

Operations Manual for the IEEE Communications Society Standards Development Board

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0.1	9-Feb-2016	Initial Draft for review
0.2	26-Apr-2017	Updated Clauses 4, 7.1, and 9
0.3	26-Apr-2017	Updated Table of Contents, and Clauses 4, 7.1, and 9
0.4	13-May-2017	Updated Clauses 4 and 9, and Table of Contents
0.5	28-Jun-2017	Updated clause 6.4
0.6	29-Jun-2017	Added clause 4.1 “Voting Eligibility”; Added return requirements for Letter Ballots in clause 6.4; Fixed URL for reference [1]; Updated Table of Contents
0.7	14-Aug-2017	Modified the item 9.c

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1. Preface

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.

This Operations Manual outlines the orderly transaction of standards activities of the IEEE Communications Society Standards Development Board, herein after referred to as "COM/SDB".

Every input, behavior, and action has both a contributory and a potential legal consequence. This manual helps protect the COM/SDB members and the IEEE by establishing the necessary framework for a sound standardization process.

2. Modifications to These Procedures

This operations manual describes in detail the orderly transaction of business by the COM/SDB. The COM/SDB may amend these procedures as required. Amendments to these rules shall require an approval by at least two-thirds of the voting members.

3. Hierarchy

The *IEEE Communications Society Standards Development Board Policies and Procedures for Standards Development* [1] takes precedence to this document.

This document takes precedence to Robert's Rules of Order Newly Revised (Robert's Rules) [2].

4. Membership

The COM/SDB Policy and Procedures state attendance criteria for maintaining voting rights (see Clause 4.1 in [1]).

The minimum number of voting members in COM/SDB shall be five and the minimum size of a quorum at a meeting shall be three. If the voting membership falls below five, the Chair shall review the voting membership list and take appropriate action in accordance with Clauses 4.2, 4.1, and 4.1.1 in [1]).

Ex-officio and advisory members of COM/SDB can make and second motions but do not have voting rights.

4.1 Voting Eligibility

Voting eligibility is maintained through consistent participation in COM/SDB meetings and COM/SDB Letter Ballots.

To retain voting eligibility, attendance of at least one of the two immediately previous meetings is required (See section 4.1 in [1]).

For the purposes of maintaining voting eligibility, each COM/SDB Letter Ballot is treated as a separate COM/SDB meeting. A failure to respond to a COM/SDB Letter Ballot within the allotted voting period is treated as missing a meeting and a vote on a Letter Ballot received within the allotted voting period (including the ‘Abstain’ vote) is treated as attending a meeting.

5. COM/SDB Meetings

There are specific membership requirements for attending IEEE P1904.1 COM/SDB meetings. However, any entity may attend any portion of one COM/SDB meeting as a Visitor. A Visitor is obligated to comply with the registration requirements for the COM/SDB meeting, including payment of any registration fees.

For the purposes of this document, a “meeting” is defined as, but is not limited to, any meeting of the IEEE P1904.1 COM/SDB or any of its subgroups, or any call for interest at a COM/SDB meeting.

6. Conducting Votes

Two types of votes exist for the COM/SDB: votes that require a supermajority and procedural votes that require simple majority (see COM/SDB Policies and Procedures [1], Clause 7).

6.1 Vote by Voice

At the COM/SDB meetings, at the discretion of the Chair, matters may be decided by voice vote of the COM/SDB voting members.

6.2 Counted Vote

When a counted vote is called by the Chair at a meeting where at least some of the voting members attend via teleconference, the Chair shall call each attending voting member by name, and the voting member shall state their vote on the given motion. The Chair then shall announce the vote tally and determination of whether the motion has passed or failed. The minutes of the meeting shall only include the final tally, but not the individual votes of the COM/SDM members.

6.3 Roll Call Vote

If a Roll Call vote is called, the Chair shall proceed according to these three options.

- a) The Chair may hold the vote
- b) The Chair may hold a vote on the question of whether to hold a roll call vote. This vote shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted by

dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.

- c) The Chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The Chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

For each request for a roll call vote, the minutes shall include:

- i. The entity name and the name of the requestor of the roll call vote.
- ii. The decision of the Chair on the request and,
- iii. The results of the vote on whether to hold the roll call or the reasons of the Chair for denying the roll call vote.

For each roll call vote, the minutes shall include each member's name, entity name, their vote and the final result of the vote.

6.4 Voting by Letter Ballot

Matters not decided by voting at meetings may be decided by a COM/SDB Letter Ballot at the discretion of the COM/SDB Chair. A COM/SDB Letter Ballot may be conducted by electronic means.

A moved and seconded motion intended to be decided by COM/SDB Letter Ballot shall first be posted for discussion. The discussion period shall be at least 7 days. Upon completion of the discussion period, the chair shall announce the start of the voting period.

Approvals of motions decided by COM/SDB Letter Ballot require the same approval levels required at the meetings. For a motion to be approved by COM/SDB Letter Ballot, at least 50% of the voting members at the time the COM/SDB Letter Ballot is announced shall respond to the COM/SDB Letter Ballot. The response time shall be at least 7 days.

The vote for the COM/SDB Letter Ballot can be any of the following: APPROVE, DISAPPROVE, or ABSTAIN.

The COM/SDB Letter Ballot is considered to close successfully if a two-thirds majority of COM/SDB voting members have responded to the Ballot and the abstention rate does not exceed 30% of all responses. The COM/SDB Chair may vote in COM/SDB Letter Ballots. If the Ballot has not closed successfully, the COM/SDB Chair may cancel the COM/SDB Letter Ballot or extend the voting period.

The voting period shall not be shortened, even if the required number of votes to successfully close the Letter Ballot have been received.

7. COM/SDB Financial Operations

COM/SDB treasury is created to enable participation in standards governance (in COM/SDB and IEEE-SA on behalf of IEEE ComSoc) as well as in activities supporting standards governance by the qualified IEEE ComSoc volunteers who are

- a) Neither personally materially interested in standards that are within technical scope of IEEE Communications Society;
- b) Nor employed by organizations, including academic, governmental, non-profit, or commercial entities, with a material interest in standards that are within the technical scope of IEEE Communications Society;
- c) Nor affiliated with organizations, including academic, governmental, non-profit, or commercial entities, for the purpose or the activities related to standards that are within the technical scope of IEEE Communications Society.

Usage of treasury funds shall be limited to the following activities:

- New projects development;
- Active projects oversight; and
- Other activities related to IEEE Standards Governance within IEEE ComSoc or in IEEE-SA on behalf of IEEE ComSoc.

7.1 Collection of funds

COM/SDB Treasurer is responsible for collecting funds from Working Groups directly under COM/SDB and from Standards Committee Sponsors that have been set up by COM/SDB in amounts defined by COM/SDB P&P [1].

7.2 Disbursement of Funds

The COM/SDB Chair shall review all requests for funding and shall make determination about the validity of each request as specified in COM/SDB Policies and Procedures [1], Clause 3.4.1, items P through U.

If a request for funding is received from the Chair of the COM/SDB, the Vice-Chair shall assume the responsibility for items P through U listed in section 3.4.1.

8. Subgroups

From time to time, the COM/SDB may determine that forming a subgroup would expedite the completion of its work. A subgroup can be in the form of a task force or other informal bodies at the discretion of the COM/SDB Chair. The formation of any task force or other subgroup of the COM/SDB shall be affirmed by a majority of the COM/SDB voting members.

9. Criteria for new PARs

The COM/SDB shall consider, and the Project Authorization Request (PAR) Study Group or Working Group shall therefore address, the following issues when evaluating a project proposal:

- a) Potential market acceptance of the standards project, including technical feasibility
- b) Relationship to related standards, if known, including its distinct identity from other projects
- c) Relevance to emerging technologies, e.g., those in pre-competitive phase of development and having a Scholarly value/potential
- d) Viable volunteer leadership and participation
- e) Realistic scope and objectives

10. References

- [1] IEEE Communications Society Standards Development Board Policies and Procedures for Standards Development, Accepted 6 March 2013
<http://standards.ieee.org/about/sasb/audcom/pnp/ComSoc.pdf>
- [2] Henry M. Robert III, et al, *Robert's Rules of Order: Newly Revised*, 10th Edition (Cambridge: Da Capo Press 2000).