treasurer, Secretary, and Open Source Project Lead when required.

Term Limits

The term of office for each officer shall be **four years**. **An officer should serve no more than two consecutive terms in the same office, but an officer may serve until a successor is selected provided the Working Group or Standards Committee works in good faith to fill the vacancy before or as soon as possible after the term expires**. The term of office for a Working Group Officer can be extended to the expiration of that project's PAR by the Standards Committee.

WG POLICIES – RESPONSIBILITIES OF OFFICERS

Responsibilities of Officers

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

·Shall not act:

    a)in bad faith;

    b)to the detriment of IEEE SA;

    c)to further the interest of any party outside IEEE over the interest of IEEE; or

    d)in a manner that is inconsistent with the purposes or objectives of IEEE; and

·Shall use reasonable efforts to ensure that participants of the Working Group 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" (see also subclause 1.1).

The officers of the Working Group shall manage the day-to-day operations of the Working Group. **The officers are responsible for implementing the decisions of the Working Group and managing the activities that result from those decisions**.

WG POLICIES – WG CHAIR RESPONSIBILITIES

The responsibilities of the Chair or his or her designee shall include

a) **Leading the activities according to all of the relevant policies and procedures;**

b) **Forming subgroups, as necessary**;

c) **Being objective;**

d) **Entertaining motions, but not making motions;**

e) **Not biasing discussions;**

f) Delegating necessary functions;

g) **Allowing all parties to 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 helping ensure that the processes and procedures are followed;

j) **Seeking consensus of the Working Group as a means of resolving issues;**

k) **Prioritizing work to best serve the Working Group 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 *IEEE SA Standards Board Bylaw* clause on "Patents" and *IEEE SA Standards Board Operations Manual* clauses on "Patents" and "Call for patents") and Copyright Policy (see *IEEE SA Standards Board Bylaws* clause on "Copyright" and *IEEE SA Standards Board Operations Manual* clause on "Copyright");

m) **Monitoring standards-developing activities and subgroups for signs of dominance and reporting suspicions of dominance to the Standards Committee;**

n) Fulfilling any financial reporting requirements of the IEEE, in the absence of a Treasurer;

o) **Participating as needed in meetings of the Standards Committee to represent the Working Group;**

p) Ensuring that Working Group officers and ballot designees are accurately assigned in the myProject system;

q) Being familiar with materials available through IEEE Standards Development Lifecycle.

WG POLICIES – VICE CHAIR RESPONSIBILITIES

The responsibilities of the Vice Chair 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);

b) Carrying out those duties specifically delegated by the Chair to the Vice Chair[s];

c) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in helping to ensure that the processes and procedures are followed;

d) Being familiar with training materials available through IEEE Standards Development Lifecycle.

WG POLICIES – RESPONSIBILITIES OF SECRETARY

·Scheduling meetings in coordination with the Chair and distributing meeting notices in conformance with Clause 6;
·Distributing meeting agendas (including participation information and known potential actions) as per Clause 6;
·Documenting minutes of each meeting according to subclause 6.4;
·Creating and maintaining the participant list, referred to in subclause 4.6, and submitting it to the Standards Committee (or SCC) Secretary annually;
·Being responsible for the management and distribution of Working Group documentation;
·Maintaining lists of unresolved issues, action items, and assignments;
·Recording attendance of all participants;
·Maintaining a current list of the names of the voting members of the Working Group and forwarding all changes of voting members to the Chair. The list of voting members may be derived from the membership list in subclause 4.7;
·Distributing current list of Working Group voting members to members upon request;
·Being familiar with materials available through IEEE Standards Development Lifecycle

MEMBERSHIP

Attendance of Meetings
For a participant's attendance to count towards gaining or maintaining voting membership, the participant shall attend either the duration of the meeting or at least 50% of the planned duration of the meeting as stated in the notice or agenda for the meeting, whichever is less , and satisfy any requirements of subclause 6.3 regarding any registration fee for the meeting. A participant shall notify the Chair if they choose to be a non-member. Attendance or lack of attendance at a meeting as defined in Clause 6 shall be counted towards the attendance requirements, independent of whether quorum was achieved.

Voting Membership
Voting membership shall be granted, upon request, to those participants attending the first meeting of a newly chartered Working Group. The participant becomes a voting member on receiving notification from the Working Group Chair or designee.

Option 1: Earned by participation
A participant becomes a [voting] member by attending [2] of the last [4] meetings.
The participant becomes a [voting] member at the end of the [second] meeting the participant attended.
All members of the Working Group are considered voting members. 4.3 is "Not Applicable."

Requirements to Maintain Voting Membership
A voting member is required to attend [2] of the last [4] meetings.

WG POLICIES - MEETINGS

Working Group 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.

Working Group meetings shall be held, as decided by the Working Group, the Chair, or by petition of 5 or more of the voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences between subgroups, and considering views and objections from any source.

*All **meeting notices** shall be distributed or made available by notification to members at least **30** calendar days in advance of a face-to-face meeting and at least **7** calendar days in advance for an electronic (including teleconference) meeting.* **A meeting agenda** (including participation information and known potential actions) shall be distributed or made available by notification to members at least **10 calendar days** in advance of a face-to-face meeting, and at least **5 calendar days** in advance for an electronic meeting.
Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.
While having a balance of all interested parties is not an official requirement for a Working Group, it is a desirable goal. As such, the officers of the Working Group should consider issues of balance and dominance that may arise and discuss them with the Standards Committee.

All IEEE standards development meetings are **open to anyone who has an interest and wishes to attend.** However, some meetings may occur in Executive Session (see subclause 6.2).

Participants shall be asked to **state their employer and affiliation at each Working Group meeting as required by the *IEEE SA Standards Board Operations Manual* clause on "Disclosure of affiliation."**

WG POLICIES - QUORUM

A quorum shall be identified before the initiation of Working Group 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 7.2, or at the next Working Group meeting.

When the voting membership is fewer 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.

WG POLICIES – MINUTES

Minutes shall be published to meeting attendees within 60 calendar days of the end of the meeting. The minutes shall concisely record the essential business of the Working Group, including the following items at a minimum:

a) Name of group;

b) Date and location of meeting and when the meeting was called to order;

c) Officer presiding, and the name of the secretary who wrote the minutes;

d) Meeting participants, including affiliation;

e) Establishment of quorum;

f) Approval of agenda;

g) The fact that the IEEE SA Patent Policy was presented, and that, the call for patents occurred and any such responses to such Call;

h) The fact that the IEEE SA Copyright Policy was presented or made available prior to the meeting;

i) The fact that the IEEE SA Participant behavior slides was presented or made available prior to the meeting;

j) Approval of minutes of previous meeting;

k) Technical topics:

    1) Brief summary of discussion and conclusions;

    2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion;

l) Action items;

m) Any items reported out of Executive Session;

n) Recesses and time of final adjournment;

o) Next meeting: date, time, and location.

WG POLICIES - VOTING

Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote:
·Formation or modification of a subgroup, including its procedures, scope, and duties;

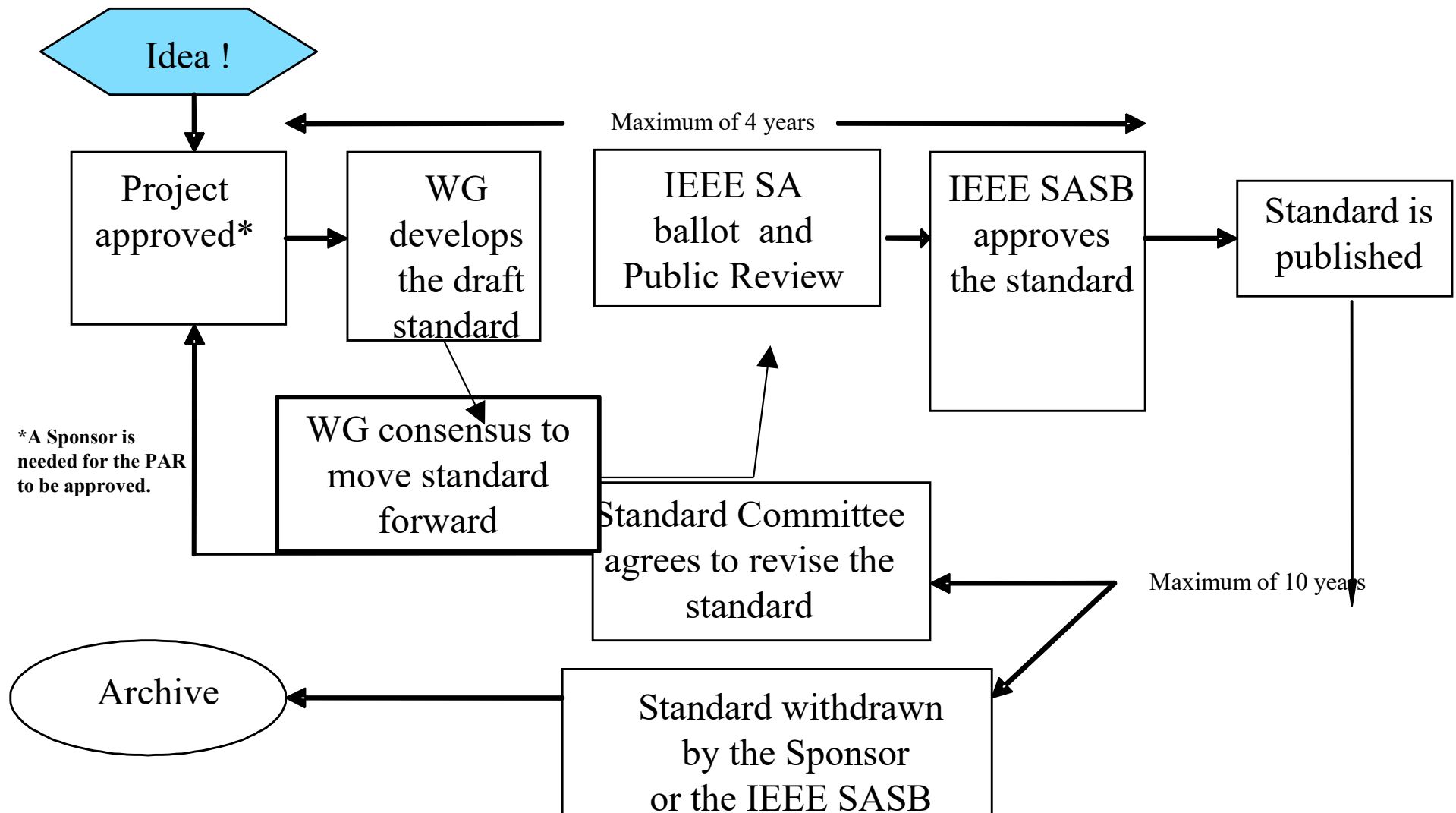·Disbandment of subgroups;

·Approval of minutes.

Actions Requiring Approval by a Two-thirds Vote

The following actions require approval by a two-thirds vote. Once approved, items a) and b) require approval by the Standards Committee or their designee and items c) and e) require approval by the Standards Committee:

·Beginning an IEEE Standards Association ballot for a draft standard. (Separate approvals are not required for recirculation ballots.);

·Modification to a Project Authorization Request (PAR);

·Modification to the Working Group Policies and Procedures;

·Establishment of fees;

·Removal of an officer (see subclause 3.4).
·Approval of public statements (see Clause 8).

Standards Development Process

Standards Development Lifecycle

Idea !

Maximum of 4 years

Project approved* → WG develops the draft standard → IEEE SA ballot and Public Review → IEEE SASB approves the standard → Standard is published

*A Sponsor is needed for the PAR to be approved.

WG consensus to move standard forward

Standard Committee agrees to revise the standard

Maximum of 10 years

Archive ← Standard withdrawn by the Sponsor or the IEEE SASB

Standards Process Overview:
http://standards.ieee.org/develop/overview.html

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DRAFT DEVELOPMENT

- Review and follow the IEEE SA Copyright Policy.
- Copyright Policy: http://standards.ieee.org/ipr/copyright.html
- Copyright FAQs: http://standards.ieee.org/faqs/copyrights.html
- Do not make the draft public. Do not share the draft with people who are not participants of the working group.
- WG Chair should obtain copyright permission as soon as borrowed material is put into the draft, even if the material is borrowed from an IEEE publication (e.g. IEEE standards, IEEE journals)
- Refer to the IEEE SA Style Manual for document structure.
- https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf
- Use the IEEE SA standards templates (MS Word and FrameMaker)
- https://development.standards.ieee.org/myproject/Public/mytools/draft/wordtemp.zip
- https://development.standards.ieee.org/myproject/Public/mytools/draft/frame_template.zip
- WG Chair shall request a Letter of Assurance (LOA) from potential essential patent holders
- IEEE SA Patent Materials: http://standards.ieee.org/about/sasb/patcom/materials.html
- Develop an outline of the draft that will be used as key clauses
- Divide up each topic or clause among working group members, preferably according to their experience.
- Assign a working group member as a technical editor. The technical editor will ensure consistency and can gather and incorporate all contributions and comments.
- Avoid writing the document in working group meetings. Use working group meetings only to review important points in the draft and resolve areas of disagreement.
- IEEE SA editors are available to answer questions on style and formatting
- WG approval must be obtained to move the draft forward to Sponsor Balloting. This can be achieved via reaching WG consensus at a meeting or through an email vote.

Role of Operational Program Management (OPM)

❏ Standard committees have **a designated Program Manager:**

- **Program Manager** supports committees , working groups, study groups in each step of the Standard Development process.
- Act as front-line, "ambassador" of the SA

❏ **Maintain a relationship with standard developers to inform on:**

- Policy Changes
- New Services, Products, Existing & new tools

❏ Protect IEEE from liability

- Ensure good standards development practices are understood and properly followed
- Ensure that due process is met

❏ **Foster mutually beneficial communication between SA & other departments forging a cohesive relationship.**

- **To develop potential opportunities**

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Role of Content PRODUCTION & Management (CPM)

❑ Just like OPM, CPM's objective is to provide **support and guidance to working groups as they are developing standards**. Specifically, **CPM is focused on draft development and the publication process** of standards.

❑ The CPM team serves as editorial liaisons to various standards development committees in IEEE, offering guidance to working groups on all editorial matters ranging from formatting to basic copyright issues.

❑ CPM provides the following during draft development:
- **Several pre-approval reviews of the draft**
- **Legal review**
- **Copyright review**
- **Patent and trademark review**
- **Formatting guidance**
- **Template training**

❑ **IEEE SA editorial hub (interactive draft template training)**
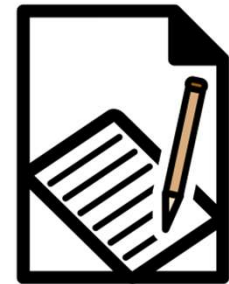
* If something isn't working, send Word template and description of issues via email to
sa_templates@ieee.org

TEMPLATE USAGE

Go to:

❑ https://standards.ieee.org/develop/drafting-standard/write.html
to find useful guidance on writing the draft.

❑ The IEEE SA Microsoft Word template
❑ https://mentor.ieee.org/myproject/Public/mytools/draft/wordtemp.zip
❑ (**REMEMBER**: Save as a **.docm**, NOT a **.docx** and **.doc**)

❑ **Standard Word Template***
❑ **http://standards.ieee.org/develop/stdswritten.html**

* If something isn't working, send Word template and description of issues via email to sa_templates@ieee.org

Special thanks to our working groups

❑ **WG members receive complimentary copies of the standard.**

❑ After the SASB approves the standard, the WG Chair will be asked to select candidates for the **IEEE SA Working Group Chair Award**.

❑ The Working Group Chair Award is presented to WG officers, editors and others in recognition of their contribution to the development of a standard, **only if the WG chair returns the award form.**

  ❑ http://standards.ieee.org/develop/awards/wgchair/wgawards.html

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ADDITIONAL RESOURCES

❑ IEEE-SASB Bylaws: http://standards.ieee.org/develop/policies/bylaws/index.html

❑ IEEE-SASB Operations Manual: http://standards.ieee.org/develop/policies/opman/

❑ SA Working Group Chair Training and Quick Reference Guide(中文字幕)
 ❑ https://iln.ieee.org/Public/ContentDetails.aspx?id=C08D783819D24C5A9EF37CF41DD17DC7

❑ Copyright Policy Training（中文字幕）
 ❑ https://iln.ieee.org/Public/ContentDetails.aspx?id=801E799E84604749AE9754F3C03D43A3

❑ Best Practices for IEEE Standards Development
 ❑ *http://standards.ieee.org/develop/policies/best_practices_for_ieee_standards_development_051215.pdf*

❑ IEEE Standards and the Law
 ❑ http://standards.ieee.org/develop/policies/stdslaw.pdf

❑ IEEE Policies
 ❑ https://www.ieee.org/documents/ieee_policies.pdf

❑ IEEE-SA Website
 ❑ http://standards.ieee.org/index.html

❑ IEEE-SA Membership
 ❑ http://standards.ieee.org/membership/index.html

❑ IEEE Membership
 ❑ http://www.ieee.org/membership_services/membership/join/index.html

REGISTER TO THE WG AS AN INTERESTED PARTY

- **https://development.standards.ieee.org/myproject-web/public/view.html#landing**
- **WG requires an IEEE SA corporate membership**
  - List of IEEE SA corporate members
  - "Basic members can observe" and "Advanced members can vote"

Please also find instruction on myProject User Guide（Section 3.1）：
http://sagroups.ieee.org/myproject-help/wp-content/uploads/sites/135/2020/02/myproject-user-guide-2020-Public.pdf

1. On the **myProject** Home Screen, select **Menu.**

2. Click on **Manage Profile and Interests**.

3. Click on the **Interests** tab

4. Click **Add Groups**.

5. On the **Add/Search Interested Groups** screen, expand the **Group Name** list by clicking the "+" or use the Search box to find the desired group.

6. Click in the **Groups I am Interested In** column to indicate interest in a group.

7. On the **Add Interested Group I want to follow** screen, indicate if you want to **Participate** or **Follow** the group.

8. Click **Declare Affiliations**.

9. On the next screen, confirm your current affiliation and add additional affiliations as necessary.

10. Click **Save** or **Return to Level of Interest** to change your selection.

11. Click OK.

12. Click **Done**. The groups you indicated interest in will appear on the Interests Tab.

Visit the IEEE SA web site:
http://standards.ieee.org

Questions?

ANNEX A: IEEE PRIVACY POLICY -STANDARDS DEVELOPMENT SIGN-IN SHEET AND PARTICIPANT LISTS

SIGN-IN SHEET

IEEE SA provides a template sign-in sheet for use by Working Groups.

1) The template sign-in sheet contains a data privacy statement so that the information provided on the sheet can be used to communicate with the participant about the standards project.

2) This would allow the Working Group to enter the participant in the myProject roster for the standards project, and then the participant can accept being placed on the myProject roster if they have not already accepted the Privacy Policy. When they sign on to myProject, they would be challenged to accept the Privacy Policy.

Contact your IEEE SA Program Manager for a copy of the template sign-in sheet.

PARTICIPANT LISTS

The myProject system permits Working Group officers to record participant lists for their projects.

1) Potential participants can sign into myProject using their IEEE account and indicate interest in the Working Group or accept their addition to the participant list.

2) Working Group officers can then maintain the participant list by allocating membership levels to participants.

If the Working Group uses a spreadsheet, the spreadsheet must be kept in an IEEE application (e.g., IEEE GoogleApps or iMeet) and access permission must be provided only to those who need the access (e.g., WG Chair, Vice Chair, Secretary, Standards Committee Chair, SA Program Manager). If a participant list is to be shared with Working Group members, it cannot contain mailing addresses.

The only PII that can be kept on a participant list is name, email, employer/affiliation(s), and mailing address. The participant list must be provided to the Standards Committee Chair annually. Participant lists must <u>not</u> be sent via email.

EMAIL LISTS

EMAIL LISTS

IEEE Listserv can be used for email communications. Contact the IEEE SA Program Manager to create a Listserv for your group.

Whether or not you use IEEE Listserv, a welcome letter must be sent to each person added to the email list. The welcome letter must explain

- How they were identified to be added to the list (e.g., they attended an IEEE meeting or were recommended as a person who would be interested in the IEEE standards project).

- What the scope of the communication via this list will be (e.g., information about the standards development project)

- Instructions on how they can unsubscribe.

The IEEE SA Program Manager can help with setting up the welcome letter in IEEE Listserv. This can be set up so that each time a person is individually added to the list, the welcome email is automatically sent. If a bulk upload is done, an email has to be manually sent to the group with the welcome letter information.

If you set up a form to capture interest in joining an email list, the form must capture consent to the IEEE Privacy Policy.

IEEE SA STANDARDS ASSOCIATION

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DATA PRIVACY QUICK REFERENCE

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Call for Participation	Capture PII for communications	If a website form to capture PII is used, include a mandatory checkbox for acceptance of IEEE Privacy Policy; if you use an IEEE SA WordPress website, the consent to the Privacy Policy can be fed to the IEEE CMS If you cannot feed the consent to the IEEE CMS, then you will need to capture the data in a csv file and provide it to IEEE Staff; contact sa-dataprivacy@ieee.org for help on what data must be collected
Working Group Repository	Provide access to WG documents and communications	If possible, access to the repository should be set up to require acceptance of IEEE Privacy Policy through a mandatory checkbox If not possible, participants must be validated via IEEE List Validator (https://www.ieee.org/ieee-listvalidator) to check that they previously accepted the IEEE Privacy Policy (only Standards Committee and Working Group officers have access to the List Validator). Participants can accept the Privacy Policy by going to https://engagestandards.ieee.org/IEEE-SA-Privacy-Policy-Acceptance.html and choosing "Standards Development Activities and Tools" as the "Applicable Program"

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Working Group Sign-In Sheets	Capture Working Group meeting participation	IEEE SA provides a template Working Group sign-in sheet that should be used for manual sign-ins at standards development meetings. The template contains data privacy text that permits the collection of personally-identifiable information (PII) for standards development purposes. The template can be obtained from the IEEE SA Program Manager.
Working Group Websites	Provide information to the public about Working Group activities	Contact information for the Standards Committee or Working Group Chair is permitted to be listed on the group's website as a part of their role. Name and email of other officers may be listed on a Working Group website only if the officers agree to be listed. Chairs and officers can obtain an IEEE email for this purpose. PII of participants is not permitted on IEEE websites, except for member lists containing only name, employer/affiliation(s), and membership status. This information is also included in meeting minutes, which can be made available from a website.

DATA PRIVACY QUICK REFERENCE

Other Activity	Rationale	Actions Required
Participant List	Track participants and membership status	Participant lists shall be stored in an IEEE database or on an IEEE server or tool. Only name, email, employer/affiliation(s), and membership status are to be stored in the list. Mailing addresses for members may be stored in the list for the purposes of providing Working Group awards. Participant lists should only be accessible by Working Group officers, Standards Committee officers, and IEEE SA Staff. If the participant list is made available to Working Group members, mailing addresses shall not be included.
Emailing Participants Outside a Mailing List	Communicating with standards participants	If a Working Group officer intends to provide an email to participants, all participants shall be blind copied (bcc). If a Working Group officer has to be contacted by participants as a response to the email, the officer can be copied (cc). All Standards Committee and Working Group officers shall be IEEE and IEEE SA members. IEEE provides IEEE GoogleApps accounts as a member benefit. This permits IEEE Working Group officers to obtain an IEEE email that can be used for IEEE activities rather than a personal email.

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Working Group Mailing List	Communicating with standards participants	Request an IEEE Listserv from your Program Manager; an IEEE SA Welcome Letter is available for use If you use another mailing list application, send a Welcome Letter to each person added to the list and 1) explain how you obtained their email 2) describe the scope of your communications 3) provide a mechanism to unsubscribe from the list; if you obtain a request to unsubscribe, the the email must be removed from the list immediately Otherwise, you will need to validate the list each time, using the IEEE List Validator, prior to sending an email to those who have been validated as having accepted the Privacy Policy Only Standards Committee and Working Group officers have access to the IEEE List Validator https://www.ieee.org/ieee-listvalidator

DATA PRIVACY QUICK REFERENCE

Other Activity	Rationale	Actions Required
Compiling an Email List from Public Information, or from a Referral by a Participant	Issuing invitations to potential standards participants	Even if personally-identifiable information (PII) is publicly available (e.g., on websites), IEEE is required to obtain consent prior to compiling this information into a database. If you would like to invite someone to participate after viewing their public PII, contact each person individually (only once) and explain - How you obtained their information - Why the activity would be of interest to them - How they can express interest in the activities Each person who expresses interest can then be added to the email list. This process can be used if a person is referred to you by another participant. Note that the requirements for email lists still apply.

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Working Group Meeting Registration	Capture PII during registration	Registration forms must include a mandatory checkbox for acceptance of the IEEE Privacy Policy; if you use an IEEE SA WordPress website, the consent to the Privacy Policy can be fed to the IEEE CMS If you cannot feed the consent to the IEEE CMS, then you will need to capture the data in a csv file and provide it to IEEE Staff; contact sa-dataprivacy@ieee.org for help on what data must be collected

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Working Group Event Registration	Capture PII during registration	If the Working Group is having an event other than a standards development meeting, registration forms must include a mandatory checkbox for acceptance of the IEEE Event Terms & Conditions If you work with the IEEE SA Marketing Department, consent to the IEEE Event Terms & Conditions can be fed to the IEEE CMS If you cannot feed the consent to the IEEE CMS, then you will need to capture the data in a csv file and provide it to IEEE Staff; contact sa-dataprivacy@ieee.org for help on what data must be collected

DATA PRIVACY QUICK REFERENCE

Standards Activity	Rationale	Actions Required
Working Group Event Registration (cont'd)	Providing PII to an event Sponsor or Collaborator	Registration forms must include an optional checkbox for providing consent to sharing the PII with the other entity; only the PII for those who provide consent can be shared PII cannot be provided to the other entity via email; all IEEE members can obtain IEEE GoogleApps as a member benefit so that they can share documents securely via an IEEE Google drive; contact your Program Manager if you need an alternative
Working Group Event Registration (cont'd)	Sending communication to registrants that is unrelated to the event	Registration forms must include an optional checkbox for providing consent to send communications about other IEEE events, products, and services; only those who provide consent can be communicated with and there must be an unsubscribe option in the communication; the email list must be validated before communication is sent If you work with the IEEE SA Marketing Department, consent to additional communications can be fed to the IEEE CMS If you cannot feed the consent to the IEEE CMS, then you will need to capture the data in a csv file and provide it to IEEE Staff; contact sa-dataprivacy@ieee.org for help on what data must be collected

DATA PRIVACY QUICK REFERENCE

Other Activity	Rationale	Actions Required
Recording an Event	Providing a recording for access by either attendees or non-attendees	Standards development meetings have restrictions on recordings (see Clause 5.3.3.2 of the IEEE SA Standards Board Operations Manual) For non standards development meetings, include notification and acknowledgment of the recording in the registration for the event, and announce that the event will be recorded at the beginning of the event prior to recording.
Speakers at Events	Obtain required permissions for IEEE to use the speaker image, voice, and materials	If you have speakers at your event, you will need to obtain speaker consent for using their image, voice, materials, etc. This is done through a Speaker Agreement. Speaker Agreements must either be embedded in the IEEE event registration system or, if the event is stand-alone, speakers must accept the IEEE Speaker Consent and Release as a part of the submission of the speaker registration form. The speaker registration form must also request the technical areas of expertise of each speaker. Contact sa-dataprivacy@ieee.org for help when including speakers at your event.

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ANNEX B: PARLIAMENTARY PROCEDURES QUICK REFERENCE LIST

To:	You say:	Interrupt Speaker	Second Needed	Debat-able	Amend-able	Vote Needed
Introduce business (Primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend/Table further consideration of a matter	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I call the question"	No	Yes	No	No	2/3
Postpone consideration of a matter	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
Object to procedure	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider a matter	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Same as original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

QUORUM

- Can be set by the SC/WG P&P's; otherwise, a simple majority.

- If no quorum exists, or of quorum is lost, a meeting can be called to order; however, the only acceptable actions are:
  - Adjourn.
  - Recess and take measures to obtain a quorum.

- Once a meeting begins, a quorum is presumed to exist until:
  - The chair or a member notices a quorum no longer exists.
  - Member may question the presence of a quorum by making a point of order.

SUMMARY

You may INTERRUPT a speaker for these reasons only:

- to obtain information about business - <u>point of information.</u>
- to obtain information about rules - <u>parliamentary inquiry.</u>
- if you can't hear, safety reasons, comfort, etc. - <u>question of privilege.</u>
- if you see a breach of the rules - <u>point of order.</u>
- if you disagree with the chair's ruling – <u>appeal.</u>

You may influence WHAT the members discuss:

- if you would like to discuss something – <u>motion.</u>
- if you would like to change a motion under discussion –<u>motion to amend.</u>

You may influence HOW and WHEN the members discuss a motion:

- if you want to discuss the topic at another time – <u>postpone or lay it on the table.</u>
- if you think people are ready to vote – <u>call the question.</u>