

**IEEE Computer Society Design Automation Standards  
Committee**

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# IEEE Standards Association (IEEE-SA) Sponsor Baseline Policies and Procedures for Standards Development

## 1. 0 Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of the Design Automation Standards Committee. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

New York State Not-for-Profit Corporation Law  
IEEE Certificate of Incorporation  
IEEE Constitution  
IEEE Bylaws  
IEEE Policies  
IEEE Board of Directors Resolutions  
IEEE Standards Association Operations Manual  
IEEE-SA Board of Governors Resolutions  
IEEE-SA Standards Board Bylaws  
IEEE-SA Standards Board Operations Manual  
IEEE-SA Standards Board Resolutions  
Policies and Procedures of this Sponsor

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

### **1.1 IEEE Sponsor scope**

The purpose of the Design Automation Standards Committee ("DASC" hereafter) is to promote the development of standards in the Electronic Design Automation industry. Such standards are beneficial to the producers and users of tools in this industry since they provide a mechanism for defining common semantics for the operation of tools. The DASC Officers act as the administrators for the working groups under the DASC which develop and maintain standards. In this role the DASC Officers also provide liaison to the governing bodies of the IEEE and represent the interests of the DASC working groups in these bodies.

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 its authorization

### **1.2 Organization of the Sponsor**

The Sponsor shall consist of officers (see clause 3), and other members.

### **2.0 Responsibilities of the Sponsor.**

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
  1. Approving PARs from a subgroup or the Sponsor
  2. Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual

3. Submitting draft standards from a subgroup or the Sponsor to the Standards Association for Sponsor ballot.
  - c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
  - d) Responding to requests for interpretations of the standards developed by the Sponsor
  - e) Acting on other matters requiring Sponsor effort as provided in these procedures
  - f) Cooperating with other appropriate standards development organizations
  - g) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
  - h) Limiting distribution of the membership roster to appropriate parties
  - i) Reporting annually to the [IEEE-SA Standards Board](#)
  - j) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
  - k) Handling appeals as described in clause 10

## **2.1 Sponsorship**

The DASC is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the DASC is responsible for those IEEE-SA Standards Board approved project(s) for which the DASC has been identified as either the sponsoring organization or where the DASC has been identified by a project being sponsored by two or more sponsors.

### **2.1.1 Sole sponsor responsibility/accountability**

When the interest in a standard falls solely within the scope of the DASC, the DASC shall assume the responsibility, and be accountable for the standard. Each DASC assigned standards project as well as each of the IEEE published standards that were developed within the DASC is the responsibility of the DASC. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

### **2.1.2 Co-sponsor responsibility/accountability**

When the breadth of interest in a standard is great enough that one or more Committees outside of the DASC have been identified as having a sponsorship role, the DASC shall either assume the responsibility and be accountable for the standard, or shall not co-sponsor the standard. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures. The DASC agreement to co-sponsor a standard requires a majority approval vote of the DASC.

## **3.0 Officers**

There shall be a Chair, a Vice Chair, a Treasurer and a Secretary. A person may simultaneously hold the positions of Secretary and Treasurer.

The term of office is two years.

The Chair shall be a member of any grade (except student) of the IEEE and a member of the IEEE-SA.(IEEE-SASB Bylaw 5.2.1) The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

### **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 at the time of nomination to hold the office for which they are elected. A Member shall accept nomination 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 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 Returning Officer shall acknowledge receipt of electronic ballots in a timely fashion. The nominee with the greatest number of approval votes shall win the election. Write-in candidates are permitted as specified in the IEEE Bylaws.

Election of the Chair and Vice Chair shall be confirmed by the IEEE-CS SAB. If the IEEE-CS SAB rejects election of the Chair or Vice Chair, the Returning Officer shall conduct a fresh election for the office not so confirmed.

### **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 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 practical time.

### **3.3 Removal of officers**

An Officer may be removed by approval of two-thirds of the Voting Members of the DASC. Grounds for removal shall be included in any motion to remove an Officer of the DASC.

### 3.4 Responsibilities of officers

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

#### 3.4.1 Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the Sponsor and its goals
- m) 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 Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7> )
- n) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html> )
- o) Ensuring that each working group has a set of P&P approved by the Sponsor. The chair will provide the working group P&Ps to AudCom upon request.
- p) Submitting the Sponsor's annual report to the IEEE-SA Standards Board
- q) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups

#### 3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

### **3.4.3 Secretary**

The responsibilities of the Secretary include

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Sponsor documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

### **3.4.4 Treasurer**

Treasurer shall

- a) Maintain a budget
- b) Control all funds, including any into and out of the Committee's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the [IEEE Finance Operations Manual](#)

## **4.0 Membership**

Members of the DASC are those individuals and entities that have their membership fees paid up in full and are in good standing with the DASC.

### **4.1 Voting membership**

Voting Members shall vote as either an Individual Expert or as the Designated Representative or as the Alternate Designated Representative for an Organizational Entity member, as defined in the procedures of the IEEE-CS SAB. Voting Members are those Members who have attended 3 of the previous 4 DASC meetings. For the purpose of maintaining voting membership, votes conducted between meetings will be equivalent to meeting attendance.

For any vote of the DASC, a Voting Member shall not vote as both an Individual Expert and as the Designated Representative or as the Alternate Designated Representative for an Organizational Entity member of the DASC.

During a meeting, a Member who is an Individual Expert currently representing an Organizational Entity would, for the purposes of maintaining voting rights, also be considered present. For an email vote, a Member who is an Individual expert currently representing an Organizational Entity would, for the purposes of maintaining voting rights, be permitted to vote 'present' as well as cast a vote for the Organizational Entity

#### **4.1.1 Observers**

Observers shall be permitted to participate in discussions at DASC meetings and in email discussions in accordance with the procedures of the IEEE-CS SAB.

Observers have no voting right in any election.

#### **4.2 Review of membership**

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

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. All IEEE standards meetings are open to anyone who wishes to attend.

#### **4.3 Membership roster**

The Secretary shall maintain a current and accurate DASC roster. 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, Treasurer, and Standards Staff Liaison

4. Members: for all, list name, email address, 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

The Secretary shall maintain an email distribution list of current DASC Members and shall ensure that all DASC Members are permitted to post email messages to the list. The roster shall be available to members of the DASC,

#### **4.4 Membership list**

A current and accurate membership list shall be maintained. The membership list can be posted on the Sponsor web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary (Treasurer)
- d) Members: for all, name, [affiliation]

#### **4.5 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.

### **5.0 Subgroups of the DASC**

#### **5.1 Administrative subgroups**

When one or more subgroups are formed to expedite the administrative work of the Sponsor (e.g., AudCom, ExCom), their formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1

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

Standards working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working Group chair.

The Sponsor shall ensure that all working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

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

If a working group being formed has entity-based membership, the Sponsor shall Ensure that the entity standards working group adopts the baseline [Operating Procedures for Standards Working Groups – Entity Method](#) and reviews amendments to the Operating Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

## **5.4 Standards Study Groups**

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a Project Authorization Request (PAR) for consideration by the Sponsor.

Groups should refer to the approved Study Group guidelines on how a Standards Study Group should conduct business and the criteria it should apply to consideration of a proposal.

Guidelines located at: <http://standards.ieee.org/board/pro/study-group.doc>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

## **5.5 Other subgroups**

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed by the

Sponsor annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

## **6.0 Meetings**

Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 15% or more of the Sponsor members, to conduct business, such as making assignments, forming subgroups, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings can be held in person or conducted via teleconference. A 21-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

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

## **6.1 Quorum**

A quorum must be identified before the initiation of Sponsor 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 [7.1](#). For Sponsors with less than 50 members, a quorum shall be defined as a majority of the current total voting, including those present using teleconferencing facilities. For Sponsors with 50 or more members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

## **6.2 Conduct**

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

All working group participants shall act in accordance with all IEEE Standards policies and procedures.

## **6.3 Executive session**

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

#### **6.4 Meeting fees**

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

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

#### **6.5 Minutes**

The minutes shall record the essentials, including the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
  - a) Brief summary of discussion, pros and cons, and conclusions
  - b) Motions and action items with name and due date
  - c) Copies of handouts
  - d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
9. Subcommittee reports
10. Items reported out of executive session
11. Next meeting--date and location

#### **7.0 Vote**

##### **7.1 Approval of an action**

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

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

### **7.1.1 Actions requiring approval by a majority vote**

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Authorization of a Sponsor ballot

### **7.1.2 Actions requiring approval by a two-thirds vote**

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

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

\*Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board.

## **7.2 Approval of moving a draft standard to Sponsor ballot**

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

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

1. Approve

2. Do Not Approve (the reasons for a negative vote should be given and should include specific wording or actions that would resolve the objection)
3. Abstain
4. Present

### **7.3 Proxy Voting**

The Sponsor does not allow proxy voting.

### **7.4 Voting between meetings**

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#). The response period for an electronic ballot shall be at least 14 days. When sufficient ballots have been returned to determine the outcome of a vote the Chair may announce the result and declare the balloted issue either approved or disapproved as determined by the received ballots. Within 7 days of the response period for an electronic ballot, the Chair shall publish to the Sponsor Members the outcome of the ballot, including the balloting position of each Voting Member who voted in the ballot.

### **8.0 Communications**

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

#### **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 and the Sponsor officers.

#### **8.2 External communication**

Inquiries relating to the Sponsor 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.

#### **8.3 Public statements for standards**

All Sponsor public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

##### **8.3.1 Sponsor and subgroup public statements .**

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures. 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, release of the position statement will be withheld pending failure of the blocking motion.

### **8.3.2 Subgroup public statements**

Subgroup public statements shall not be released without prior approval of the subgroup as per Clause 7.1.2 of these procedures. Such public statements also require approval of the Sponsor. 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, release of the position statement will be withheld pending failure of the blocking motion.

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

### **8.3.3 Public statements to be issued by other entities**

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

### **8.4 Informal communications**

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

### **8.5 Standards publicity**

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote its activities. All communications shall comply with subclause [5.1.3](#) of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernmental bodies. Please see subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

### **9.0 Interpretations**

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations of standards shall be approved by *at least a two-thirds* approval vote of a group *determined by the Sponsor*. Every effort should be made to ensure that the group reflects a balance of those who are materially interested.

## **10.0. Appeals**

The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the subcommittee or working group. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. If the Sponsor must conduct an appeal, it shall comply with clause 5.8 of the *IEEE-SA Standards Board Operations Manual*.

## **11. DASC Awards Committee**

The DASC shall have a standing Awards Committee.

The awards committee shall develop an awards program to recognize meritorious work by DASC members. The committee shall also vote to recommend DASC members for the IEEE SA Standards Medallion and other appropriate IEEE awards. The awards committee shall be comprised of the DASC officers plus up to three other members appointed by the chair. The Awards Committee shall be run by a chair elected by the committee. Decisions of the committee require confirmation by the DASC.