

# AESSC Administration - Operating Policy of the Audio Engineering Society Standards Committee

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## Foreword

This Operating Policy of the Audio Engineering Society Standards Committee was approved by the AES Board of Governors on 2018-10-13 following a ballot of the AESSC on 2018-08-18. This Operating Policy supersedes the policy approved by the Board of Governors on 1978-11-03 and the policy approved by the AES Board of Governors on 1984-10-09.

## 0 General

The Audio Engineering Society (AES) encourages and supports the preparation, development, and publication of audio engineering standards, especially at the International Electrotechnical Commission (IEC) and International Organization for Standardization (ISO) level. In implementing the publication of audio engineering standards, the Audio Engineering Society may publish Standards, Information Documents, and Reports as defined in AESSC rules.

### 0.1 Purpose

The Audio Engineering Society Standards Committee (AESSC) is the organization within the Audio Engineering Society charged with the following activities:

- 0.1.1 recommending AES policy and actions in standardization;
- 0.1.2 recommending approval or disapproval of proposed audio engineering standards when required;
- 0.1.3 promulgating AES procedures relative to standardization and its own (AESSC) procedures;
- 0.1.4 supervising the Society's Standards Secretariat;
- 0.1.5 acting for the AES in the Society's role in standards activities with international and national standards organizations such as the IEC, ISO, American National Standards Institute (ANSI), IEEE, and SMPTE.

### 0.2 Action

The Society, through the AESSC, serves standards activities in the following capacities:

- 0.2.1 provides leadership for standardization in audio engineering through its participation in activities of nationally or internationally recognized standards organizations;
- 0.2.2 provides the technical opinion, with respect to standards, of the audio engineering community, through any mechanisms designated by the AESSC, when such opinions are requested from the AES by standards producing organizations or other professional organizations;

**0.2.3** publishes, where appropriate, audio engineering standards or information documents, occasionally in conjunction with other organizations;

**0.2.4** advises government agencies and others in response to requests for development or interpretation of standards or standards procedures, in accordance with these procedures and the laws under which the AES is incorporated.

In order to implement this policy, the AESSC has adopted the following operational policies.

## **1 Duties of the AESSC**

**1.1** The AESSC shall formulate the policy of the AES with respect to standards in audio engineering. Such policies become official by action of the Board of Governors.

**1.2** The AESSC shall act for and in the name of the AES in:

**1.2.1** Administering the standards development and publication program of the AES;

**1.2.2** Voting on proposed Standards submitted to the AES under an approved Standards Organization method;

**1.2.3** Coordinating the AES standards activities with those of other professional organizations and standardization bodies;

**1.2.4** Administering, formulating, and updating the AES relations to Standards Organizations in conformance with the AES policy and prevailing procedures of those Standards Organizations;

**1.2.5** Appointing and guiding the AES representatives to other standards organizations by:

**1.2.5.1** Appointing:

**1.2.5.1.1** the AES voting members on any Standards Committee where the AES is represented;

**1.2.5.1.2** the AES member of any Standards Board of a Standards Organization;

**1.2.5.1.3** any AES member of any Organizational Member Council of a Standards Organization.

**1.2.5.2** Monitoring the performance of these representatives and providing direction where required;

**1.2.5.3** Establishing the AES positions, where required, for guidance of the AES representatives.

**1.3** The AESSC shall be responsible for the AES Standards Secretariat:

**1.3.1** Shall formulate and recommend to the AES Board of Governors plans for financing the standards operations of the AES, including the publication of standards;

**1.3.2** Shall recommend to the AES Board of Governors the appointment, remuneration, and grade of the Standards Manager and such other personnel as are required for the operation of the Standards Secretariat;

**1.3.3** Shall monitor, through its Chair and the Standards Manager, financial matters of the Standards Secretariat and overall standards operations.

## **2 Composition of the AESSC**

### **2.1 Officers and duties**

The officers of the AESSC consist of:

**2.1.1** The chair is (re)appointed annually by the President. The duties of the chair are:

**2.1.1.1** to preside over meetings of the AESSC and the AESSC Steering Committee;

**2.1.1.2** to represent the AESSC to other organizations;

**2.1.1.3** to represent the AESSC to the AES Executive Committee and Board of Governors.;

**2.1.1.4** to act on behalf of the AESSC in urgent cases, at the chair's own initiative, subject to subsequent approval by the AESSC or the AESSC Steering Committee, as appropriate.

**2.1.2** The Vice-Chair, appointed by the Chair of the AESSC, effective during the term of the Chair. The duties will be those of the Chair, when the Chair is unable to perform them, and such other duties as are assigned by the Chair.

**2.1.3** Three Members at Large, appointed by the Chair of the AESSC, effective during the term of the Chair.

**2.1.4** The Secretary of the AESSC shall be the AES Standards Manager, appointed by the AES Board of Governors in consultation with the AESSC Chair. The Standards manager may be an employee of, or an independent contractor to, the AES. The duties are:

**2.1.4.1** to record minutes of the AESSC meetings;

**2.1.4.2** to circulate, tally and report the AESSC letter ballots;

**2.1.4.3** to prepare, with the cooperation of the AES Standards Committee Chair, news items on the AESSC and on new standards for the Journal of the AES and other media;

**2.1.4.4** to prepare and manage the annual budget of the Standards Secretariat in coordination with the Chair of the AESSC, and the AES Treasurer.

**2.1.4.5** to administer the day-to-day operations of the AESSC.

## **2.2 Membership**

**2.2.1** The membership of the AESSC consists of:

**2.2.1.1** The Officers of the AESSC;

**2.2.1.2** One representative (Chair or Vice-Chair) from each of the AESSC Sub-Committees, working groups, and working groups of Sub-Committees;

**2.2.1.3** The Chair of the AES Technical Council, ex-officio without vote;

**2.2.1.4** One representative from each of the AES Technical Committees that declares its desire to be represented, ex-officio, without vote;

**2.2.1.5** When requested, the Chair or Secretary of any IEC Technical Committee, or the Chair of any national Technical Advisory Groups (TAGs) for IEC, ex-officio, without vote;

**2.2.1.6** The Past-Chair of the AESSC, ex-officio without vote, for one year following the appointment of a successor;

**2.2.1.7** The Treasurer of the AES, ex-officio without vote;

**2.2.1.8** The AES appointed representative to any Standards Organization, ex-officio without vote.

**2.2.2** All voting members of the AESSC shall be voting members of the AES.

*NOTE - Even though an individual serves on the AESSC by virtue of more than one office, such individual shall have only one vote.*

## **2.3 Steering Committee**

**2.3.1** The membership of the Steering Committee consists of:

**2.3.1.1** The Officers of the AESSC;

**2.3.1.2** The Treasurer of the AES, ex-officio, without vote;

**2.3.1.3** The Chair of the AES Technical Council, ex-officio, without vote.

**2.3.2** The Steering Committee shall:

**2.3.2.1** Approve Chairs and Vice-Chairs of AES subcommittees and working groups, and approve AES representatives to all standards committees on which AES maintains organizational membership;

**2.3.2.2** Develop and maintain an overall plan for standards activities of the AES;

**2.3.2.3** Set and publish rules for standards activities of the AES;

**2.3.2.4** Coordinate procedural aspects of Committee activities that affect the overall performance of the AES standards program;

**2.3.2.5** Develop recommendations to the AESSC on standards to be published by the AES.

### **3 Meetings of the AESSC**

**3.1** The AESSC shall meet at least once annually, normally in conjunction with the AESSC Plenary meeting at an AES Convention.

**3.2** The Secretary, in cooperation with the Chair, shall notify the members of the AESSC of a slated meeting at least 30 days before such meeting will take place, and shall include with such notification the agenda for the meeting.

**3.3** A quorum at any meeting of the AESSC shall consist of a majority of the AESSC voting members.

**3.4** If at an AESSC meeting for which adequate notification has been given, a quorum does not exist, the meeting may take place but actions proposed at such a meeting shall be ratified by letter ballot of the AESSC voting members.

**3.5** Any items that arise for consideration at a slated meeting of the AES Standards Committee which have not previously been made part of the agenda circulated prior to the meeting may be added to the agenda by a majority vote of members present and voting. Any actions proposed on these added items shall be ratified subsequently by the AESSC voting members by letter ballot.

**3.6** Procedures for the AESSC meetings not otherwise specified here or in the AESSC procedures shall be in accordance with *Robert's Rules of Order* (latest edition).

### **4 Budget**

**4.1** The AESSC budget is prepared annually by the Standards Manager in consultation with the AESSC Chair and the AES Treasurer. After approval by the Steering Committee, it is forwarded for approval to the AES Executive Committee.

**4.2** All unbudgeted expenditures shall receive the prior approval of the AESSC Chair.

**4.3** Standards pricing and sales policies shall be established by the Standards Manager and approved by the Steering Committee.

**4.4** Any individual or organization may contribute financially to the AES Standards Committee through the Standards Sustainer program.

**4.4.1** The details of the program are established by the Standards Manager in consultation with the Standards Chair and approved by the Steering Committee. Current details will be published on the AES Standards public web site.

**4.4.2** Standards Sustainers have no vote in any matters before the AESSC.

**4.5** Permission to republish standards shall be granted under a limited time license and upon payment of an appropriate fee.

**4.5.1** Terms and conditions, including fees and duration, of the publication license shall be determined by the Standards Manager in consultation with the Standards Chair and approved by the Steering Committee.

**4.5.2** Publication licenses will be offered to all parties on an equal and nondiscriminatory basis.

**4.5.3** Multiple parties may independently license an individual standard.

**4.5.4** Copyright for licensed standards shall remain with the AES.

**4.6** All contributions shall become parts of the general funds of the AES but are allocated to the AESSC budget. No further earmarking shall take place.

**4.7** Organizations shall send drafts payable to the Audio Engineering Society to the AES Headquarters Office. Contributions will be receipted by the appropriate AES financial personnel.