

Policies and Procedures for the
SCC 04 Standards Coordinating Committee

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SCC 04 Standards Coordinating Committee

Policies and Procedures for Standards Development

1.0 Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a [Sponsor](#). It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset for determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of business of this Standards Coordinating Committee hereinafter referred to as 'the Committee' or 'the Sponsor', which shall act as Sponsor for standards projects. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest and who meets the requirements of these Policies and Procedures has a right to participate by:

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation

[IEEE Constitution](#) [IEEE Bylaws](#)
[IEEE Policies](#)

IEEE Board of Directors Resolutions
[IEEE Standards Association Operations Manual](#)

IEEE-SA Board of Governors Resolutions
[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

IEEE-SA Standards Board Resolutions
Policies and Procedures of this Committee

Anything the Committee creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Committee are hierarchically superior to other documents of the Committee. *Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Committee scope

- a) To formulate guiding principles for the evaluation of insulation materials and systems for electrical and electronic applications.
- b) To formulate principles for the identification of insulation materials and systems based on functional tests and/or experience.
- c) To coordinate the preparation of standards for functional test programs and diagnostic methods for the evaluation of insulation materials and systems.

1.2 Organization of the Committee

The Committee shall consist of officers (see Clause 3), and other members.

2.0 Responsibilities of the Committee

The Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Committee.
- b) Initiating and overseeing ballots of proposed IEEE Standards within its scope, including:
 - 1) Approving PARs from a subgroup or the Committee
 - 2) Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual.
 - 3) Submitting draft standards from a subgroup or the Committee to the Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Committee in accordance with the IEEE-SA Standards Board Operations Manual.
- d) Acting on other matters requiring Committee effort as provided in these procedures.
- e) Cooperating with other appropriate standards development organizations.
- f) Protecting against actions taken in the name of the Committee without proper Committee authorization.
- g) Limiting distribution of the membership roster to appropriate parties.
- h) Reporting annually to the IEEE-SA Standards Board.
- i) Communicating with the IEEE-SA Standards Board on specific Committee activities as needed.
- j) Handling appeals as described in Clause 9.

2.1 Sponsorship

The Committee is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards

Board. Specifically, the Committee is responsible for those IEEE-SA Standards Board approved project(s) for which the Committee has been identified or assigned as either the sole sponsor or as a joint sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.1 Joint-Sponsor responsibility/accountability

The Committee shall complete a joint sponsorship agreement for jointly sponsored projects.

3.0 Officers

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

Officers shall be members of any grade of the IEEE and members of the IEEE-SA. The officers shall organize the Committee; oversee the Committee's compliance with these Policies and Procedures; and submit proposed documents approved by the Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

The IEEE-SA Standards Board Chair has the authority to appoint a Chair and remove an officer. In the case of the formation of a new Committee, the IEEE-SA Standards Board Chair shall appoint the initial chair of the new Committee.

An officer may serve any number of consecutive terms.

3.1 Election or appointment of officers

The Committee Chair shall appoint an Elections Officer, whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Committee, but no less than 14 calendar days. Each balloter may cast one approval vote for as many nominees for an office as they choose. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

There shall be an annual vote of the Committee to recommend a Committee Chair to the Standards Board, and to elect the Vice Chair, Treasurer, and Secretary.

The voting members of the Committee shall initiate a ballot to recommend a candidate for Committee Chair. The recommended candidate may then be appointed by the IEEE-SA Standards Board Chair. If the IEEE-SA Standards Board Chair declines to appoint the recommended candidate as Committee Chair or appoint another person as Committee Chair, then another Committee ballot may be initiated to recommend a different candidate for Committee Chair. The appointment of Committee Chair shall be for the calendar year, but the Chair may serve until a successor is appointed.

Committee voting members shall nominate to the Elections Officer one or more voting members for the positions of Vice Chair, Treasurer, and Secretary. Nominees shall be eligible to hold the office for which they are nominated. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, the Committee Chair may appoint a voting member for the office.

3.2 Temporary appointments to vacancies

If an office other than the Chair becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal. Upon removal of an officer, notification shall be provided to the IEEE-SA Standards Board Chair. The IEEE-SA Standards Board Chair may also remove an officer.

3.4 Responsibilities of officers

The officers of the Committee shall manage the day-to-day work of the Committee. The officers are responsible for implementing the decisions of the Committee and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair shall include:

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhering to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus of the Committee as a means of resolving issues
- k) Prioritizing work to best serve the Committee and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and [IEEE-SA Copyright Policy](#) (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- m) Submitting approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- n) Ensuring that each working group has a set of P&P approved by the Sponsor. The chair will provide the working group P&Ps to AudCom upon request.
- o) Submitting the Committee's annual report to the IEEE-SA Standards Board SCC Coordinator
- p) Submitting appropriate Annual Financial Report (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Committee and all of its subgroups.
- q) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- r) Being responsible for the management and distribution of Committee documentation

- s) Being familiar with training materials available through IEEE Standards Development Online

3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

Being familiar with training materials available through IEEE Standards Development Online

3.4.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Maintaining lists of unresolved issues, action items, and assignments
- e) Recording attendance of all attendees
- f) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- g) Forwarding all changes to the roster of voting members to the Chair
- h) Being familiar with training materials available through IEEE Standards Development Online

3.4.4 Treasurer

The Treasurer shall:

- a) Maintain a budget
- b) Control all funds, including any into and out of the Committee's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the IEEE Finance Operations Manual
- e) Be familiar with training materials available through IEEE Standards Development Online

4.0 Membership

4.1 Voting Membership

Each voting member is expected to attend meetings as defined in this clause.

- a) Selection and continuation of committee membership shall be determined by meeting the following qualifications:
 - 1) A demonstrated interest and knowledge as expressed by working on standards, publishing papers, taking part in discussions of technical papers and/or presentations thereof.
 - 2) Technical competence in one or more areas as specified in the scope of the Committee.
 - 3) Regular participation in Committee activities.
 - 4) Reviewing technical documents and standards as assigned
 - 5) Committing to timely return of Committee ballots.
 - 6) Continued participation in Committee functions such as serving as an officer, liaison representative, or Working Group member.
- b) Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing), and participation by corresponding may count towards the attendance requirements.
- c) Committee members are appointed by one or more of the following:
 - 1) The Committee Chair

- 2) An IEEE Society
- 3) The IEEE-SA Standards Board
- d) Members may be terminated by the Chair if they fail to meet the minimum requirements for Committee membership.
- e) An interested Society of the IEEE may designate up to two members to the Committee who will serve as official designated representatives (DR) of the Society upon approval of the Committee Chair.
- f) The IEEE-SA Standards Board may designate official representatives of outside organizations who will serve as official designated representatives (DR) to the Committee. A representative may have an alternate serve in his/her absence.
- g) Membership in the IEEE-SA is encouraged for all Committee members.
- h) All members are voting members.
- i) Non-members of IEEE may be appointed as consultants to the Committee and Working Groups as having needed expertise to supplement the work of the Subcommittees and Working groups.

4.1.1 Application

Not Applicable.

4.2 Review of membership

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation defined in Clause 4.1. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

The Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair specifically stating the basis for reinstatement.

A member may discontinue Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary.

4.3 Membership roster

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

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: (for all) -- name, e-mail address, affiliation and membership status. Name, e-mail address and business affiliations; for society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE Society or organization (as applicable), together with organization address
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

4.4 Membership public list

A current and accurate membership list shall be maintained. The membership list may be posted on the Committee web site and may be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, and Treasurer
- d) Members: (for all) -- name

5.0 Subgroups, Study Groups and Working Groups created by the Committee

5.1 Administrative subgroups

When one or more subcommittees are formed to expedite the administrative work of the Committee (e.g., AdCom, ExCom), their formation (and later disbandment) requires a majority vote of the Committee as defined in Subclause 7.1, and approval by the IEEE-SA Standards Board.

5.2 Working Groups – Individual Method

Standards Working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working group chair.

The Sponsor shall ensure that all working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working Groups – Entity Method

If a working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards working group adopts the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working Groups and reviews amendments to the Policies and Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to six months. If the proposal merits formation of a project, the Study Group will draft a Project Authorization Request (PAR) for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board

5.5 Other subgroups

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees and writing groups) require approval by a majority vote of the Committee. The Chair of a subgroup shall be appointed by the Chair of the Committee. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Committee. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).

The subgroup is responsible for assisting the Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

Committee meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Committee meetings shall be held, as decided by the Committee Chair, or by petition of 5 or more voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of the meeting. A meeting agenda shall be distributed to all members at least 14 days in advance of the meeting. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

A quorum shall be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in subclause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

All working group participants shall act in accordance with all IEEE Standards Association policies and procedures.

6.3 Executive session

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting fees

The Committee may charge a meeting fee to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The Committee Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Committee Chair for a partial or

complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions will remain private.

6.5 Minutes

The minutes shall record the essentials, including the following:

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Attendance, including affiliation
- e) Call to order, Chair's remarks
- f) Approval of minutes of previous meeting
- g) Approval of agenda
- h) Technical topics
- i) Brief summary of discussion and conclusions
- j) Motions, including the names of the mover and seconder
- k) Items reported out of executive session
- l) Next meeting--date and location

Copies of handouts and subcommittee reports may be included in the minutes or made available as separate items.

7.0 Voting

7.1 Approval of an action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority) and 7.1.2 (two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Committee responded.

7.1.1 Actions requiring approval by a majority vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Authorization of a Sponsor ballot
- e) Approval to jointly sponsor a project (PAR). See Clause 2.1.1

7.1.2 Actions requiring approval by a two-thirds vote

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

- a) Adoption of new or revised Committee procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Committee scope*
- d) Approval of termination of the Committee*
- e) Removal of an officer except the Chair

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

7.2 Approval of moving a draft standard to Sponsor ballot

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Committee for approval. The Committee may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

7.3 Proxy voting

Not Applicable.

7.4 Voting between meetings

At the discretion of the Chair, the Committee shall be allowed to conduct voting between meetings 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\(4\)](#).

7.5 Vote of alternate

An alternate's vote is counted only if the Designated Representative fails to vote.

8.0 Communications

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

8.1 Formal internal communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Committee officers.

8.2 External communication

Inquiries relating to the Committee shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public statements for standards

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

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

8.3.1 Committee public statements

Committee public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

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

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Committee logos.

8.3.3 Public statements to be issued by other entities

If the Committee wishes to go to another IEEE entity (as defined in Section [15](#) of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

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

8.5 Standards publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause [5.1.4](#) of the IEEE-SA Standards Board Operations Manual for further instructions.

9.0 Appeals

Technical discussions and decisions occur within the subgroup or Working group. Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the subgroup or Working group that made the decision, including but not limited to making a technical comment during the applicable comment submission and/or balloting period.

The Committee recognizes the right of appeal on procedural grounds. Procedural concerns within a Sponsor subgroup or Working group shall be first presented to the subgroup or Working group for resolution. If the procedural concern is not resolved after presentation to the subgroup or Working group for resolution, the complaint regarding any procedural action or inaction on the part of the Committee, or a Committee's subgroup, shall be presented to the Committee for resolution. If the party bringing the complaint determines that the Committee's proposed resolution is unacceptable, such party can file a procedural appeal with the Sponsor.

Appeals to the Sponsor shall be addressed as follows:

The appellant shall file a written appeal to the Committee Chair within 30 days of the event (action or inaction). The written appeal shall state the nature of the issue, including any adverse effects; the clause(s) of the procedures that are at issue; summarize previous attempts to resolve

the issue with the subgroup or Working group that is responsible for the standard including the outcome/decision of each attempt; and propose specific remedies that would satisfy the appellant's concerns. The appellant shall provide any supplemental information necessary to support the claims made in the appeal.

Upon receiving a written appeal, the Committee Chair shall form an Appeal Committee consisting of at least five members of the Committee, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute, and shall appoint a chair. The chair of the Appeal Committee shall be an officer of the Committee, if possible. The Appeal Committee shall review the written appeal and decide, within 45 days of the submission of the written appeal, whether or not to recommend to the Committee that an Appeal Panel be formed to consider the appeal. The Appeal Committee may try to resolve the issue with informal discussions with the concerned parties prior to making a decision about an Appeal Panel. The Appeal Committee may decline to recommend an Appeal Panel if (i) the appeal deals with ethical issues, (ii) the appeal deals with technical issues, or (iii) the appellant has not attempted to first resolve the issue informally with subgroup or Working group that is responsible for the standard. If the Appeal Committee declines to recommend an Appeal Panel based on these criteria, the Appeal Committee shall provide a written communication to the Committee Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the Committee Chair shall form an Appeal Panel consisting of an Appeal Panel Chair and two other members, none of whom were directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. The Appeal Panel must have at least two members that are acceptable to both the appellant and the appellee.

The Appeal Panel shall hear the appeal during a time convenient to all parties (with at least two weeks' notice to all concerned parties), and, if possible, prior to the next regular meeting of the Committee. The appeal may be conducted in person or by telephone conference. Failure of the appellant to participate in the hearing (barring unforeseen technical difficulties) shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, including the Chair of the Appeal Committee and the Committee Chair.

Committee procedural appeals shall be conducted as follows:

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three (3). Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Sponsor's Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed, except by the IEEE-SA at its sole discretion.

The Committee Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

No party to an appeal may communicate with any member of the Committee Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Committee Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Committee Appeal Panel may address questions to individuals. The Committee Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Committee Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the Committee's appeals process, the party bringing the complaint determines that the Committee's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in Clause 5.8 of the IEEE-SA Standards Board Operations Manual.