

IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Standards Working Groups Sponsored by the PES Substations Committee

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE. The objective of the working group is to conduct standards development meetings to develop and produce IEEE standards documents. For further information, see the *IEEE-SA Standards Board Operations Manual*, subclause [5.3](#).

The IEEE-SA requires that these operating procedures be adopted intact, with modifications of some clauses allowed as indicated. Modifications for additional unique Working Group details may be proposed, which may be audited for appropriateness by the IEEE-SA Standards Board Audit Committee, once approved by the Sponsor.

The current active Working Group operating procedures shall be located on the Sponsor's web site. These procedures should be updated no more than once per year. It is the responsibility of the Sponsor (see the *IEEE-SA Standards Board Operations Manual*, subclause 5.1.2.) to approve the operating procedures of its working groups involved in the technical development work of a standard. However, AudCom may request at any time to review one of a Sponsor's WG operating procedures.

1. Preface

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the working group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect working group participants and the IEEE by establishing the necessary framework for a sound standardization process.

2. Modifications to these procedures

These operating procedures outline the orderly transaction of business by the Working Group. The Working Group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the working group or Sponsor. (See also clause 9.)

3. Hierarchy

The latest version of several documents takes precedence over these procedures in the following order:

[New York State Not-for-Profit Corporation Law](#)
[IEEE Certificate of Incorporation](#)
[IEEE Constitution](#)
[IEEE Bylaws](#)
[IEEE Policies](#)
[IEEE Board of Directors Resolutions](#)
[IEEE Standards Association Operations Manual](#)
[IEEE-SA Board of Governors Resolutions](#)
[IEEE-SA Standards Board Bylaws](#)
[IEEE-SA Standards Board Operations Manual](#)
[IEEE-SA Standards Board Resolutions](#)
Operating Procedures of the Power and Energy Society
Operating Procedures of the Substations Committee

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

4. Fundamental principles of operation

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures has a right to participate by:

- a) Attending working group meetings
- b) Becoming a member of the working group
- c) Becoming an officer of the working group
- d) Expressing a position and its basis,
- e) Having that position considered, and
- f) Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. The standards development process should strive to have both a balance of interests and not to be dominated by any single interest category.

5. Working Group responsibilities

The Working Group shall

- a) Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval within the allotted time (normally 48 months)
- b) Use the IEEE Standards document template format
- c) Submit to the Sponsor any documentation required by the Sponsor; for example, a project schedule or a monthly status report
- d) Notify the Sponsor of the draft development milestones
- e) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot

6. Officers

6.1 Officer overview

There shall be a Chair and a Secretary, and there should be a Vice-Chair. A Technical Editor may be also be utilized for lengthy and complex standards. All officers shall be IEEE members and individual IEEE-SA members.

6.2 Officer Appointments

The Chair of a working group is appointed by the Chair of the subcommittee which sponsors the project. The remaining officers are appointed by the Chair of the Working Group.

6.3 Temporary appointments to vacancies

If the office of Chair becomes vacant due to resignation, removal or for another reason, a replacement appointment shall be made as soon as practical by the sponsoring Subcommittee Chair with input from the Working Group. In the case of Vice-Chair or Secretary, the Working Group Chair shall make the replacement appointment.

6.4 Removal of officers

An officer may be removed by approval of two-thirds of the members of the Working Group. Removal of the Chair and Vice-Chair requires affirmation by the sponsoring Subcommittee Chair. Grounds for removal shall be included in any motion to remove an officer of the working group. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

6.5 Responsibilities of working group officers

6.5.1 Chair

The Chair or his designee shall

- a) Lead the activity according to all of the relevant operating procedures
- b) Form Study Groups, as necessary
- c) Be objective
- d) Entertain motions, but not make motions
- e) Not bias discussions
- f) Delegate necessary functions
- g) Ensure that all parties have the opportunity to express their views
- h) Set goals and deadlines and adhere to them
- i) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- j) Seek consensus as a means of resolving issues
- k) Prioritize work to best serve the group and its goals
- l) Ensure compliance with the **IEEE-SA Intellectual Property Policies**, including but not limited to the IEEE-SA Patent Policy and Copyright Policy.
- m) Fulfill any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- n) Participate as needed in meetings of the Sponsor to represent the working group
- o) Recommend Members of the Working Group for membership on the sponsoring Subcommittee.

6.5.2 Vice-Chair(s)

The Vice-Chair(s) shall

- a) Carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)
- b) Be familiar with training materials available through IEEE Standards Development Online

6.5.3 Secretary

The Secretary shall

- a) Distribute agendas at least 14 calendar days before a meeting
- b) Record and have published minutes of each meeting within 60 calendar days of the end of the meeting
- c) Create and maintain the membership roster
- d) Record participant attendance at each meeting
- e) Schedule and announce meetings in coordination with the Chair with at least 21 calendar days notice
- f) Be responsible for the management and distribution of working group documentation in compliance with IEEE-SA guidelines, including but not limited to

guidelines with regard to posting and distribution of **drafts** and approved IEEE standards.

g) Maintain lists of unresolved issues, action items, and assignments

h) Be familiar with training material available through IEEE Standards Development Online

7. Working Group

7.1 Overview

Working group membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants seeking working group membership are responsible for fulfilling the requirements to gain and maintain membership.

7.2 Working Group membership status

Membership shall be granted automatically to those participants attending the meeting of a newly chartered working group and upon their request. Thereafter, membership shall be granted after the participant attends an existing working group meeting, and requests membership status.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

Membership status is maintained through consistent participation at meetings and through Working Group votes. If a Working Group member misses two consecutive meetings, or two consecutive working group letter ballots, his or her membership status may be changed to guest or corresponding member. The Chair shall notify, in writing, a member whose has lost his or her membership status.

A member who lost his or her voting privileges shall have his or her voting privileges reinstated by attendance at two consecutive meetings of the working group and upon request for member status. All voting privileges and rights shall be restored after attending the second consecutive meeting. If, for reasons of personal hardship, a member cannot attend two consecutive meetings (but that member continues to vote in ballots taken between meetings), the working group Chair will be consulted on the status of the member.

7.2.1 – Corresponding Membership

A corresponding member is a participant who is unable to attend meetings of the working group. A corresponding member does not carry voting status in the working group and is

not counted when determining quorum. A corresponding member may contribute to the development of the draft by submitting material to the chair of the working group for consideration.

Any corresponding member of a working group shall be identified as such on the working group roster and membership list.

7.3 Subgroups of the Working Group

The Working Group may, from time to time, form subgroups for the conduct of its business. Only Working Group members appointed to the subgroup shall vote on questions within such subgroups. Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the Working Group shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the Working Group. Any resolution of a subgroup shall be subject to confirmation by the Working Group.

The Chair of the Working Group shall appoint the chair of the subgroup.

8. Working group roster and membership list

8.1 Working group roster

A working group roster is a vital aspect of standards development. It serves as a record of members and participants in the working group and is an initial tool if an issue of indemnification arises during the process of standards development.

A working group officer or designee shall maintain a current and accurate roster of members and participants in the working group. The roster shall include at least the following:

- a) Title of the Sponsor and its designation
- b) Title of the working group and its designation
- c) Officers--Chair, Vice-Chair, Secretary, Treasurer (as applicable)
- d) Members and participants (including names, email addresses, and affiliations for all members)

A copy of the working group roster shall be supplied to the IEEE Standards Association at least annually by a working group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all Working Group members and participants have submitted their written approval for such distribution.

8.2 Working group member list

A working group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publically distributed. The membership list shall be limited to the following:

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

9. Voting

9.1 Approval of an action

Approval of an action listed in 9.2 requires an approval by a majority vote. Approval of an action listed in 9.3. requires approval by a two-thirds vote. Two types of votes are described.

- a) At a meeting (including teleconferences) where quorum has been established, approval ratio is calculated as Approve votes divided by the sum of Approve and Do Not Approve votes.
- b) Outside of a meeting (e.g. letter ballot), approval ratio is calculated as Approve votes divided by the sum of Approve and Do Not Approve notes. A majority of all voting members of the Committee must respond for the ballot to be valid.

9.2 Actions requiring approval by a majority

The following actions include approval by a majority vote

- a) Adoption of working group procedures or revisions thereof
- b) Formation of a subgroup, including its procedures, scope, and duties
- c) Disbandment of subgroups

9.3 Actions requiring approval by a supermajority

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

- a) Approval of change of the working group scope
- b) Approval to move the draft standards project to the sponsoring Subcommittee Chair for IEEE Standards Sponsor ballot

These actions are subject to confirmation by the sponsoring Subcommittee Chair.

9.4 Voting between meetings

The working group shall be allowed to conduct votes between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

9.5 Quorum

The presence of a quorum must be announced by the Chair at the beginning of each meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as one-half of working group members. If a quorum is not present actions may be taken subsequent to confirmation by a letter or electronic ballot as detailed in 9.4, or at the next working group meeting

10. Meetings

Working Group meetings shall be held, as decided by the working group, the Chair, or by petition of 25 % or more of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A working group meeting shall be announced, by a working group officer or designee, at least 21 calendar days in advance to all participants. An agenda shall be distributed at least 14 calendar days in advance of a meeting.

The working group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

While having a balance of all interested parties is not an official requirement for a working group, it is a desirable goal. As such, the officers of the working group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each working group meeting as required by the SASB Operations Manual (Section 5.3.3.1 Disclosure of Affiliation).

11. Conduct

It is expected that participants in the working group behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All working group participants shall act in accordance with all IEEE Standards policies and procedures. Where applicable, working group participants shall comply with **IEEE Policies Section 9.8** on Conflict of Interest.

12. Appeals

The working group recognizes the right of appeal. If technical or procedural appeals are referred back to the working group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the working group is performed in an identifiable manner.

If the working group must conduct an appeal hearing, it shall model its appeals process based on the appeals processes of the IEEE-SA Standards Board.

13. Communications

Formal inquiries relating to the working group should be directed to the sponsoring Subcommittee Chair and recorded by the sponsoring Subcommittee Secretary. All replies to such inquiries shall be made through the sponsoring Subcommittee Chair. These communications shall make it clear that they are responses from the working group.