

Draft Operating Procedures for IEEE Computer Society Design Automation Standards Committee

Introduction

These Operating Procedures outline the orderly transaction of business of the Design Automation Standards Committee (DASC) of the IEEE Computer Society. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- [IEEE Constitution](#)
- [IEEE Bylaws \(includes IEEE Standards Association Bylaws\)](#)
- [IEEE Policy & Procedures Manual](#)
- IEEE Board of Directors Resolutions
- [IEEE Standards Association Operations Manual](#)
- IEEE-SA Board of Governors Resolutions
- [IEEE-SA Standards Board Bylaws](#)
- [IEEE-SA Standards Board Operations Manual](#)
- [Policies/Procedures of the IEEE Computer Society \(IEEE-CS\)](#)
- [Policies/Procedures of the IEEE Computer Society Standards Activities Board \(IEEE-CS SAB\)](#)
- Policies/Procedures of the DASC (this document)
- DASC Resolutions
- Robert's Rules of Order (Revised)

DASC Scope

The purpose of the DASC is to promote the development of standards in the Design Automation industry. Such standards are beneficial to the designers and users of tools in this industry since they provide a mechanism for defining common semantics for the operation of tools. The DASC acts as the administrator for the working groups under it which develop and maintain standards. In this role the DASC also provides liaison to the governing bodies of the IEEE and represents the interests of the working groups in these bodies.

(Reference : *IEEE-SA Standards Board Bylaws*, Subclause [4.3.1](#))

1 Organization of the DASC

The DASC shall consist of a Chair, Vice-Chair, Secretary, Treasurer and members. When staff resources permit, the DASC shall be supported by a Standards Staff Liaison.

The DASC shall be governed by a Steering Committee that shall be formed as a subgroup according to Sections [5.1](#) and [8.4](#) of these procedures.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [5.4.1](#))

2 Responsibilities of the DASC

The DASC shall be responsible for the following:

1. Developing proposed IEEE standards within the scope of the DASC
2. Maintaining the standards developed by the DASC in accordance with the *IEEE-SA Standards Board Operations Manual*
3. Responding to requests for interpretations of the standards developed by the DASC
4. Acting on other matters requiring DASC effort as provided in these procedures
5. Cooperating with other appropriate standards development organizations
6. Protecting against actions taken in the name of the DASC without committee authorization

(Reference: *IEEE-SA Standards Board Bylaws*, Subclauses [4.3.1](#) and [5.2.1](#) and *IEEE-SA Standards Board Operations Manual*, Subclauses [4.3.2](#), [4.5](#), and [5.1](#))

3 Officers

There shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. These officers shall be appointed/elected in accordance with the procedures of the IEEE-CS SAB.

The Chair shall be a member of any grade of the IEEE, a member of the IEEE-SA and a member of the DASC. The Chair shall organize the DASC, oversee the DASC's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.

The Vice-Chair shall be a member of any grade of the IEEE, a member of the IEEE-SA and a member of the DASC. The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself.

The Secretary shall be a member of the DASC and shall record and have published minutes of each meeting.

The Treasurer shall be a member of the DASC and shall maintain a budget and shall control all funds into and out of the sponsor's bank account.

The Standards Staff Liaison may perform, as a service, administrative work including:

1. Secretarial services
2. Making meeting arrangements
3. Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards
4. Maintenance of adequate records, including the DASC roster

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [4.4.2](#))

3.1 Election of Officers

The Chair shall appoint a Returning Officer for the conduct of an election of officers. The Returning Officer shall not be a nominee in the election and shall not vote in the election.

The Members shall nominate to the Returning Officer one or more Members for each office to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A Member shall be nominated for no more than one office. The response period for nominations shall be at least 14 days. If no nomination is received for an office, a temporary appointment shall be made in accordance with [3.2](#).

The Returning Officer shall conduct the election by letter or electronic ballot. Voting shall be by "approval", whereby each balloter may cast an approval vote for each of any number of nominees for an office. The nominee with the greatest number of approval votes shall win the election.

Election of the Chair and Vice-Chair shall be confirmed by the IEEE-CS SAB. If the IEEE-CS SAB fails to confirm election of the Chair or Vice-Chair, the Returning Officer shall conduct a fresh election for the office not so confirmed. The Member elected and not confirmed shall not be a nominee in the fresh election.

3.2 Temporary Appointments to Vacancies

If an office becomes vacant due to resignation, removal, lack or nomination at an election or other reason, a temporary appointment shall be made for a period of up to six months. In the case of Chair or Vice-Chair, the temporary appointment shall be made by the Chair of the IEEE-CS SAB. In the case of Secretary or Treasurer, the temporary appointment shall be made by the Chair of the DASC. An election for the vacated office shall be conducted at the earliest practicable time.

4 Membership

4.1 Voting Membership

Voting Membership in the DASC shall be in accordance with the procedures of the IEEE-CS SAB.

4.2 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the DASC's work, qualifications and willingness to participate actively. Please note that all IEEE Standards meetings are open to anyone who wishes to attend.

4.3 Review of Membership

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

4.4 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the DASC shall have the opportunity for fair and equitable participation without dominance by a single interest. The interest categories for DASC Members shall be "User," "Producer" and "General Interest". Members shall declare their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the DASC.

If the DASC constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause [8](#)).

(Reference: *IEEE-SA Standards Board Operating Manual*, Subclause [5.4.1](#))

4.5 Membership Roster

The Secretary shall maintain a current and accurate DASC roster and shall distribute it to the members upon request or at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Title of the DASC
2. Scope of the DASC
3. Officers - Chair, Vice-Chair, Secretary, and Standards Staff Liaison
4. Members: for all, list name, address, IEEE Society(ies) and business affiliations; for society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE Society or organization (as applicable), together with organization address
5. Interest category of each member

6. Tally of interest categories - total of voting members and subtotals for each interest category
7. For each subgroup - title, chair, and names and addresses of all members

The Secretary shall maintain an email list of current DASC Members and shall ensure that all DASC Members are permitted to post email messages to the list.

4.6 Membership Fees

Members shall pay an annual Membership Fee. The amounts of the fees for Individual Expert and Organizational Entity memberships shall be determined by the DASC from time to time. The amounts shall be determined so as to cover the reasonable operating expenses of the DASC. The amounts of the fees for a given year shall be determined before August 15 of the preceding year.

A Member granted membership after August 15 of a given year and before March 16 of the subsequent year shall pay the full Membership Fee and be granted membership up to December 31 of the subsequent year. A Member granted membership after March 15 and before August 16 of a given year shall pay one half the full Membership fee and be granted membership up to December 31 of that year.

A Member shall renew membership for a given year by paying the full Membership by December 31 of the preceding year. Where a Member is in default of this obligation, membership shall be terminated.

5 Subgroups Created by the DASC

5.1 Subgroups of the DASC

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the DASC, their formation (and later disbandment) shall be in accordance with the procedures of the IEEE-CS SAB.

5.2 Balloting Group

For approval of proposed standards, the DASC shall form a balloting group. This group may be the DASC, provided that it meets the criteria for Composition given in subclause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The DASC may also delegate balloting to a specific balloting group in accordance with subclause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

5.3 Working Groups

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

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

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

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

After approval of a standard by the IEEE-SA Standards Board, the Working Group shall continue as a subgroup of the DASC for the purposes of interpreting and maintaining the standard.

The DASC shall disband a Working Group if

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

6 Patents

Standards developed by DASC shall conform to the IEEE-SA Standards Board's Bylaws regarding patents. Such standards shall only include the known use of patents, including patent applications, provided the DASC receives a letter of assurance from the patent holder that is in the form of subclause 6(a) of the IEEE-SA Standards Board Bylaws.

7 Meetings

DASC meetings shall be held, as decided by the DASC, the Chair, or by petition of 5 or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-day notice, including an agenda, shall be distributed to all members, observers, and experts. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

The DASC may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

7.1 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section [8.3](#). See *Robert's Rules of Order (revised)*. A quorum is considered to be 50% of the voting members of the DASC. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.

8 Vote

8.1 Vote Counting

Except as required by [8.4](#), [8.5](#) and [8.6](#), votes shall be counted by dividing the number of affirmative votes by sum of the numbers of affirmative and negative votes. Abstentions shall not be counted. The question shall be considered approved if the quotient is at least 50%.

8.2 Balloting Positions

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

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

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [5.4](#) and Subclause [5.4.3.1](#))

8.3 Voting By Ballot

The DASC shall be allowed to conduct DASC business between meetings at the discretion of the Chair by use of a letter or electronic ballot. The response period for an electronic ballot shall be at least 14 days. Except as required by [8.4](#), [8.5](#) and [8.6](#), a letter or electronic ballot shall require a 50% return of ballot.

8.4 Actions Requiring Approval by a Majority of the DASC Membership

The following actions require approval by a majority of the membership of the DASC either at a meeting - provided that notification of the action has been included on the distributed agenda for the meeting - or by letter or electronic ballot:

1. Formation of the DASC Steering Committee, including its procedures, scope, and duties
2. Approval of minutes
3. Authorization of a letter ballot

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

The following actions require a letter ballot or an equivalent¹ formal recorded vote with approval by at least two-thirds of the voting members of the DASC, excluding abstentions:

1. Adoption of DASC procedures, interest categories, or revisions thereof
2. Position Statements for Standards
3. Approval of change of the DASC scope
4. Approval of termination of the DASC

8.6 Actions Requiring Approval by Seventy-five Percent of Those Voting of the DASC Membership

Approval of a new or revised standard project or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

9 Communications

All DASC officers should use the DASC letterhead if available, or email notification, when corresponding on behalf of DASC activities.

9.1 Formal Internal Communication

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

9.2 External Communication

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

10 Interpretations

The policies of subclause [5.9](#) of the *IEEE-SA Standards Board Operations Manual* shall be followed.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause [5.9](#))

11 Appeals

The DASC recognizes the right of appeal. Technical appeals are referred back to the DASC. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the DASC is performed in an identifiable manner.

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

(Reference: *IEEE-SA Standards Board Bylaws*, Subclause [5.4](#) and *IEEE-SA Standards Board Operations Manual*, Subclause [5.8](#))

12 Parliamentary Procedures

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

13 Position Statements for Standards

All communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

13.1 DASC Position Statements

DASC position statements shall not be released without prior approval by the DASC, which requires two-thirds vote per Section [8.5](#) of these procedures.

13.2 Subgroup Position Statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a DASC vote at a DASC meeting. For position statements not presented for review at a DASC meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld pending failure of the blocking motion.

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the DASC Chair in the distribution. Such statements shall bear neither the IEEE nor the DASC logos.

13.3 Informal Communications

Informal communications shall not imply that they are a formal position of the DASC nor the subgroup.

13.4 Position Statements to be Issued by Other Entities

If the DASC wishes to go to another IEEE entity (as defined in Section [15](#) of the *IEEE Policy and Procedures*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

14 Standards Publicity

The DASC is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause [5.1.5](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.