

CHANGE 1
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: March 2024)
(Approved by SASB: May 2024)

IEEE SA Standards Board Operations Manual

1.3 Standards meetings and documentation

The default language for all IEEE SA meetings shall be English. If there is no objection from any participant attending the meeting, the meeting may be held in a specified language other than English.

All IEEE SA draft standards, meeting minutes and materials (including Contributions), Standards Association ballot materials, and Standards Association ballot comments shall be in the English language.

CHANGE 2
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: June 2024)
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IEEE SA Standards Board Operations Manual

5.3.5 Meeting expenses

A Standards Committee or Working Group may choose to set a meeting fee as a means of offsetting the costs of meeting administration, logistics, and other similar costs of IEEE standards development meetings.

The Standards Committee or Working Group assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the Standards Committee or Working Group, as appropriate. Conversely, if a surplus results from the operation, the surplus will be credited to the Standards Committee or Working Group, as appropriate.

5.3.5.1 Taxes on meeting expenses

Standards Committees or Working Groups shall collect as a part of standards development meeting fees any applicable indirect and direct tax payments for the meetings. The Standards Committee or Working Group shall coordinate with IEEE SA to determine applicable taxes to include in registration fees for remittance to appropriate tax authorities. The relevant tax payments shall be covered by funds in the Standards Committee or Working Group Concentration Banking Account.

CHANGE 3
[IEEE SA Standards Board Operations Manual]
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IEEE SA Standards Board Operations Manual

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.4 of the *IEEE SA Standards Board Bylaws*. Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future Standards Association balloting groups. The balloting group shall provide for the development of consensus by all interests significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is achieved by not permitting any single interest category to comprise more than one-third of the Standards Association balloting group.

No balloter shall have more than one vote.

Balloters are required to classify their relationship to the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as “testing laboratory” or “academic,” may be added by the **Working Group Standards Committee**. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. Individuals classify themselves based on their technical background, which may be related to their employment, job functions, or experience. IEEE SA entity balloters are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No single classification (interest category) is permitted to constitute more than one-third of the Standards Association balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Standards Committees shall ensure balance prior to conducting a Standards Association ballot. Balloting groups of individuals should have at least 10 members to ensure adequate balance.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the Standards Association balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

5.4.1.1 Balloting group made of entities

Several distinct rules apply to Standards Association ballots by entities. For each Standards Association balloting group, each such entity shall name one primary voting representative and, at the entity’s option, one alternate voting representative **to the Standards Committee**. Only a ballot from one of these representatives shall be accepted. If ballots are received from other parties, they shall not be counted; if ballots are received from both the primary voting representative and the alternate voting representative, only the vote from the primary voting representative shall be counted.

Each primary and alternate voting representative can ballot for only one entity; no one representative can represent the interests of more than one entity. Each representative shall declare what entity he or she represents and that their voting shall be independent of any other entity.

In order to be a voting member in a particular Standards Association ballot, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the Standards Association balloting group and that the entity is not knowingly funding directly or indirectly the participation of another person in that Standards Association ballot for the purposes of influencing the outcome of the vote. Any entity representative who cannot make such a declaration shall not be able to be a voting member in that particular Standards Association ballot.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Standards Committees shall ensure balance prior to conducting a Standards Association ballot. Balloting groups shall have at least five members to ensure adequate balance.

In the event that, through merger or acquisition or other similar event, an entity member of the IEEE SA has its assets totally or substantially transferred to another entity, membership in the Standards Association balloting group may be transferred to the new entity, provided that the new entity is not already a member of the Standards Association balloting group.

5.4.2 Ballot invitations

Standards Association balloting groups shall be formed by means of ballot invitations conducted by the IEEE Standards Balloting Center. ~~A ballot invitation is sent to all parties known by the Standards Committee to be interested in the subject matter of the proposed standard. The Working Group Chair or designee is responsible for using the IEEE SA balloting system to send a ballot invitation to all parties who have registered an interest in the activity.~~ Information about Standards Association ballot invitations shall also be made available at the IEEE Standards website to allow additional interested parties the opportunity to participate.

Ballot invitations shall remain open for a period of no less than 15 days. Those who respond affirmatively to the invitation during the period in which the ballot invitation is open and who otherwise fulfill the criteria in both subclause 5.2.2.4 of the *IEEE SA Standards Board Bylaws* and 5.4.1 shall become members of the Standards Association balloting group for that proposed standard. If ~~a the initial SA~~ ballot does not open within 6 months of the initial invitation close date, the ballot group will be considered invalid and ~~the Standards Committee shall conduct a new invitation~~ **shall be conducted**. Once the Standards Association ballot has begun, no changes shall be made to the membership of the balloting group.

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Standards Association balloting, balloting shall be conducted by the Standards Committee or designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Standards Association balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Standards Association balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Standards Association balloting group.

The Standards Committee shall ensure that comment resolution occurs via a comment resolution group, which is **either the Working Group or** a subgroup of the ~~Working Group~~.

The ballot process may include communication among the ~~Standards Committee's~~ comment resolution group and Standards Association balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Standards Association balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Standards Association balloting group member.

5.4.3.1 Ballot term

Each ballot in the standards balloting process shall close at 23:59 UTC-12 on the closing date specified on the ballot. The length of the ballot and associated recirculations is set by the ~~Working Group Standards Committee~~. The initial ballot term shall be at least 30 days in duration. The recirculation ballot term shall be at least 10 days in duration.

The ~~Working Group Standards Committee~~ shall assess the return rate of the first ballot, where the return is the ratio of the sum of Standards Association balloting group members' Approve, Do Not Approve, and Abstain votes to the count of Standards Association balloting group members.

In the first ballot, if the ballot has not achieved a 75% return by the specified closing date, the ballot may be extended to close when a 75% return is received. This extension for receipt of a 75% return shall not be longer than 60 days.

5.4.3.2 Voting in the ballot

The ballot shall provide the following vote choices to Standards Association balloting group members:

- a) *Approve (Affirmative)*. This vote may be accompanied by comments suggesting corrections and improvements. All comments shall be considered; making a change to the proposed standard as a result of the comments is left to the discretion of the ~~comment resolution group Standards Committee~~.
- b) *Do Not Approve (Negative with comment)*. This vote must be accompanied by one or more specific objections with proposed resolution in sufficient detail so that the specific wording of the changes that will cause the *Do Not Approve* voter to change his or her vote to *Approve* can readily be determined. ~~The submission of comments associated with Do Not Approve votes is required in the SA ballot tools in order for the Do Not Approve vote to count against the SA ballot approval rate. The Standards Committee shall encourage the submission of comments with all Do Not Approve ballots.~~

Balloters who vote *Do Not Approve* shall be permitted to differentiate those comments that caused their *Do Not Approve* vote from other comments that they may wish to submit. Any comments that are explicitly identified not to be part of the *Do Not Approve* vote shall be treated as comments associated with an *Approve (Affirmative)* vote.

If no comments are submitted associated with the *Do Not Approve* vote, then the vote shall be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

If i) all comments associated with a *Do Not Approve* vote are deemed by the ~~comment resolution group Standards Committee~~ as out-of-scope and ii) the balloter is notified that the comment(s) are out-of-scope and such notifications are accompanied with specific rationale for such out-of-scope determination, then the vote may be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

During a recirculation ballot, *Do Not Approve* voters may indicate acceptance of the response to any or all comments associated with their *Do Not Approve* vote. Each *Do Not Approve* voter shall be given an opportunity to review comment responses, determine if he or she is satisfied, either entirely or in part, and either to change his or her vote to *Approve*, to *Abstain*, or to retain his or her *Do Not Approve* vote.

- c) *Abstain*. This category is provided to allow for ballot returns from Standards Association balloting group members who do not wish to vote *Approve* or *Do Not Approve* because of conflict of interest, lack of expertise, or other reasons.

During a recirculation ballot, Standards Association balloting group members shall have an opportunity to cast votes or change their previously cast votes.

5.4.3.3 Comments in the ballot

The ~~Standards Committee's~~ comment resolution group shall consider all comments that are received by the close of the ballot.

~~Standards Committees~~ ~~The comment resolution group~~ shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting ~~and public review~~ tools. Such evidence shall include (i) an indication of whether the resolution proposed by the comment was accepted, revised, or rejected and (ii) for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

The ~~Standards Committee's~~ comment resolution group shall make a reasonable attempt to resolve all Do Not Approve votes that are accompanied by comments.

Until the proposed standard has achieved 75% approval, comments can be based on any portion of the proposed standard. Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the ~~comment resolution group-Standards Committee~~.

Once the proposed standard has achieved 75% approval, comments in subsequent ballots shall be based only on the changed portions of the balloted proposed standard, portions of the balloted proposed standard affected by the changes, or portions of the balloted proposed standard that are the subject of unresolved comments associated with *Do Not Approve* votes. If comments are not based on the above criteria, the comments may be deemed out-of-scope of the recirculation. Such comments need not be addressed in the current standards balloting process and may be considered for a future revision of the standard.

Comments addressing grammar, punctuation, and style, whether attached to an *Approve* or a *Do Not Approve* vote, may be referred to the publications editor for consideration during preparation for publication. It should be borne in mind that proposed standards are professionally edited prior to publication.

Comments received before the close of ballot from participants who are not in the Standards Association balloting group, including from the mandatory coordination entities, require presentation to the ~~Standards Committee's~~ comment resolution group for consideration. The ~~Standards Committee~~ ~~comment resolution group~~ shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.3.4 Recirculation ballots

Changes may be made to the proposed standard in response to comments or for other reasons. All substantive changes made since the last ballot of the proposed standard shall be identified and recirculated to the Standards Association balloting group. All unresolved *Do Not Approve* votes with comments shall be recirculated to the Standards Association balloting group. The verbatim text of each comment, the name of the *Do Not Approve* voter, and a response by the ~~Standards Committee conducting the resolution of comments~~ ~~comment resolution group~~ shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for Standards Association balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if *Do Not Approve* votes with new comments within the scope of the recirculation are submitted.

~~The Standards Committee is not required to conduct a~~ ~~A~~ recirculation ballot solely for *Do Not Approve (Negative without comment)* votes ~~is not required~~.

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting *Approve* or *Do Not Approve (Negative with comment)* must approve the draft in order to submit the ballot result to the IEEE SA Standards Board. In the event that 30% or more of the returned ballots are *Abstentions*, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Standards Committee.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve *Do Not Approve* votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Standards Committee should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved *Do Not Approve* votes, together with the reasons given by the *Do Not Approve* voters and the responses by the ~~comment resolution group~~ Standards Committee, shall be included with the ballot results submitted to RevCom.

The ~~Standards Committee Working Group~~ shall, if not included in a recirculation package, provide to the *Do Not Approve* voter and to RevCom an explanation why any comments associated with a *Do Not Approve* vote were not required to be recirculated. Any *Do Not Approve* vote with comment that RevCom is asked to consider as a *Do Not Approve (Negative without comment)* shall be explained to RevCom.

~~In order for a *Do Not Approve* vote to be changed to an *Approve* or *Abstain* vote, the Standards Committee shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote.~~

5.4.5 Comments received as a result of an IEEE Public Review

Upon the opening of the initial Standards Association ballot, an IEEE Public Review shall start and last for 60 days. Any person may purchase the initial ballot draft for information only. Any person may also submit public comments on the initial draft without vote.

All public review comments and responses shall be submitted electronically through the IEEE Standards Association public review tools. All public review comments received during an IEEE Public Review shall be considered by the ~~Standards Committee's~~ comment resolution group and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Standards Committee Working Group Chair~~ upon request.

5.4.6 Comments received from persons who are neither in the Standards Association balloting group nor an IEEE Public Review commenter

Any person may purchase a Standards Association ballot draft for information only. Any person may also submit comments on the draft. Comments received before the close of a ballot shall be considered by the ~~Standards Committee~~ comment resolution group (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Working Group Chair~~ Standards Committee upon request.

Comments received after the close of a ballot will be provided to the ~~Standards Committee~~ comment resolution group. The ~~Standards Committee~~ comment resolution group shall acknowledge the receipt of these late comments to the commenter and take such action as the ~~Standards Committee~~ comment resolution group deems appropriate. If the ~~Standards Committee~~ comment resolution group considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the ~~Standards Committee Working Group Chair~~ upon request.

CHANGE 4
[IEEE SA Standards Board Operations Manual]
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(Approved by SASB: November 2024)

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 or a Subgroup thereof** (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 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 interested in establishing a liaison with an organization external to IEEE shall vote to establish the liaison relationship **(including a rationale for establishing the liaison relationship)** and shall coordinate with the IEEE Standards Department to establish the liaison relationship.

7.1.5 Appointment of a Standards Committee External Liaison coordinator

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, **or if the Standards Committee External Liaison coordinator becomes vacant**, the Standards Committee/Subgroup **Chair** shall appoint a coordinator and notify the IEEE Standards Department with the name and contact information of the coordinator. **The coordinator shall be a member of the Standards Committee/Subgroup from which they have been appointed and an IEEE SA member.**

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.
- b) Shall indicate their Standards Committee 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.
- d) Shall only share 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.
- e) May represent another group (such as their employer and/or other affiliation), while also serving as the Standards Committee 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.
- g) 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.
- h) 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*.
- i) 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 Removal of an IEEE Standards Committee External Liaison coordinator

Should the IEEE Standards Committee External Liaison coordinator fail to uphold their responsibilities as outlined in subclause 7.1.6, 7.1.8, or 7.1.9, or if they are not operating in the best interest of the Standards Committee/Subgroup, the IEEE Standards Association, or IEEE, either of the following may vote to remove the Standards Committee External Liaison coordinator:

- IEEE SA Standards Board; or
- Standards Committee/Subgroup

7.1.8 Submission of liaison statements to organizations external to IEEE

Written information shared with organizations external to IEEE shall be approved by the IEEE Standards Committee/Subgroup sharing the information.

Each liaison statement shall clearly identify the group creating the liaison statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that "This document solely represents the views of the IEEE *name of Standards Committee/Subgroup*, and does not necessarily represent a position of IEEE, the IEEE Standards Association or IEEE *name of IEEE Standards Committee if sent from Subgroup or delete text after "Standards Association" if sent from Standards Committee*. This Liaison Communication is for information only. Any material excerpted from IEEE copyrighted Works requires permission from IEEE (stds-copyright@ieee.org)."

A template for liaison statements can be obtained from the IEEE SA Program Manager; see subclause 7.1.9 regarding the sharing of IEEE documents.

7.1.97 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.

7.1.108 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.

7.1.11 Appointing a delegation to represent the Standards Committee/Subgroup at a meeting of an organization external to IEEE

If a Standards Committee/Subgroup is sending a delegation to represent that Standards Committee/Subgroup at a meeting of an organization external to IEEE, the Standards Committee/Subgroup shall vote to appoint the members of the delegation. Members of the delegation are subject to the same procedures as that for Standards Committee External Liaison coordinators.

7.4 Termination of liaison relationships

Liaison relationships 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 5
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IEEE SA Standards Board Operations Manual

5.1.2.2 ~~Joint development Co-Standards Committee~~ projects

For projects that are ~~jointly~~ developed by ~~more than one~~ IEEE Standards Committees, a primary Standards Committee and other ~~co-~~Standards Committees shall be indicated on the PAR; project oversight will be performed using the P & P of the primary Standards Committee.

After a PAR has been approved, the addition/deletion of a ~~co-~~Standards Committee or a change of the primary Standards Committee requires the submission of a Modified PAR. Any ~~co-~~Standards Committee may withdraw from the project at any time without unanimous approval of the project's other ~~co-~~Standards Committees prior to submission of ~~a the~~ Modified PAR. A change to the primary Standards Committee requires the unanimous approval of the project's ~~co-~~Standards Committees prior to submission of ~~a the~~ Modified PAR.

Unanimous approval of the project's Standards Committees is required in order to withdraw a ~~joint development co-Standards Committee~~ project.

Requests to update a ~~jointly developed~~ document ~~developed by more than one IEEE Standards Committee~~ via an amendment or corrigendum shall be submitted to the primary Standards Committee; the primary Standards Committee is required to seek concurrence of all ~~other joint development of the co-~~Standards Committees in the decision of whether or not to submit a PAR to address a requested update.

In addition to Working Group members, the administrative committee (AdCom) or the executive committee (ExCom) of each ~~of the project's joint development~~ Standards Committees shall have access to pre-Standards Association-ballot drafts.

CHANGE 6
[IEEE SA Standards Board Bylaws]
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IEEE SA Standards Board Bylaws

5.2.1.2 Membership requirements for Working Groups developing standards 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 **and shall be individual 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 **and shall be individual members of IEEE SA**.

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.

CHANGE 7
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IEEE SA Standards Board Operations Manual

5.1.4 Standards ~~publicity~~ promotion and social media communication

5.1.4.1 Press releases

Standards Committees are encouraged to prepare press releases to promote their activities. IEEE Standards staff is available to assist in the preparation of press releases.

Copies of all press releases developed by Standards Committees shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the press release has been made available on a public website, the URL shall be supplied as well. Press releases may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards press releases.

5.1.4.2 Other forms of publicity

Standards Committees and their subgroups are encouraged to use all means possible to promote their standards and standards activities. IEEE Standards staff is available to assist in standards promotion.

Copies of any articles from Standards Committees concerning an IEEE standards activity submitted to publications shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the article has been made available on a public website, the URL shall be supplied as well. Articles may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards promotional material.

Standards promotional activities shall be in compliance with IEEE policies and procedures including but not limited to:

- IEEE Policies 9.28 Social Media Policy;
- IEEE Social Media Guidelines;
- IEEE SA Standards Board Bylaws 5.2.1.6 Official statements and political and legislative activity; and
- IEEE SA Standards Board Operations Manual 5.1.3 Statements to external bodies, and political and legislative activity

Standards Committees shall inform their IEEE SA Program Manager of promotional activities. Standards Committees, through their IEEE SA Program Manager, may seek to coordinate with other IEEE SA promotional efforts.

IEEE SA participants (as defined in *IEEE SA Standards Board Bylaws* subclause 5.2.1) shall, when making statements about IEEE SA standards and standards activities in any media, including but not limited to social media, clearly indicate that all such statements are their own opinions, e.g., by including a disclaimer that the views do not represent those of IEEE or IEEE SA. Such indications are not required for statements that are authorized by IEEE SA, made as contributions to a standards activity (see IEEE SA Copyright Policy), made as part of the balloting process, or made through an IEEE communications channel authorized for the purposes of standards development.

CHANGE 8
[IEEE SA Standards Board Operations Manual]
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IEEE SA Standards Board Operations Manual

5.3.3.2 Recordings of the proceedings of standards development meetings

IEEE SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.

An officer of the Working Group or one of its subgroups, unless prohibited by the P & P of the Standards Committee or Working Group, is permitted to record, via either audio or slideshow recording only, the proceedings of an IEEE standards development meeting for which he or she is they are responsible by making an audio or slideshow recording or by producing a transcript using software or an artificial intelligence (AI) application approved by IEEE. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited. Software or AI shall not be used if it enables persons other than the officer making the recording or authorized Standards Department staff to initiate or obtain the transcription or recording.

The Working Group or subgroup officer shall use the recording exclusively for the purpose of generating minutes. The officer shall not copy or further distribute the recording. Once the meeting minutes have been prepared, the officer shall delete the recording.

Any IEEE standards development meeting may be recorded for preparation of the meeting minutes as described above. If recording is expected to occur, the following steps shall be taken:

- The intent to record for preparation of the meeting minutes and the intended method of recording shall be noted on the distributed meeting agenda.
- At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting and the intended method of recording and shall notify participants that remaining in the meeting is an agreement to be recorded.
- The fact of the announcement to record the meeting shall be included in the meeting minutes.

CHANGE 9
[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 or a Subgroup thereof (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 7.1.76 and 7.1.87).

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 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 interested in establishing a liaison with an organization external to IEEE shall vote to establish the liaison relationship (including a rationale for establishing the liaison relationship) and shall coordinate with the IEEE Standards Department to establish the liaison relationship.

7.1.5 Appointment of a Standards Committee External Liaison coordinator

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, or if the Standards Committee External Liaison coordinator becomes vacant, the Standards Committee/Subgroup shall appoint a coordinator and notify the IEEE Standards Department with the name and contact information of the coordinator. The coordinator shall be a member of the Standards Committee/Subgroup from which they have been appointed and an IEEE SA member.

7.1.6 Establishing direction for the Standards Committee External Liaison coordinator

The Standards Committee/Subgroup shall vote to approve the direction to be provided to the Standards Committee External Liaison coordinator attending a meeting of the organization external to IEEE. This direction can include,

but is not limited to, the views and the information that the Standards Committee External Liaison coordinator may share with the organization external to IEEE while representing the Standards Committee/Subgroup.

The direction approved by the Standards Committee/Subgroup shall be documented in their meeting minutes.

7.1.76 Responsibilities of a Standards Committee External Liaison coordinator

While acting as the 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.
- b) Shall indicate their Standards Committee 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.
- d) Shall only share information with the organization external to IEEE as authorized by the Standards Committee/Subgroup while serving as the Standards Committee External Liaison coordinator.
- e) May represent another group (such as their employer and/or other affiliation), while also serving as the Standards Committee 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.
- g) 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.
- h) 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*.
- i) 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.
- j) Any reports provided by the Standards Committee External Liaison coordinator to the organization external to IEEE shall be shared with the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department no later than two weeks prior to the deadline for providing the report (should no deadline exist, the report shall be provided no later than two weeks prior to the meeting).
- k) Shall provide a report to the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department after attending meetings of the organization external to IEEE. This report shall include information provided by the Standards Committee External Liaison coordinator at the meeting, any discussion held on that information, and any other items of interest to the Standards Committee/Subgroup.
- l) Shall inform the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department of their upcoming attendance at a meeting of an organization external to IEEE four weeks prior to the meeting.

7.1.87 Removal of an IEEE Standards Committee External Liaison coordinator

Should the IEEE Standards Committee External Liaison coordinator fail to uphold their responsibilities as outlined in subclause 7.1.76, 7.1.98, or 7.1.109, or if they are not operating in the best interest of the Standards Committee/Subgroup, the IEEE Standards Association, or IEEE, the following may vote to remove the Standards Committee External Liaison coordinator:

- IEEE SA Standards Board
- Standards Committee/Subgroup

7.1.98 Submission of liaison statements to organizations external to IEEE

Written information shared with organizations external to IEEE shall be approved by the IEEE Standards Committee/Subgroup sharing the information.

Each liaison statement shall clearly identify the group creating the liaison statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that “This document solely represents the views of the IEEE *name of Standards Committee/Subgroup*, and does not necessarily represent a position of IEEE, the IEEE Standards Association or IEEE *name of IEEE Standards Committee if sent from Subgroup or delete text after “Standards Association” if sent from Standards Committee*. This Liaison Communication is for information only. Any material excerpted from IEEE copyrighted Works requires permission from IEEE (stds-copyright@ieee.org).”

A template for liaison statements can be obtained from the IEEE SA Program Manager; **the IEEE Standards Committee Chair (if the report is being submitted by a Subgroup) and the Secretary of the IEEE SA Standards Board shall be copied on all liaison statements sent to organizations external to IEEE.**

See subclause 7.1.109 regarding the sharing of IEEE documents.

7.1.109 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.

7.1.110 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.

7.1.124 Appointing a delegation to represent the Standards Committee/Subgroup at a meeting of an organization external to IEEE

If a Standards Committee/Subgroup is sending a delegation to represent that Standards Committee/Subgroup at a meeting of an organization external to IEEE, the Standards Committee/Subgroup shall vote to appoint the members of the delegation. Members of the delegation are subject to the same procedures as that for Standards Committee External Liaison coordinators.

7.4 Termination of liaison relationships

Liaison relationships may be terminated by the Standards Committee/Subgroup **or the IEEE Standards Department**, 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 10
[IEEE Standards Association Operations Manual and IEEE SA Standards Board Bylaws]
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IEEE Standards Association Operations Manual

4.4 Appeals

~~Persons who have~~ Individuals and entities who are directly and materially affected, interested, and who have been, or ~~could reasonably be expected to will~~ be, adversely affected by a decision of the IEEE SA BOG, or by the lack thereof, shall have the right to appeal actions or inaction of the IEEE SA BOG. In addition, pursuant to section 5.8.9 of the *IEEE SA Standards Board Operations Manual*, an appellant may appeal an IEEE SA Standards Board Appeal Panel's final decision to the IEEE SA BOG.

The IEEE SA BOG shall not consider appeals of technical decisions based on technical grounds or make findings with respect to ethical rules. All technical decisions shall be made at or below the Standards Committee level. Any person dissatisfied with an ethical decision shall be advised to bring such claim to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE SA Standards Conduct Committee, as appropriate.

IEEE SA Standards Board Bylaws

5.4 Appeals

~~Persons who have~~ Individuals and entities who are directly and materially affected, interested, and who have been, or ~~could reasonably be expected to will~~ be, adversely affected by a standard within the IEEE's jurisdiction, or by the lack of action in any part of the IEEE standardization process, shall have the right to appeal procedural actions or inactions, provided that the appellant shall have first exhausted the appeals procedures of any relevant subordinate committee or body before filing the procedural appeal with the IEEE SA Standards Board.

The IEEE Standards Association shall not provide an appeals process to resolve a disagreement about a technical decision. All technical decisions shall be made at or below the Standards Committee level. Any person dissatisfied with a technical decision shall follow the procedures of the body that has made the decision and that body's Standards Committee to provide input on the technical decision, including, but not limited to, making a technical comment during the applicable comment submission and/or balloting period.

The IEEE SA Standards Board shall not consider any claim that (i) is based solely on ethical considerations; (ii) does not seek to amend or reverse a decision of a lower body relating to the development or approval of a standard; or (iii) does not recommend remedial action or recommends remedial action not allowed by current IEEE SA policies and procedures.

The appellant shall be advised to bring ethical claims to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE SA Standards Conduct Committee, as appropriate.

Further instructions concerning appeals procedure can be found in subclause 5.8 of the *IEEE SA Standards Board Operations Manual*.

CHANGE 11
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IEEE SA Standards Board Operations Manual

5.4.3.2 Voting in the ballot

The ballot shall provide the following vote choices to Standards Association balloting group members:

- a) *Approve (Affirmative)*. This vote may be accompanied by comments suggesting corrections and improvements. All comments shall be considered; making a change to the proposed standard as a result of the comments is left to the discretion of the comment resolution group.
- b) *Do Not Approve (Negative with comment)*. This vote **must should** be accompanied by one or more specific objections with proposed resolution in sufficient detail so that the specific wording of the changes that will cause the *Do Not Approve* voter to change his or her vote to *Approve* can readily be determined. The submission of comments associated with *Do Not Approve* votes is required in the SA ballot tools in order for the *Do Not Approve* vote to count against the SA ballot approval rate.

Balloters who vote *Do Not Approve* shall be permitted to differentiate those comments that caused their *Do Not Approve* vote from other comments that they may wish to submit. Any comments that are explicitly identified not to be part of the *Do Not Approve* vote shall be treated as comments associated with an *Approve (Affirmative)* vote.

If no comments are submitted associated with the *Do Not Approve* vote, then the vote shall be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

If i) all comments associated with a *Do Not Approve* vote are deemed by the comment resolution group as out-of-scope and ii) the balloter is notified that the comment(s) are out-of-scope and such notifications are accompanied with specific rationale for such out-of-scope determination, then the vote may be counted in the total tally of votes as a *Do Not Approve (Negative without comment)*.

During a recirculation ballot, *Do Not Approve* voters may indicate acceptance of the response to any or all comments associated with their *Do Not Approve* vote. Each *Do Not Approve* voter shall be given an opportunity to review comment responses, determine if he or she is satisfied, either entirely or in part, and either to change his or her vote to *Approve*, to *Abstain*, or to retain his or her *Do Not Approve* vote.

- c) *Abstain*. This category is provided to allow for ballot returns from Standards Association balloting group members who do not wish to vote *Approve* or *Do Not Approve* because of conflict of interest, lack of expertise, or other reasons.

During a recirculation ballot, Standards Association balloting group members shall have an opportunity to cast votes or change their previously cast votes.

5.4.3.4 Recirculation ballots

Changes may be made to the proposed standard in response to comments or for other reasons. All substantive changes made since the last ballot of the proposed standard shall be identified and recirculated to the Standards Association balloting group **in order to afford balloters the opportunity to respond, reaffirm, or change their vote**. All unresolved *Do Not Approve* votes with comments shall be recirculated to the Standards Association balloting group

in order to afford balloters the opportunity to respond, reaffirm, or change their vote. The verbatim text of each comment, the name of the *Do Not Approve* voter, and a response by the comment resolution group shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for Standards Association balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if *Do Not Approve* votes with new comments within the scope of the recirculation are submitted.

A recirculation ballot solely for *Do Not Approve (Negative without comment)* votes is not required.