

**CHANGE 1**  
**[IEEE SA Standards Board Bylaws]**  
**(Approved by ProCom: December 2022)**  
**(Approved by SASB: January 2023)**  
**(Approved by BOG: February 2023)**

## **IEEE SA Standards Board Bylaws**

### **5.2 Standards-development process**

#### **5.2.1 Participation in IEEE standards development**

~~A participant is anyone who engages in or contributes to IEEE standards development activities, e.g., by attending committee or subgroup meetings, joining an email reflector, voting, participating in the IEEE Standards Association balloting process, or submitting comments as part of the IEEE Public Review process.~~

~~A participant in a Standards Committee is an individual who engages in Standards Committee standards development activities.~~

~~A participant in a Working Group is an individual or entity that engages in Working Group standards development activities.~~

~~A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or Standards Association balloting process.~~

Participants in the IEEE standards development individual process shall act based on their qualifications and experience.

Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, and ~~with~~ IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants ~~in~~ standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with *IEEE Policies* Section 9.9 on Conflict of Interest.

~~All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.~~

~~Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and liaison representatives shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.~~

The IEEE SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE SA Standards Board.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

#### **5.2.1.1 Membership requirements for Working Groups developing standards developed under the individual method**

Officers of IEEE standards working groups developing standards under the individual method shall be members of IEEE SA and shall also be either IEEE members of any grade, (except Student grade), or IEEE affiliates. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association individual ballot process shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

No other participant in a Working Group developing standards under the individual method shall be required to pay a membership fee as a condition to become a member of the Working Group.

#### **5.2.1.2 Membership requirements for Working Groups developing standards developed under the entity method**

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of Entity Members of IEEE SA. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association entity ballot process shall be representatives of Entity Members.

Every entity participating in an IEEE SA entity standards working group is required to be an Entity Member of IEEE SA to become a working group member or hold voting privileges. Entity nonmembers may observe IEEE SA entity standards working group meetings, obtain read-only access to IEEE repositories of IEEE SA entity standards working group email communications and documentation, and may speak at IEEE SA entity standards working group meetings at the discretion of the working group chair.

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting members in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators. Each Standards Committee responsible for the entity project is permitted to send a designated Standards Committee Representative (SCR) to meetings of that entity-based working group in a non-voting role.

The following qualify as entities for standards-development purposes:

*Corporation:* A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

*Partnership:* An unincorporated association of two or more individuals who are co-owners of a business.

*Sole proprietorship:* An unincorporated business owned by a single individual.

*Government agency:* An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

*Academic institution:* An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE SA.

IEEE SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE SA.

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the participants in the individual standards working group may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

### **5.2.2 Standards Committee**

~~A Standards Committee shall be made up of any of the categories of membership described in IEEE Bylaw I 403. The Standards Committee shall have a professed interest in the development of standards (either by direct participation or by the process of review) in technological areas that fall under the general scope of interest to the IEEE.~~

All IEEE standards development shall be based on projects that have been approved by the IEEE SA Standards Board, and each project shall be the responsibility of a Standards Committee. Standards Committees are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE SA Standards Board.

The Standards Committee shall be one of the following:

- a) A Technical Committee within an IEEE Society/Council
- b) A Standards Committee or Standards Coordinating Committee of an IEEE Society/Council
- c) A Standards Coordinating Committee previously established by the IEEE SA Standards Board that is explicitly approved by the IEEE SA Standards Board to become a Standards Committee reporting to a different body
- d) A Standards Subcommittee organized by or reporting to one of the above
- e) Other organizations as recommended by the IEEE SA Standards Board and approved by the IEEE SA BOG

The IEEE SA Standards Board is not a Standards Committee, but provides oversight and guidance to assist Standards Committees when necessary.

#### **5.2.2.1 Membership requirements for Standards Committees**

~~Officers of Standards Committees shall be individual members of IEEE SA and shall also be either IEEE members of any grade (except Student grade) or IEEE affiliates. Designees (those designated to manage the Standards Association ballot) shall be members of IEEE SA and shall also be either IEEE members of any grade (except Student grade) or IEEE affiliates.~~

No other Standards Committee participant shall be required to pay a membership fee as a condition to become a member of the Standards Committee.

#### **5.2.2.21 Creation of Standards Committees**

Standards Committees formed under rule d) in 5.2.2 shall be officially recognized by the IEEE SA Standards Board only after a 75% approval by the creating committee. Once formed, Standards Committees automatically assume duties according to 5.1 of the *IEEE SA Standards Board Operations Manual*.

#### **5.2.2.32 Standards Committee responsibility/accountability**

The Standards Committee accepts responsibility for oversight of any of its assigned standards, including overseeing coordination and balloting.

When the breadth of interest in a standard is great enough so that more than one technical committee wishes to have a role in its development and oversight, a joint committee of the two or more interested committees may be formed. That joint committee, whose membership shall be determined by mutual agreement, shall assume all of the duties of a Standards Committee (see 5.1.2 of the *IEEE SA Standards Board Operations Manual*).

Changes in responsibility for projects shall be approved by the IEEE SA Standards Board.

#### **5.2.2.43 Standards Association balloting group**

Potential dominance in Standards Association ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE SA Standards Board. All individuals joining a Standards Association ballot group shall declare their employer and affiliation (see subclause 5.1.2.3 of the *IEEE SA Standards Board Operations Manual*). The Standards Committee shall review the Standards Association ballot group for balance and possible dominance. If it is suspected that the Standards Association ballot group may be dominated (see 5.2.1.3), the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s). The IEEE SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall only implement the specific corrective action(s) that have been approved by the IEEE SA Standards Board to ensure a fair and open ballot.

The Standards Association balloting group shall consist of persons who are members of the IEEE SA. Membership status shall be determined at the time a person completes the process of joining the balloting group. [Note: A Standards Association balloting group may also include non-IEEE SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE SA Standards Board Operations Manual*)]. A person is an individual or an entity representative. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of Standards Association balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a Standards Association balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

**CHANGE 2**  
**[IEEE SA Standards Board Bylaws]**  
**(Approved by ProCom: December 2022)**  
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## **IEEE SA Standards Board Bylaws**

### **7.2 Policy**

IEEE owns the copyright in all Work Products. All IEEE Work Products shall be created in an approved IEEE template.

Participants are solely responsible for determining whether disclosure of any Contributions that they submit to IEEE requires the prior consent of other parties and, if so, to obtain it. This includes, but is not limited to, disclosure of any Contributions subject to

a) Export control.

b) Confidentiality agreements, non-disclosure agreements, or trade secrets.

## CHANGE 3

**[IEEE SA Standards Association Operations Manual and IEEE SA Standards Board Bylaws]**

**(Approved by ProCom: June 2023)**

**(Approved by SASB: August 2023)**

**(Approved by BOG: September 2023)**

## IEEE Standards Association Operations Manual

### 4.2.1 IEEE SA BOG member qualifications

All members of the IEEE SA BOG shall act in accordance with IEEE Standards policies and procedures, *IEEE Code of Conduct*, *IEEE Bylaws*, and *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics. Members of the IEEE SA BOG shall reflect the technical and global standards interests of the IEEE. Consistent with IEEE Policy 9.8, the IEEE SA Nominations and Appointments Committee shall seek a diverse set of candidates representing a broad range of geographies, technical societies, and types of affiliations, e.g., industry, government, and academia.

## 5. Standing committees of the IEEE SA

All members of the standing committees of the IEEE SA, as well as the members of any ad hoc committees appointed by the BOG or the IEEE SA President, shall act in accordance with applicable IEEE Standards policies and procedures, *IEEE Code of Conduct*, *IEEE Bylaws*, *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics.

## IEEE SA Standards Board Bylaws

### 4.2 Standing committees of the IEEE SA Standards Board

All members of the standing committees of the IEEE SA Standards Board shall be members of the IEEE Standards Association, and shall act in accordance with IEEE Standards policies and procedures, *IEEE Code of Conduct*, *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics.

### 5.2.1 Participation in IEEE standards development

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, *the IEEE Code of Conduct*, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE SA database shall acknowledge the Obligations for Participation ~~and Code of Ethics~~.

**CHANGE 4**  
**[IEEE SA Standards Board Operations Manual]**  
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## **IEEE SA Standards Board Operations Manual**

### **6.1.4 Work Products**

For Work Products (see Clause 7.1 of the *IEEE SA Standards Board Bylaws*) that may be submitted to organizations external to IEEE (other than draft and approved standards), the Standards Committee and Working Group Chair shall jointly develop a plan with the IEEE Standards Department prior to submitting the Work Product(s) to the organization external to IEEE.

**CHANGE 5**  
**[IEEE SA Standards Board Operations Manual]**  
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## **IEEE SA Standards Board Operations Manual**

### **7. Liaisons with organizations external to IEEE**

#### **7.1 Liaisons from Standards Committees/Subgroups to organizations external to IEEE**

##### **7.1.1 Definition of a Standards Committee External Liaison**

A Standards Committee External Liaison is an information conduit that enables sharing of information from a Standards Committee/Subgroup to an organization external to IEEE.

A Standards Committee External Liaison shall be operated in the best interest of the Standards Committee/Subgroup and IEEE SA at all times.

##### **7.1.2 Definition of a Standards Committee External Liaison coordinator**

A Standards Committee External Liaison coordinator is appointed by the Standards Committee/Subgroup and facilitates the sharing of information from a Standards Committee/Subgroup to an organization external to IEEE (see subclauses 7.1.6 and 7.1.7).

A Standards Committee External Liaison coordinator is not an External Representative as defined in the *IEEE Standards Association Operations Manual*, subclause 7.1.1.

##### **7.1.3 General guidelines for the establishment of a Standards Committee/Subgroup External Liaison**

The Standards Committee/Subgroup shall ~~should~~ have activity in the relevant technical field of the organization external to IEEE with which the liaison is being established.

##### **7.1.4 Establishing a Standards Committee/Subgroup External Liaison**

A Standards Committee/Subgroup may ~~is interested in~~ establishing a liaison with an organization external to IEEE shall vote to establish the liaison relationship and shall coordinate with the IEEE Standards Department to establish the liaison relationship.

Establishment of a Standards Committee External Liaison shall be communicated to the appropriate IEEE SA Program Manager.

##### **7.1.5 Appointment of a Standards Committee External Liaison Coordinator**

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, the Standards Committee/Subgroup Chair shall appoint a coordinator and notify the IEEE SA Program Manager Standards Department with the name and contact information of the coordinator.

##### **7.1.6 Responsibilities of a Standards Committee External Liaison coordinator**

The Standards Committee External Liaison coordinator:



- a) Shall coordinate with the IEEE Standards Department on the administration of the liaison activities.
- ab) Shall indicate their Standards Committee/~~Subgroup~~ External Liaison coordinator role when attending meetings of the organization external to IEEE.
- c) Shall only express views authorized by or in alignment with the direction set by the Standards Committee/Subgroup from which they have been appointed while serving as the Standards Committee External Liaison coordinator in the organization external to IEEE.
- bd) ~~May~~ Shall only share IEEE information with the organization external to IEEE as authorized by the Standards Committee/Subgroup while serving as the Standards Committee External Liaison coordinator. ~~(a~~ template for sharing written information may be used and can be obtained from the IEEE SA Program Manager, ~~)~~ (see subclause 7.1.7 regarding the sharing of IEEE documents). ~~Any other information shared shall be identified as the views of the individual and not that of the Standards Committee/Subgroup.~~
- e) May represent another group ~~Recognizing that a Standards Committee External Liaison coordinator might need to represent another group~~ (such as his/her their employer and/or other affiliation), ~~the Standards Committee External Liaison coordinator is permitted to represent that group as well as while also serving~~ as the Standards Committee/Subgroup External Liaison coordinator in the same organization external to IEEE. In such a case, the Standards Committee External Liaison coordinator shall clearly identify the role associated with the views being expressed.
- f) Is not authorized by IEEE to hold a leadership role in an organization external to IEEE if their eligibility for such a role is based solely on IEEE's status in that organization.
- eg) May share materials from the organization external to IEEE with the Standards Committee/Subgroup subject to the other organization's policies and procedures. ~~(including copyright policy).~~
- dh) Is responsible for adhering to the Standards Committee/Subgroup's policies and procedures. All information shared by the Standards Committee External Liaison coordinator shall comply with the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*.
- ei) If the Standards Committee External Liaison coordinator becomes aware of IEEE copyrighted material being used in another organization's document, the Standards Committee External Liaison coordinator shall notify the IEEE SA Program Manager.

### **7.1.7 Submission of IEEE documents to an organization external to IEEE**

If a Standards Committee/Subgroup would like to share a draft IEEE standard with an organization external to IEEE, the procedures in subclause 6.1.3.4 of the *IEEE SA Standards Board Operations Manual* apply.

If a Standards Committee/Subgroup would like to share a published standard with an organization external to IEEE, please contact IEEE SA and notify the IEEE SA Program Manager.

Any requests not addressed above shall be sent to [stds-ipr@ieee.org](mailto:stds-ipr@ieee.org).

### **7.1.8 Submittal of comments to an organization external to IEEE**

Comments submitted to an organization external to IEEE are subject to that organization's intellectual property rights policies.

## **7.2 Liaisons from organizations external to IEEE to Standards Committees/Subgroups**

An organization external to IEEE may request to establish a liaison relationship from the organization external to IEEE to a Standards Committee/Subgroup as an information conduit and may provide information as part of the consensus building process.

### 7.2.1 Criteria for the establishment of a liaison

In order to establish a liaison relationship with a Standards Committee/Subgroup, the organization external to IEEE shall meet the following criteria:

- a) Have technical competence or expertise in the field of technology represented by the Standards Committee/Subgroup with which the liaison relationship is established
- b) Have a process for developing consensus on any input provided to the Standards Committee/Subgroup

### 7.2.2 Establishing a liaison with a Standards Committee/Subgroup

An organization external to IEEE may request to establish a liaison with a Standards Committee/Subgroup. The Standards Committee/Subgroup that receives the request shall ~~determine whether to accept it and shall reply to the requesting organization. vote on acceptance of the liaison relationship and, if accepted, shall coordinate with the IEEE Standards Department to establish the relationship.~~

~~Establishment of a liaison shall be communicated by the Standards Committee/Subgroup to the IEEE SA Program Manager.~~

### 7.2.3 Roles and responsibilities of a liaison coordinator

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, the *IEEE SA Standards Board Bylaws* (see *IEEE SA Standards Board Bylaws* subclause 5.2.1 on “Participation in IEEE standards development”), and the *IEEE SA Standards Board Operations Manual*.

~~Those serving as liaison coordinators cannot become a voting member of, nor attain voting rights in, an IEEE Standards Committee or Subgroup by virtue of their role as the liaison coordinator the name of the organization external to IEEE.~~

### 7.2.4 Technical contributions

If a liaison organization external to IEEE makes a technical Contribution to an IEEE draft standard, the liaison organization thereby agrees to comply with IEEE SA’s policies and procedures related to Contributions (e.g., the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*; the IEEE SA Patent Policy in regards to disclosure of potential essential patent holders, outlined in Clause 6 of the *IEEE SA Standards Board Bylaws* and subclause 6.3 of the *IEEE SA Standards Board Operations Manual*).

If a liaison organization submits one of its copyrighted documents to a Standards Committee/Subgroup for coordination, the document shall not be considered to be a Contribution and shall not be used in any IEEE document without prior permission from the organization external to IEEE. Prior to distributing the organization’s document, the Standards Committee/Subgroup shall reference the Working Group Draft Sharing List to determine if guidance is required from the IEEE SA Program Manager.

## 7.3 Annual rReview of liaison relationships

The Chair of the Standards Committee or the Chair of the Subgroup is responsible for reviewing the liaison relationship(s) every three years annually with their respective group.

#### **7.4 Termination of liaisons**

Liaisons may be terminated by the Standards Committee/Subgroup at their discretion for reasons including, but not limited to, the following:

- a) All work is deemed to have been completed
- b) The organization external to IEEE has not been compliant with the permission terms associated with an IEEE Standards draft provided to them
- c) The relationship is determined to not be in the best interest of the Standards Committee/Subgroup, IEEE SA, or IEEE

**CHANGE 6**  
**[IEEE SA Standards Board Operations Manual]**  
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## IEEE SA Standards Board Operations Manual

### 6.1.3.4 Draft distribution ~~for coordination with~~ to recognized organizations external to IEEE

If a Working Group intends to ~~coordinate drafts of~~ distribute a ~~project with draft to~~ a recognized standards-developing organization or technical organization external to IEEE involved in the technology covered by that project for technical review and comment, the Standards Committee and Working Group Chair shall work with the IEEE Standards Department to establish the draft sharing relationship. A recognized organization is one that has been accepted and is listed on the IEEE SA Working Group Draft Sharing for Coordination List <<https://iee-SA.meetcentral.com/ieeeliasons/doc/WzIsNjE0OTc3MzZd/w-WorkingGroupDraftSharingForCoordination>>.

Once the draft sharing relationship has been established, the Working Group Chair may share stable drafts with the organization external to IEEE for coordination and shall inform the IEEE SA Program Manager and IEEE SA IPR Staff. The Working Group Chair shall immediately inform the IEEE SA Program Manager when the draft sharing relationship is no longer needed. A stable draft is one that has

- a) been voted on by the Working Group as being ready to be shared, and
- b) undergone an IEEE SA editorial review and has been deemed without issue (e.g., the draft is absent any open or unresolved required editorial review items prior to draft distribution).

All drafts submitted to organizations external to IEEE shall have as the its cover page the IEEE SA draft sharing cover letter. The cover letter that outlines the IEEE copyright and permitted uses and. The IEEE SA draft sharing cover letter is available from the IEEE Standards Department. When sharing the draft with the organization external to IEEE, the Working Group Chair shall inform the IEEE Standards Department.

The IEEE Standards Committee Chair or Working Group Chair shall immediately inform the IEEE Standards Department when the draft sharing relationship is no longer needed.

## CHANGE 7

### ***[IEEE SA Standards Association Operations Manual, IEEE SA Standards Board Bylaws, and IEEE SA Standards Board Operations Manual]***

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## **IEEE Standards Association Operations Manual**

### **1 Introduction**

#### **1.1 Scope and purpose**

IEEE Bylaw I-303.6 establishes the IEEE Standards Association. The IEEE Standards Association is represented on the IEEE Board of Directors and major Boards as specified in applicable provisions of the *IEEE Bylaws* and *IEEE Policies*. Its organization beyond that specified in the *IEEE Bylaws* and *IEEE Policies* is governed by this operations manual.

##### **1.1.1 Hierarchy**

The IEEE Standards Association shall comply with applicable federal, state, and international laws and regulations. In addition, the latest versions of several documents take precedence over this document, in the following order:

- New York Not-for-Profit Corporation Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws (current edition)
- IEEE Policies (current edition)
- IEEE Board of Directors Resolutions

### **2 References and related documents**

#### **2.1 References**

*IEEE Bylaws* (current edition).

*IEEE Policies* (current edition).

*IEEE Code of Conduct* (current edition).

*IEEE SA Standards Board Bylaws* (current edition).

*IEEE SA Standards Board Operations Manual* (current edition).

*Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff* (current edition).

*Robert's Rules of Order*, Perseus Publishing (current edition).

#### **2.2 Related documents**

## **IEEE Conflict of Interest Disclosure Statement.**

### **4.2 IEEE SA BOG membership**

#### **4.2.1 IEEE SA BOG member qualifications**

All members of the IEEE SA BOG shall act in accordance with **IEEE Standards policies and procedures, the IEEE Bylaws, IEEE Policies** including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics, **the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.** Members of the IEEE SA BOG shall reflect the technical and global standards interests of the IEEE. Consistent with IEEE Policy 9.8, the IEEE SA Nominations and Appointments Committee shall seek a diverse set of candidates representing a broad range of geographies, technical societies, and types of affiliations, e.g., industry, government, and academia.

### **5 Standing committees of the IEEE SA**

All members of the standing committees of the IEEE SA, as well as the members of any ad hoc committees appointed by the BOG or the IEEE SA President, shall act in accordance with **the applicable IEEE Standards policies and procedures, IEEE Bylaws, IEEE Policies** including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics, **the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.**

### **6.4 Suspension or expulsion**

Any IEEE SA member may be suspended or expelled from membership by the IEEE SA BOG for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws*, the *IEEE Policies*, or the *IEEE Standards Association-SA Operations Manual*
- b) Any unethical or unlawful conduct unbecoming a member of IEEE SA or calculated to bring the IEEE or IEEE SA into disrepute
- c) Failure to continue to meet membership or eligibility requirements

### **6.6 Suspension or revocation of IEEE SA participation privileges**

Independent of any conduct or action related to IEEE or IEEE SA membership, any IEEE SA participant may have IEEE SA participation privileges suspended or revoked. A participant includes an individual, an entity representative, or an entity participating directly or indirectly in an individual or entity IEEE SA project. This suspension or revocation may occur for any of the following reasons:

- a) Failure to conform with the provisions of the *IEEE Bylaws*, the *IEEE Policies*, the *IEEE Standards Association-SA Operations Manual*, the *IEEE SA Standards Board Bylaws*, the *IEEE SA Standards Board Operations Manual*, or the specific procedures of the Standards Committee or working group
- b) Any unethical or unlawful conduct unbecoming a participant in IEEE SA or compromising the integrity of the IEEE or the IEEE SA

### **8 Maintenance**

## 8.1 Maintenance and modification of the *IEEE Standards Association Operations Manual*

This manual will be maintained by the IEEE Standards Department Staff and reviewed by legal counsel. Proposed modifications to this manual shall be submitted to the Secretary of the IEEE SA BOG.

Any amendments to this manual shall be approved by a majority vote of the IEEE SA BOG, with advance notice prior to said vote.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units (OUs) shall be reviewed and approved by the Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the clauses of this manual for which IEEE SA is responsible that shall follow that process and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

<i>IEEE Standards Association-SA Operations Manual clause/activity</i>		<i>Involved OU(s) review/consent</i>
6.1 Membership qualifications	Membership categories (individuals, not-for-profit and for-profit enterprises)	Deliberation: SA Review/Consent: SA Approval: SA

## IEEE SA Standards Board Bylaws

### 1 IEEE SA Standards Board

The IEEE SA Standards Board is established by the IEEE SA Board of Governors according to clause 5.1 of the *IEEE Standards Association Operations Manual*. The details of its responsibilities beyond that specified in the *IEEE Standards Association Operations Manual* are stipulated by these bylaws, as supplemented by the *IEEE SA Standards Board Operations Manual*.

The IEEE SA Standards Board is responsible on an Institute-wide basis for

- a) Encouraging and coordinating the development of IEEE standards
- b) Reviewing all proposed IEEE standards to determine whether the proposed standards conform to the requirements established by the IEEE SA Standards Board and whether consensus has been achieved for approval of the proposed standards

Matters of standards policy, financial oversight, new directions in standardization, and other standards-related activities in fields of interest to the Institute as stated in the *IEEE Constitution* are the responsibility of the IEEE SA Board of Governors (BOG).

### 1.1 References

New York Not-For-Profit Corporation Law.

IEEE Certificate of Incorporation.

IEEE Constitution.

IEEE Bylaws (current edition).

IEEE Policies (current edition).

IEEE Code of Conduct (current edition).

IEEE Standards Association Operations Manual (current edition).

IEEE SA Standards Board Operations Manual (current edition).

Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

### **3 Hierarchy Governance**

The policies, procedures, rules, and regulations by which the IEEE and IEEE SA Standards Board activities are governed are embodied in ~~six several~~ documents. The New York Not-for-Profit Corporation Law outlines requirements pertinent to IEEE's activities as a New York not-for-profit corporation. The *IEEE Certificate of Incorporation* legally establishes the IEEE. The *IEEE Constitution*, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions, in specific organizational units and their policies, is contained in the *IEEE Bylaws*, which are approved and amended by the IEEE Board of Directors. The *IEEE Policies* contain more detailed statements of specific policies, objectives, and procedures that may be approved only by the IEEE Board of Directors. The IEEE Board of Directors Resolutions documents decisions or directions by the IEEE Board of Directors that may not be documented in IEEE policies and procedures. The *IEEE Standards Association Operations Manual* provides specific objectives and policies that relate to standards activities in the IEEE. The *IEEE Standards Association Operations Manual* is created and amended by the IEEE SA BOG. The IEEE SA Board of Governors Resolutions documents decisions or directions by the IEEE SA Board of Governors that may not be documented in IEEE SA policies and procedures. The ~~sixth document, the~~ *IEEE SA Standards Board Bylaws*, is published herewith. Its purpose is to provide specific policies that relate to the management and creation of approved IEEE standards. The *IEEE SA Standards Board Bylaws* are created and amended by the IEEE SA Standards Board, with final approval by the IEEE SA BOG.

#### **4.2 Standing committees of the IEEE SA Standards Board**

All members of the standing committees of the IEEE SA Standards Board shall be members of the IEEE Standards Association, and shall act in accordance with IEEE Standards policies and procedures, the IEEE Bylaws, IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics, the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, and applicable IEEE Standards policies and procedures.

#### **5.2 Standards-development process**

##### **5.2.1 Participation in IEEE standards development**



A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or Standards Association balloting process.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, shall act in accordance with all applicable laws and regulations (nation-based and international), the IEEE Code of Ethics, the IEEE Code of Conduct, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE SA database shall acknowledge the Obligations for Participation and Code of Ethics.

## IEEE SA Standards Board Operations Manual

### 1 Introduction

#### 1.1 Scope and purpose

The organization and basic procedures of the IEEE SA Standards Board are covered by the *IEEE SA Standards Board Bylaws*. The following material supplements the provisions of the *IEEE SA Standards Board Bylaws*, which shall be the prevailing document in the event of conflict. The purpose of this document is to specify the procedures that shall be followed in the standards-development process in use within the IEEE.

##### 1.1.1 Hierarchy

Participants engaged in the development of standards shall comply with applicable federal, state, and international laws and regulations. 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 (current edition)
- IEEE Policies (current edition)
- IEEE Board of Directors Resolutions
- IEEE Standards Association (IEEE SA) Operations Manual (current edition)
- IEEE SA Board of Governors Resolutions
- IEEE SA Standards Board Bylaws (current edition)

### 2 References and Related documents

#### 2.1 References

*IEEE Policies (current edition).*

*IEEE Code of Conduct (current edition).*

*IEEE Finance Operations Manual (current edition).*

*IEEE Standards Association Operations Manual (current edition).*

*IEEE SA Standards Board Bylaws (current edition).*

*IEEE SA Board of Governors Open Source Committee Operations Manual.*

*Guidelines Regarding Political and Legislative Activity by IEEE Standards Association (IEEE SA) Volunteers and Staff (current edition).*

*IEEE Standards Style Manual (current edition).*

*Robert's Rules of Order, Perseus Publishing (current edition).*

## **2.2 Related documents**

American National Standards Institute, *ANSI Essential Requirements: Due process requirements for American National Standards* (current edition).

~~*IEEE Standards Association Operations Manual.*~~

~~*IEEE SA Standards Board Bylaws.*~~

~~*IEEE SA Board of Governors Open Source Committee Operations Manual.*~~

PAR Form.

IEEE SA Standards Board Working Guide for Submittal of Proposed Standards and Form for Submittal of Proposed Standards. (Known as the IEEE SA Working Guide for the Submittal of Proposed Standards.)

~~*IEEE Standards Style Manual.*~~

~~*Robert's Rules of Order, Newly Revised (current edition).*~~

### **5.1.3 Statements to external bodies, and political and legislative activity**

Each Standards Committee shall have policies and procedures in place concerning the creation and handling of public statements prior to sending any such statements in any format to any body other than the IEEE Standards Association. These procedures should state a means for developing and approving Standards Committee statements and a methodology for presentation of those statements. These procedures shall also conform both to the rules in Section 15 of the *IEEE Policies* and to the IEEE SA procedures as administered by the IEEE SA Board of Governors (BOG) and set forth in subclause 6.5 of the *IEEE Standards Association Operations Manual* and to the rules in Section 15 of the *IEEE Policies*.

### **7.2.3 Roles and responsibilities of a liaison coordinator**

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is

being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws and regulations (nation-based and international), ~~the IEEE Code of Conduct, the IEEE Code of Ethics-~~IEEE Policies including, but not limited to, Section 9.9 on Conflict of Interest and Section 7.8 on the IEEE Code of Ethics, the IEEE Code of Conduct, the IEEE Standards Association Operations Manual, the IEEE SA Standards Board Bylaws (see *IEEE SA Standards Board Bylaws* subclause 5.2.1 on “Participation in IEEE standards development”), ~~and the IEEE SA Standards Board Operations Manual,~~ and all applicable IEEE Standards policies and procedures.

Liaison coordinators cannot attain voting rights in the name of the organization external to IEEE.