

Draft Operating Procedures for IEEE Computer Society Design Automation Standards Committee Steering Committee

Introduction

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

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- [IEEE Constitution](#)
- [IEEE Bylaws \(includes IEEE Standards Association Bylaws\)](#)
- [IEEE 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
- DASC Resolutions
- Policies/Procedures of the DASC Steering Committee (DASC-SC) (this document)
- DASC-SC Resolutions
- Robert's Rules of Order (Revised)

DASC-SC Scope

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

1 Organization of the DASC-SC

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

2 Responsibilities of the DASC-SC

The DASC-SC shall be responsible for the following:

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

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

3 Meetings

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

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

3.1 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 [4.3](#). See *Robert's Rules of Order (revised)*. A quorum is considered to be 50% of the voting members of the DASC-SC. 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.

4 Vote

4.1 Vote Counting

Except as required by [4.4](#) and [4.5](#), 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%.

4.2 Balloting Positions

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

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

4.3 Voting By Ballot

The DASC-SC shall be allowed to conduct DASC-SC business between meetings at the discretion of the Chair by use of a letter or electronic ballot. The response period for an electronic ballot shall be at least 14 days. Except as required by [4.4](#) and [4.5](#), a letter or electronic ballot shall require a 50% return of ballot.

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

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

1. Formation of a subgroup of the DASC, including its procedures, scope, and duties
2. Assignment of a standards project to a subgroup of the DASC
3. Disbandment of subgroups
4. Approval of minutes
5. Authorization of a letter ballot

4.5 Actions Requiring Approval by Two-Thirds of Those Voting of the DASC-SC 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-SC, excluding abstentions:

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

5 Parliamentary Procedures

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

6 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.

6.1 DASC Position Statements

DASC position statements shall not be released without prior approval by the DASC-SC, which requires two-thirds vote per Section [4.5](#) of these procedures.

6.2 DASC Subgroup Position Statements

DASC 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-SC vote at a DASC-SC meeting. For position statements not presented for review at a DASC-SC 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.

DASC 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.

6.3 Informal Communications

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

6.4 Position Statements to be Issued by Other Entities

If the DASC-SC 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.

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