

Model Operating Procedures for IEEE Computer Society Design Automation Standards Committee [Name] Working Group

Introduction

These Operating Procedures outline the orderly transaction of business of the [Name] Working Group 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 working group. 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 Working Group (this document)
- Working Group Resolutions
- Robert's Rules of Order (Revised)

Working Group Scope

[Insert scope here. This should be based on the initial PAR scope, but be broad enough to encompass future development and maintenance of the standard.]

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

1 Organization of the Working Group

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

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

2 Responsibilities of the Working Group

The Working Group shall be responsible for the following:

1. Developing a proposed IEEE standard within the scope of the PAR under which the Working Group was formed
2. Maintaining the standard developed by the Working Group in accordance with the *IEEE-SA Standards Board Operations Manual*
3. Responding to requests for interpretations of the standards developed by the Working Group
4. Preparing PARs for revision of the standard developed by the Working Group
5. Acting on other matters requiring Working Group effort as provided in these procedures
6. Cooperating with other appropriate standards development organizations
7. Protecting against actions taken in the name of the Working Group without Working Group 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][and a Secretary]. These officers shall be DASC members and shall be appointed/elected in accordance with the procedures of the DASC.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Working Group, oversee the Working Group'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 and a member of the IEEE-SA and 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 record and have published minutes of each meeting.

[The Treasurer shall maintain a budget and shall control all funds into and out of the Working Group'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 Working Group 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 DASC. If the DASC 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 of 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 DASC. In the case of Secretary or Treasurer, the temporary appointment shall be made by the Chair of the Working Group. An election for the vacated office shall be conducted at the earliest practicable time.

4 Membership

4.1 Voting Membership

Voting Membership in the Working Group shall be in accordance with the procedures of the IEEE-CS SAB. A Working Group member shall be a DASC member in order to be a voting member of the Working Group. A voting member shall participate in Working Group activities as specified in Clause [4.7.1](#) of the IEEE-CS SAB policies. For the purpose of interpreting that clause, a meeting shall be deemed to include a teleconference or a Working Group ballot conducted by letter or email.

4.2 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Working Group'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 and before each Working Group ballot. 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 voting membership.

4.4 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Working Group shall have the opportunity for fair and equitable participation without dominance by a single interest. The interest categories for DASC Members shall be [insert categories here, or use DASC default categories: "User," "Producer" and "General Interest"]. The interest categories shall be established or revised by a vote of the DASC.

Each member shall be classified relative to the scope of the Working Group. No classification may consist of 50% or more of the Working Group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause [7](#)).

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

4.5 Membership Roster

The Secretary shall maintain a current and accurate Working Group roster and shall distribute it to the members and to the DASC 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 Working Group
2. Scope of the Working Group
3. Officers - Chair, Vice-Chair, Secretary, [Treasurer] [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

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

5 Subgroups Created by the Working Group

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

6 Meetings

6.1 Holding Meetings

Working Group meetings shall be held, as decided by the Working Group, 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 Working Group 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.

6.2 Notice of Patent Policy

At each Working Group meeting, the Chair shall advise the Working Group membership that

1. The IEEE's Patent Policy is consistent with the ANSI patent policy and is described in Clause 6 of the IEEE SA Standards Board Bylaws
2. The DASC's Patent Policy is consistent with the IEEE patent policy, and requires assurance from patent holders in the form of subclause 6(a) of the IEEE-SA Standards Board Bylaws
3. Early disclosure of patents which may be essential for the use of standards under development is encouraged
4. Disclosures made of such patents may not be exhaustive of all patents that may be essential for the use of standards under development, and that neither the IEEE, the Working Group nor the Working Group Chairman ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development

The Chair shall show the meeting the two slides provided by the IEEE-SA Standards Board regarding Patent Policy.

The Chair shall instruct the Working Group Secretary to record in the minutes of the relevant Working Group meeting

1. that the foregoing advice was provided and the two slides were shown
2. that an opportunity was provided for Working Group members to identify or disclose patents that the Working Group member believes may be essential for the use of that standard
3. any responses that were given, specifically the patents and patent applications that were identified (if any) and by whom.

6.3 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 [7.3](#). See *Robert's Rules of Order (revised)*. A quorum is considered to be 50% of the voting members of the Working Group. 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.

7 Vote

7.1 Vote Counting

Except as required by [7.4](#), [7.5](#) and [7.6](#), 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%.

7.2 Balloting Positions

Each voting 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](#))

7.3 Voting By Ballot

The Working Group shall be allowed to conduct DWorking GroupASC 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 [7.4](#), [7.5](#) and [7.6](#), a letter or electronic ballot shall require a 50% return of ballot.

7.4 Actions Requiring Approval by a Majority of the Working Group Membership

The following actions require approval by a majority of the membership of the Working Group 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, including its procedures, scope, and duties
2. Disbandment of subgroups
3. Approval of minutes
4. Authorization of a letter ballot

7.5 Actions Requiring Approval by Two-Thirds of Those Voting of the Working Group 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 Working Group, excluding abstentions:

1. Adoption of Working Group procedures, or revisions thereof
2. Approval of change of the Working Group scope
3. Approval of termination of the Working Group

7.6 Actions Requiring Approval by Seventy-five Percent of Those Voting of the Working Group Membership

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least 75% of the voting members of the Working Group, excluding abstentions:

1. Position Statements for Standards

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

2. Approval of a draft standard 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.

8 Communications

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

8.1 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 Working Group officers.

8.2 External Communication

Inquiries relating to the Working Group 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.

9 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](#))

10 Appeals

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

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

11 Parliamentary Procedures

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

12 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.

12.1 Working Group Position Statements

Working Group position statements shall not be released without prior approval by a three-fourths vote of the Working Group. 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, DASC 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 within the DASC, release of the position statement will be withheld pending failure of the blocking motion.

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

12.2 Informal Communications

Informal communications shall not imply that they are a formal position of the Working Group.

12.3 Position Statements to be Issued by Other Entities

If the Working Group 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 DASC and the IEEE-SA Standards Board and after informing both the DASC Steering Committee and the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the DASC Secretary and the IEEE-SA Standards Board Secretary for further action.

13 Standards Publicity

The Working Group 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.