

IEEE-SA Sponsor Policies and Procedures for Standards Development

SISO-ADM-017-2011

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IEEE-SA Sponsor Policies and Procedures for Standards Development

Revision History

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SISO-ADM-017-2011	Entire Document	11 April 2011	Established as document separate from SISO-ADM-002 as required by IEEE-SA Standards Board Audit Committee

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1 PURPOSE

In 2003, the Simulation Interoperability Standards Organization (SISO) Standards Activity Committee (SAC) was recognized as a sponsor of standards under the Institute of Electrical and Electronic Engineers, Computer Society, Standards Activity Board (IEEE-CS SAB). From 2003 thru 2009, SISO-ADM-002, Policies and Procedures, Section 9, governed the operations of SISO SAC and SISO Product Development Groups in the development and maintenance of the IEEE 1278, IEEE 1516, and IEEE 1730 families of standards.

In 2009, the IEEE Standards Association, Standards Board (SASB) Audit Committee (AudCom) directed all sponsors develop sponsor policies and procedures based on baseline policies and procedures provided by the Audit Committee and directed all working groups develop policies and procedures based on baseline policies and procedures provided by the Audit Committee. In 2010, the Audit Committee directed that such policies and procedures be separate from any policies and procedures of SISO.

This document serves to meet the requirements of the IEEE SASB AudCom with respect to Sponsor policies and procedures.

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2 SCOPE

SISO SAC is a Sponsor of IEEE standards under the Institute of Electrical and Electronics Engineers Computer Society Standards Activity Board (IEEE-CS SAB). For issues related to the development of IEEE standards, SISO SAC reports through the IEEE-CS SAB to the IEEE Standards Association (IEEE-SA).

Section 3, Policies and Procedures for SISO Standards Activity Committee, describes the SAC's activities solely as they pertain to its role as an IEEE Sponsor. Section 3 is based on the IEEE Standards Association (IEEE-SA) Sponsor Baseline Policies and Procedures for Standards Development (Dec 2010). Clauses of these procedures were renumbered as subsections under this section with the second through fourth levels corresponding to the clause numbers in the baseline policies and procedures. Other formatting changes were implemented to follow the style of SISO documents. When operating in the role of IEEE Sponsor, Section 3 of this document takes precedence over all SISO policies and procedures.

The IEEE-SA required the baselines be adopted intact, with modification of some clauses allowed as indicated in the baseline document. Modifications for additional unique Sponsor details may be proposed, which will be audited by the IEEE-SA Standards Board Audit Committee, once approved by SISO. SISO has attempted to adopt the baseline policies and procedures intact, however, there are sections where SISO's organization and business model required minor modifications to the baseline policies and procedures. These unique Sponsor details are specified in sections 3.11 and following.

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3 POLICIES AND PROCEDURES FOR SISO STANDARDS ACTIVITY COMMITTEE

3.1 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 business of SISO SAC. For the development of standards, openness and due process must apply, 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
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Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Operating Procedures. The Operating Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly*

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Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

3.1.1 IEEE SPONSOR SCOPE

Simulation Interoperability

3.1.2 ORGANIZATION OF THE SPONSOR

The Sponsor shall consist of officers (see section 3.3), and other members.

3.2 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

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- k. Handling appeals as described in section 3.10

3.2.1 SPONSORSHIP

SISO SAC 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, SISO SAC is responsible for those IEEE-SA Standards Board approved projects(s) for which SISO SAC has been identified as either the sponsoring organization or where SISO SAC has been identified by a project being sponsored by two or more sponsors.

3.2.1.1 SOLE SPONSOR RESPONSIBILITY/ACCOUNTABILITY

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

3.2.1.2 CO-SPONSOR RESPONSIBILITY/ACCOUNTABILITY

When the breadth of interest in a standard is great enough that one or more Committees outside of SISO SAC have been identified as having a sponsorship role, SISO SAC shall either, assume the responsibility and be accountable for the standard, or shall provide support to another committee assuming the sponsorship role, 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 SISO SAC agreement to co-sponsor requires a majority approval vote of SISO SAC and a majority approval vote of the SISO Executive Committee.

3.3 OFFICERS

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

The Chair shall be a member of any grade (except students) 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. (See section 3.13.1)

3.3.1 ELECTION OR APPOINTMENT OF OFFICERS

Officers shall be elected in accordance with the procedures of SISO as defined in SISO-ADM-002, Policies and Procedures and summarized below.

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- a. Within thirty days after each annual SISO election, SISO SAC elects a Chair, Vice Chair, and Secretary. Members eligible for office and members eligible to vote are those that will be on the committee the following year.
- b. The Chair and Vice Chair of SISO SAC must be different individuals, and one may serve as Secretary if SISO SAC so votes.
- c. Only elected at-large members of SISO SAC may become an officer of SISO SAC or participate in the election of the officers of SISO SAC. Members desiring to become officers self-nominate for their desired office to the current SAC Chair and the SAC membership via the committee's electronic discussion forum. If multiple members self-nominate for the same position, the current Chair will hold an election for that office. For offices with only one self-nominee, the current Chair will declare the nominee elected by acclamation.
- d. The results of the SAC officer elections are confirmed by the SISO Executive Committee.

3.3.2 TEMPORARY APPOINTMENTS TO VACANCIES

If an elected officer of SISO SAC resigns, is removed, or is unable to perform the duties of that office, the Chair or Vice Chair (if the Chair office is vacant) shall hold an election to fill the vacancy. The election may be held at a face-to-face meeting or via an electronic ballot using the Sponsor electronic discussion forum. In either case, an announcement of the vacancy and a reason for the vacancy shall be made on the Sponsor electronic discussion forum. Sponsor elected-at-large members shall be provided at least 10 working days to self-nominate for the vacant position. In the case of a face-to-face meeting, the presiding chair shall present the nominees, allow for additional self-nominations from the floor, and hold the election. Electronic ballots shall be conducted using the balloting capability of the electronic discussion forum and will remain open for at least 5 working days. The results of any SISO SAC officer elections are confirmed by the SISO Executive Committee. In the case of a lack of nomination at an election, a temporary appointment may be made for a period of up to 12 months.

3.3.3 REMOVAL OF OFFICERS

Any member of SISO SAC, including officers, may be removed from office or membership for conduct prejudicial to achieving the responsibilities of the committee. Allegation of such conduct may be reported to the SISO Executive Committee (the committee having removal authority over SISO SAC) by any SISO member. The reported SAC member shall be officially notified of the prejudicial conduct and removal action initiated if the member refuses to correct the conduct. Examples of conduct prejudicial to achieving responsibilities include but are not limited to:

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- a. Failure to attend meetings
- b. Failure to fulfill assigned responsibilities
- c. Failure to follow SISO policies and procedures
- d. Failure to follow IEEE policies and procedures
- e. Direct violation of the IEEE Code of Ethics or the Code of Professional Ethics for Simulationists

Any member of the SAC may be removed from office by a two-thirds majority vote of the voting membership of the SISO Executive Committee. If the individual is a SISO Executive Committee member, that member shall excuse him/herself from voting. [Adapted from section 7.3 of SISO-ADM-002]

3.3.4 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.

3.3.4.1 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 P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- o. Submitting the Sponsor's annual report to the IEEE-SA Standards Board

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- p. Submitting an Annual Financial Report (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups
- q. Serving as ex-official voting member of the SISO Executive Committee
- r. Serving as liaison to the IEEE-CS Standards Activity Board (see section 3.3.4.2)
- s. Ensuring that SISO SAC members are selected to oversee various technical areas and other standards related activities

3.3.4.2 VICE CHAIR

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 him- or herself (e.g., to speak for or against a motion)
- b. Serving as an ex-official voting member of the SISO Conference Committee
- c. Serving as liaison to the IEEE-CS Standards Activity Board, if designated by the Chair

3.3.4.3 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 (See section 3.13.2.1)
- 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 (See section 3.13.2.2)
- c. Recording of minutes of each meeting and publishing them within 60 calendar days of the end of the meeting (See section 3.13.2.3)
- 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 (See section 3.13.2.4)
- g. Recording of the attendance of all attendees (See section 3.13.2.5)
- 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 MEMBERSHIP

3.4.1 VOTING MEMBERSHIP

The members of SISO SAC are elected by eligible voters of SISO in accordance with the procedures specified in SISO-ADM-002, Policies and Procedures. Members of the SAC shall maintain membership in SISO through the entire term of their membership on the SAC. There are eleven elected members of the SAC, ten elected at-large, plus the elected Vice Chair of the SISO Conference Committee. The Chair of the SAC may, with the approval of the other elected SAC members, appoint up to four additional SISO members should such appointment be considered in the best interest of SISO. The total number of SAC members, up to fifteen, is

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based on the number of Product Development Groups, Product Support Groups, Study Groups and liaisons with other Standards Development Organizations. All members of SISO SAC, elected and appointed, are voting members.

The ten at-large members are elected to two-year staggered terms with approximately one-half of these terms expiring each year. A SISO SAC member is limited to two consecutive terms on the SAC.

Each member is expected to attend meetings of SISO SAC whether face-to-face or via teleconference and participate in discussions on the SISO SAC electronic discussion forums.

3.4.2 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 section 3.4.1. 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 (*see section 3.3.3*).

If an elected-at-large member of SISO SAC resigns or is removed, the Chair fills the vacancy with an SISO Executive Committee-approved appointment from the general SISO membership to complete the normal term of office of the resigned or removed elected-at-large member.

If, after an election, SISO SAC does not have enough existing and new members to fill its authorized membership, the Chair may fill the vacancy with an EXCOM-approved appointment. The appointed member will be considered an elected-at-large member and shall serve the full term of office of the vacant position.

If a Chair-appointed member of SISO SAC resigns or is removed, the Chair fills the vacancy with a SAC-approved appointment to serve until the end of the next Fall Simulation Interoperability Workshop.

3.4.3 MEMBERSHIP ROSTER

The Secretary shall maintain a current and accurate Sponsor roster. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: Chair, Vice Chair, Secretary
- d) Members: for all, name, e-mail address and affiliation

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3.4.4 MEMBERSHIP LIST

The Secretary shall maintain a current and accurate membership list. 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
- d) Members: for all, name, affiliation (See section 3.13.3)

3.5 SUBGROUPS, STUDY GROUPS, AND WORKING GROUPS CREATED BY THE SPONSOR

3.5.1 ADMINISTRATIVE SUBGROUPS (NOT APPLICABLE)

3.5.2 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. (See section 3.13.4.1)

The Sponsor shall ensure that all working groups adopt procedures consistent with the baseline Policies and 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. (See section 3.13.4.2)

3.5.3 WORKING GROUPS – ENTITY METHOD (NOT APPLICABLE)

3.5.4 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.

SISO SAC does not form Standards Study Groups. Within SISO, a proposal to initiate a standards development project, regardless of which Standards Development Organization (SDO) the project will be targeted toward, is titled a Product Nomination. The Product Nomination will describe the project including the proponents for the project, provide a justification of the need for the project, describe the maturity of the concept and identify the

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development approach, including the recommended SDO with the rationale for the recommendation. The SAC reviews and approves the product nomination by majority vote and forwards the Product Nomination to the SISO Executive Committee for review and approval. If approved, the SAC and project proponents establish a Product Development Group.

For the purposes of these policies and procedures, the described functions of a Standards Study Group are shared by the SAC and the Product Development Group. The SAC performs the evaluation of the need and approach of the project and when approved, the Product Development Group develops the draft PAR for SAC approval and forwarding to the IEEE-SASB New Start Committee within the allocated 6 months. Once the PAR is approved, the Product Development Group assumes the dual role as the Working Group and will be subject to SISO-ADM-018, Policies and Procedures for IEEE Standards Working Groups Formed Under the Standards Activity Committee.

3.5.5 OTHER SUBGROUPS (NOT APPLICABLE)

3.6 MEETINGS

Sponsor meetings shall be held, as decided by the Sponsor 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. A 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Notification of the potential for action shall be included on any distributed agendas for meetings. (See section 3.13.5)

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 section 3.6.3).

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 section 3.7.4. For Sponsors with less than 50 voting members, a quorum shall be defined as a majority of the current voting membership. For Sponsors with 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.

3.6.2 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.

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3.6.3 EXECUTIVE SESSION

Meetings to discuss personnel or 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.

3.6.4 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 if established. 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 shall make the decision to grant such relief. These discussions shall remain private. (See section 3.13.6)

3.6.5 MINUTES

The minutes shall record the essentials, including the following:

- a. Name of group
- b. Date and location of meeting
- c. Officer presiding, including the name of the secretary who wrote the minutes
- d. Attendance, including affiliation
- e. Call to order, Chair's remarks
- f. Approval of minutes of previous meeting (See section 3.13.7.1)
- g. Approval of agenda (See section 3.13.7.2)
- h. Technical topics
 1. Brief summary of discussion, pros and cons, and conclusions
 2. Motions and actions items with name and due date
 3. Copies of handouts
 4. 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
- i. Subcommittee reports
- j. Items reported out of executive session
- k. Next meeting--date and location

3.7 VOTE

3.7.1 APPROVAL OF AN ACTION

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in *sections* 3.7.1.1 and 3.7.1.2. A majority (or two-thirds) vote is defined as either:

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- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority 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 e-mail), a vote carried by majority 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.

3.7.1.1 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 (See section 3.13.8)
- d. Authorization of a Sponsor ballot

3.7.1.2 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 a subgroup (sections 3.5.2 and 3.5.4) member or officer
- f. Removal of any SAC member or officer by SISO EXCOM
- g. Approval of interpretations for any standard

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

The following action requires approval by a two-thirds vote of the voting membership of the Sponsor:

- a. Sponsor overturn of a SISO Appeals Board Determination

3.7.2 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. 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 Sponsor member shall vote one of the following positions:

- a. Approve
- b. Do Not Approve (the reasons for a negative vote should be given)
- c. Abstain

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3.7.3 PROXY VOTING

SISO SAC does not allow proxy voting.

3.7.4 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\(4\)](#).

3.8 COMMUNICATIONS

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

3.8.1 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.

3.8.2 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.

3.8.3 PUBLIC STATEMENTS FOR STANDARDS

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

3.8.3.1 SPONSOR AND SUBGROUP PUBLIC STATEMENTS

Sponsor public statements shall not be released without prior approval by the Sponsor, which requires two-thirds vote per section 3.7.1.2 of these procedures.

3.8.3.2 SUBGROUP PUBLIC STATEMENTS

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

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

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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.

3.8.3.3 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.

3.8.4 INFORMAL COMMUNICATIONS

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

3.8.5 STANDARDS PUBLICITY

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

3.9 INTERPRETATIONS

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

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

3.10 APPEALS

The Sponsor recognizes the right of appeal on procedural grounds. 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 Sponsor is performed in an identifiable manner.

Every member of SISO shall have the right to appeal the actions of the SISO committees, panels, groups or their leadership. These appeals may be made at any time during the process of executing the activities of SISO. Persons who have directly and materially affected interests and who have been, or could reasonably be expected to be, adversely affected by the action, or by the lack of action in any part of the SISO processes, shall have the right to appeal provided:

- a. That technically based appeals, or technical elements of appeals, shall be resolved at the level of the cognizant working group; and

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- b. That claims based solely on ethical considerations shall only be considered under the provisions of SISO-ADM-002, Policies and Procedures, section 7; and
- c. That the action being appealed occurred within 30 days of the submission of the appeal.

If there is an issue of concern, all efforts to resolve the issue with the parties involved should be made before resorting to the appeals process. SISO SAC shall fully explain the appeals process and possible outcomes to all involved parties so that they can make an informed decision to whether or not an appeal is the best or only path to resolution of their concern(s). If the appeals process must be invoked, the party making the appeal should clearly state these items in writing:

- d. Decision or action being appealed.
- e. Why the decision or action is in question.
- f. What effect the decision has had on the appellant.
- g. What the appellant feels can be done to correct the matter.

The first level of appeal within SISO is the SISO Appeals Board. The SISO Appeals Board consists of the Vice Chair of the Executive Committee (Appeals Board Chair), the Vice Chair of the Conference Committee, and the Vice Chair of the SAC. If any member of the Appeals Board is a party of an appeal, the Chair of the Executive Committee shall appoint another member of the respective committee to serve on the Appeals Board for the specific appeal.

Upon receipt of an appeal, the board will determine if the appeal meets the criteria of this section. If the appeal meets the criteria, the Appeals Board will determine the facts of the appeal and determine if the decision or action violates any of the documents referenced in section 3.1 of this document; SISO-ADM-002, Policies and Procedures; or any subordinate SISO administrative documents. The Appeals Board may, if it determines it necessary, request an interpretation of the SISO administrative document from the Executive Committee Chair. Once the determination has been made, the Appeals Board Chair will provide the appellant and the party(ies) whose actions are being appealed a written Appeals Board Determination that includes the findings and directed resolution.

Either party in the appeal may choose to elevate the appeal to the second level of appeal. The decision to elevate an appeal to a higher level must be made in writing to the Appeals Board Chair within 15 working days from the date of the Appeals Board Determination. The notification of a decision to elevate the appeal should clearly state why the Appeals Board determination is in question.

The second level of appeal within SISO is either the Sponsor (for appeals related to SISO sponsored IEEE activities) or the Executive Committee (for all other appeals). Upon receipt of a notification of a decision to elevate an appeal, the Appeals Board Chair will provide the Sponsor Chair with a copy of the original appeal, a copy of the Appeals Board Determination, and a copy of the notification of the decision to elevate the decision.

The Sponsor shall review the information and make a determination if the Appeals Board Determination was in error. The Sponsor shall require an affirmative vote of two-thirds of the eligible Sponsor members to overturn the Appeals Board Determination. The Sponsor Vice

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Chair is not eligible to vote on an elevated appeal.

If the Appeals Board Determination is overturned, the Sponsor shall identify an alternate resolution and the Sponsor Chair will provide the appellant and the party(ies) whose actions are being appealed a written determination of the appeal and the directed resolution.

The Sponsor shall be the final SISO level of appeal for Product Development Groups having the dual role as IEEE working groups. Additional appeals shall be to the IEEE as described in the IEEE-SA Standards Board Bylaws.

3.11 RELATIONSHIP WITH OTHER PROFESSIONAL ORGANIZATIONS

SISO is an international standards development organization (SDO) that is responsive to the broad Modeling and Simulation community and develops standards and products using a range of options including other SDOs (such as the IEEE). When SISO products are developed, the SISO Policies and Procedures will apply. When developing standards in cooperation with another SDO, a relationship will be established and mutually agreeable policies and procedures will be worked out. Subject to the approval of the SISO Executive Committee, the SAC will identify and approve liaisons to other SDOs.

3.12 SISO BUSINESS PROCESSES

The membership of SISO consists of volunteers from across the modeling and simulation community that may be sponsored by their employers to support the SISO conference and standards development activities. While the level of support from an individual member varies greatly according to their sponsors, our analysis of level of support indicates that 10-15% of an individual's time is the best we can expect. In recognition of both the limited available time of our members and also recognizing their employers will on occasion reassign the members to other tasks that further limit their ability to support SISO activities, SISO has developed business processes that allow SISO to efficiently perform its activities while maintaining the discipline required by standards development.

SISO committees and groups are provided the capability to asynchronously collaborate on a daily basis through tools available on the SISO web site. The primary collaboration tool is a web discussion board that allows members of the SAC (and SISO) to initiate discussions and conduct these discussions in a series of threads. The board also acts as an e-mail reflector, allowing each member to receive and reply to postings on the board directly on their e-mail account. The board allows documents and files to be distributed and incorporates a balloting tool the Chair may use to conduct electronic voting. Another tool available on the web site is a digital library where the committee can file their documentation. Tools are also available to support review/comment rounds on draft documents. Finally, SISO provides teleconferencing capabilities to all the committees and groups.

SISO contracts for administrative support to our activities and committees. This contracted support maintains our web site, supports our conference activities, and provides an administrator who attends meetings and supports the secretary with the duties identified above.

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In addition to the continuous discussions on the discussion forum, SISO SAC meets twice monthly via teleconference and twice yearly at face-to-face meetings held in conjunction with the SISO-sponsored Simulation Interoperability Workshops. The SAC Chair establishes a regular schedule for the teleconferences and the face-to-face meetings and, at the Chair's discretion, schedules actions to occur at the next meeting or via electronic ballot. The Chair may also schedule special called meetings for specific business discussions and actions. The SAC may meet in executive session when appropriate.

3.13 SISO SAC UNIQUE POLICIES AND PROCEDURES

From 2003 to 2009, the SAC was successful in negotiating mutually agreeable policies and procedures with the IEEE that allowed the SAC to operate under a single set of policies and procedures for all standards development activities. Since 2009, the mandated application of baseline policies and procedures by the IEEE-SA has resulted in a situation where the SAC has to adhere to policies and procedures that conflict with SISO Policies and Procedures and business processes. This situation threatens the efficiency of the SAC and increases the potential for mistakes by the members of the SAC.

To alleviate these risks, the SISO Executive Committee and Standards Activity Committee respectfully request the IEEE-SASB Audit Committee consider and approve the following Sponsor unique modifications the policies and procedures identified above.

3.13.1 OFFICERS

3.13.1.1 SIMULTANEOUS SERVICE

Change the first paragraph of Section 3.3 to read:

There shall be a Chair, a Vice Chair, and a Secretary. The Chair and Vice Chair of the SAC shall be different individuals, and one may serve as Secretary if the committee so votes.

Rationale: Consistency with SISO Policies and Procedures, SISO-ADM-002.

3.13.1.2 IEEE, IEEE-CS, AND IEEE-SA MEMBERSHIP

Add the following as the last paragraph of Section 3.3:

The SAC Chair shall be a member of the IEEE Computer Society (IEEE-CS). The SAC Vice-Chair, if designated liaison to the IEEE-CS Standards Activity Board, shall be a member of any grade (except students) of the IEEE, a member of the IEEE-CS, and a member of the IEEE-SA.

Rationale: The SAC is a sponsor under the IEEE Computer Society and serves as a member of the IEEE-CS Standards Activity Board. When the SAC Vice-Chair is designated liaison to the IEEE-CS SAB and identified as the IEEE-SA point of contact for SISO, the vice-chair should meet the same membership requirements as the Chair.

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3.13.2 SECRETARY

3.13.2.1 MEETING NOTICES

Change Section 3.3.4.3a to read:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 10 calendar days before the meeting

Rationale: The SAC business process and the frequency of SAC meetings preclude 30-day notification for meetings.

3.13.2.2 MEETING AGENDAS

Change Section 3.3.4.3b to read:

- b) Distributing the agenda at least 5 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings

Rationale: The SAC business process and the frequency of SAC meetings preclude 14-day distribution.

3.13.2.3 RECORDING OF MINUTES

Change sections 3.3.4.3c to read:

- c) Ensuring the recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting

Rationale: SISO provides administrative support to the SAC for the recording of meeting minutes. The secretary's responsibility is to ensure the minutes are recorded and published.

3.13.2.4 MAINTENANCE OF LISTS

Change section 3.3.4.3f to read:

- f) Ensuring lists of unresolved issues, action items, and assignments are maintained

Rationale: SISO provides administrative support to the SAC for the recording of meeting minutes. SAC minutes include lists of actions (including unresolved issues and assignments) and they are maintained as part of the minutes. The secretary's responsibility is to ensure the minutes are recorded and published.

3.13.2.5 RECORDING OF ATTENDANCE

Change sections 3.3.4.3g to read:

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- g) Ensuring the recording of attendance of all attendees

Rationale: SISO provides administrative support to the SAC for the recording of meeting minutes. SAC minutes include the attendance list as an integral part of the minutes. The secretary's responsibility is to ensure the minutes are recorded and published.

3.13.3 MEMBERSHIP LIST

Change Section 3.4.4d to read:

- d) Members: for all, name, email address, affiliation

Rationale: SISO Policies and Procedures allow publishing of email addresses to support SISO operations. The SAC membership list, including email addresses, is posted on the SISO Web Page. SISO believes the availability of email addresses contributes to the openness of SISO standards development.

3.13.4 WORKING GROUPS – INDIVIDUAL METHOD

3.13.4.1 WORKING GROUP CHAIR

In the first paragraph of section 3.5.2, change the last sentence from:

The Sponsor shall appoint the Working Group chair.

to:

The Sponsor shall appoint an interim chair to conduct the working group kick-off meeting. During the kick-off meeting, the interim chair shall conduct an election to select the permanent Working Group Chair, Vice-Chair, and Secretary.

Rationale: The SISO Policies and Procedures and subordinate documents require the election of all committee, group, or panel officers by the members of the committee, group, or panel.

3.13.4.2 WORKING GROUP POLICIES AND PROCEDURES

Add as last paragraph to section 3.5.2:

All working groups formed under the SAC shall operate in accordance with SISO-ADM-018, Policies and Procedures for Working Groups Formed Under the Standards Activity Committee.

3.13.5 MEETINGS

Change section 3.6 to read:

A 10-calendar day meeting notice and 5 day agenda shall be distributed to all members via a SISO SAC electronic discussion forum. Notification of the potential for action shall be included on any distributed agendas for meetings.

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Rationale: The SAC is scheduled to meet twice monthly, approximately every 14 days. The frequency of these meeting precludes 30-day meeting notices and 14-day distributed agendas.

3.13.6 MEETING FEES

Add to Section 3.6.4 as the last paragraph in the section:

For meetings held in conjunction with SISO-sponsored conferences or workshops, all members and attendees are subject to payment of the conference or workshop registration fee to cover the SISO expenses. For these meetings, no other meeting fees are required from SAC members.

Rationale: Consistency with SISO business model.

3.13.7 MINUTES

3.13.7.1 FORMAL APPROVAL OF MINUTES

Delete section 3.6.5f

Rationale: Minutes of all SISO SAC meetings are recorded at the meeting and published to the members for review/comment on their electronic discussion forum immediately after the meeting. After incorporation of any corrections and approval of the Chair, the minutes are considered approved and published on the SAC public electronic discussion forum and filed in the SAC digital library. The entire process is typically complete within 2-3 days of a meeting. This process precludes the need for formal action at the next meeting.

3.13.7.2 FORMAL APPROVAL OF AGENDA

Delete section 3.6.5g

Rationale: SAC meetings are conducted using a regular agenda and any planned actions are discussed on the electronic discussion forum and the decision to add them to the agenda is made based on these open discussions. The regular agenda and the open discussion of planned actions preclude the need for formal approval of the agenda at the meeting.

3.13.8 FORMAL APPROVAL OF MINUTES

Delete 3.7.1.1c

Rationale: Under SAC business processes, meeting minutes are approved through consensus in open discussion. Formal voting for approval is not required.