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# OPERATING PROCEDURES

IEEE Computer Society

Portable Applications Standards Committee

(PASC)

Approved  
January 12, 2005

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## **FOREWORD (Informative)**

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The IEEE Standards process includes two volunteer groups in producing each standard: a Working Group and a Balloting Group. A Working Group holds meetings and produces a document for balloting. The Balloting Group participates in the formal review of a proposed standard. A standard is not forwarded to the IEEE Standards Association Standards Board for acceptance until it has met the approval requirements of the Balloting Group.

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The Portable Applications Standards Committee (PASC) encourages input from persons who cannot attend meetings through the distribution of printed materials, through solicitation of input and comments. Membership in a Working Group and correspondent participation is open to all interested parties. Membership in a Balloting Group is open to all interested members of the IEEE Standards Association. There may be fees involved (which may be waived) to cover the costs associated with participation.

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## **SCOPE**

PASC is the Sponsor of standards related to open systems APIs and related software requirements. Open System APIs define interfaces between computer operating systems and application programs of various levels. Related software includes other things needed for proper system operations (e.g. time and date issues, namespace issues, etc.).

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148 **1 SCOPE OF PASC PROCEDURES**  
149 **PROCEDURES}**

150  
151 All operations of the Portable Applications Standards Committee (PASC) and groups operating under the sponsorship of  
152 PASC shall be in accordance with the current policies and procedures of the IEEE Standards Association Standards Board  
153 and the IEEE Computer Society (IEEE/CS). Procedure and guideline documents of groups which are organizationally  
154 superior to PASC are included in Annex A ~~in hierarchical order.~~ Duplicate information is provided in this document only  
155 to clarify the context.

156  
157 Working Groups under PASC sponsorship are authorized to establish additional operating guidelines subordinate to these  
158 procedures.

159 **2 ORGANIZATION AUTHORITY AND STRUCTURE**  
160 **ORGANIZATION AUTHORITY AND STRUCTURE**  
161

162 **2.1 Delegation of Authority**  
163

164 The Portable Applications Standards Committee (PASC) was formed in 1985 as the Technical Committee on Operating  
165 Systems and Applications Environments Standards Subcommittee (TCOS/SS) under the auspices of the IEEE/CS.  
166 TCOS/SS was changed to the Portable Applications Standards Committee (PASC) in 1992. PASC has been delegated the  
167 balloting authority for IEEE Standards Projects sponsored by PASC in accordance with the IEEE Standards Association  
168 Operations Manual. Sponsor Executive responsibility has been delegated to the PASC Sponsor Executive Committee  
169 (PASC/SEC).

170 **2.2 Submission of Project Authorization Requests**  
171 **Submission of Project**  
172 **Authorization Requests**

173 PASC/SEC is responsible for sponsorship of new Project Authorization Requests (PARs) to the IEEE Standards  
174 Association-Standards Board in accordance with the IEEE/CS Policies and Procedures. PASC/SEC approval for PAR  
175 sponsorship requires a majority vote of PASC/SEC voting members. After PASC/SEC approval, PARs are submitted to  
176 the IEEE Standards Association Standards Board for final approval.

177 **2.3 Formation of Working Groups**  
178 **Formation of Working Groups**

179 One or more approved PARs are assigned to a Working Group (WG).

180 Each WG shall have a chair, appointed by the PASC/SEC Chair for a term of three years, subject to review and  
181 confirmation within three meetings by a majority vote of the WG. WG vice-chair(s) appointments are the responsibility of  
182 the Chair of the WG, subject to confirmation by majority vote of the WG.

183 The WG chair and vice-chair(s) shall be members of the IEEE Standards Association and of IEEE/PASC. This will enable  
184 them to fully participate in the balloting procedure and to participate as peers in any of the associated IEEE meetings. The  
185 WG chair shall provide a corporate letter of support for serving as WG chair prior to initiation of the confirmation vote.  
186 This letter shall be submitted to the PASC/SEC Chair.

187 Within the first three (3) meetings, and at least once every three (3) years thereafter, the WG chair and vice-chair(s)  
188 assignments shall be put forward for confirmation by majority vote of the applicable WG. Reconfirmation of a WG chair  
189 may be initiated by the PASC/SEC Chair at any time based on the written request of three (3) or more members of the WG.

190 All WG chair and vice-chair confirmation votes shall be conducted by secret ballot.

191 **2.4 PASC Officers**  
192 **PASC Officers**

193 The PASC Chair shall be appointed by the IEEE/CS Standards Activities Board Chair in accordance with IEEE/CS  
194 procedures. A PASC Vice-chair may be appointed by the PASC Chair, as appropriate.

195 **2.5 PASC Membership**  
196 **PASC Membership**

197 PASC membership is open to any interested individual who notifies the IEEE Standards Department of their interest and  
198 provides and maintains contact information. All PASC members are invited to participate in IEEE balloting groups for  
199 PASC projects and are obliged to return PASC specific ballots (such as the ballot for these Operating Procedures).  
200  
201  
202

203 **3 PASC SPONSOR EXECUTIVE COMMITTEE (PASC/SEC) {tc \l1 "3**  
 204 **PASC SPONSOR EXECUTIVE COMMITTEE (PASC/SEC) }**

205 The PASC Sponsor Executive Committee (PASC/SEC) is a forum for deciding Standards Committee and common WG  
 206 issues, policies and procedures, and guidelines.  
 207

208 **3.1 Membership {tc \l2 "3.1 Membership}**

209 Voting members of the PASC SEC shall be members of the IEEE CS and IEEE Standards Association.

210 Each member of the PASC/SEC shall have no more than one vote.

211 The PASC/SEC includes voting and non-voting members:

212 Voting Members:

- 213 - PASC/SEC Chair, Vice-Chair, and Functional Chairs
- 214 - PASC sponsored WG Chairs (or designee)
- 215 - The chair (or designee) of each U.S. TAG to an ISO/IEC JTC1 Subcommittee, Working Group assigned by the  
 216 IEEE to PASC, or a Special Group of JTC1 or one of its ~~SubCommittees~~'s
- 217 - Any SEC Members Emeritus (not to exceed 20% of the SEC membership)

218 *ed. note: the following 2 are no longer needed:*

219 ~~— Chair (or designee) of each PASC/SEC Steering Committee~~

220 ~~— Designated Institutional Members (see Annex C)~~

221 Non-Voting Members:

- 222 - Institutional Members ~~(ed. note—remove if not appropriate)~~
- 223 - PASC/SEC appointed liaisons to other groups
- 224 - Any liaisons to PASC from groups outside PASC

225 **3.2 Duties and Responsibilities {tc \l2 "3.2 Duties and Responsibilities}**

226 The PASC/SEC shall have the following duties and responsibilities:

- 227 - Conduct periodic reviews of all PASC/SEC sponsored activities including future planning and liaisons.
- 228 - Establish fees as appropriate to allow PASC/SEC sponsored groups to operate on a break even basis.
- 229 - Meet all Sponsor Executive Committee Responsibilities. This includes: review and approval of submission of  
 230 PASC PARs; formation of PASC WGs or Study Groups; submission of a standards activities budget; preparation  
 231 of a financial activities report; representation at IEEE/CS SAB meetings; and coordination of the publication of  
 232 draft standards.
- 233 - Ensure that all PASC WGs attain and maintain the necessary level of participation and diversity required to  
 234 develop an acceptable standard in a timely fashion.

235 ~~— Establish and publish operating guidelines for PASC/SEC, PASC WGs, and for PASC/SEC Steering  
 236 Committees and Subcommittees.~~

237 **3.3 Open Meetings {tc \l2 "3.3 Open Meetings}**

238 All non-executive meetings of PASC/SEC sponsored standards efforts are open to the public. This includes open

253 attendance and comment at PASC/SEC and Subcommittee meetings. During extended discussions, the chair may limit  
254 comments to PASC/SEC members and may limit the duration and repetition of speakers.

255  
256 Only voting members and Institutional Members may propose and second resolutions and motions.  
257

### 258 **3.4 Voting**

259 A majority of the voting members of the PASC/SEC shall constitute a quorum. Actions taken in the absence of a quorum  
260 shall be confirmed by letter ballot of all members. In cases of urgency, such ballots may be conducted by fax, e-mail,  
261 telegram, telex, or other means that result in written confirmation of ballot results.

262 The following actions require a majority of those **enfranchised SEC members voting or present (and not voting):**

- 263 - Confirmation of PASC/SEC officer appointments
- 264 - Formation of all PASC/SEC sponsored groups
- 265 - Approval to forward documents to U.S. TAGs
- 266 - Establishment of meeting and mailing fees
- 267 - All actions not specifically identified elsewhere in these procedures

268  
269  
270 The following actions require a majority vote **of the total enfranchised PASC/SEC membership:**

- 271 - Creation or dissolution of a Steering Committee
- 272 - Acceptance of sponsorship of a new PAR, including Direct Ballot (see Section 9)
- 273 - Withdrawal of sponsorship of an existing PAR
- 274 - Approval of PASC/SEC guidelines

275  
276 The following actions require a 1/5 minority of those voting:

- 277 - Request for a roll-call vote

278  
279 *Informative Note: It is important to note the changes here, especially the set that applies to approval of a new PAR. Under the*  
280 *old rules, if a quorum was present and a majority approved, the PAR was approved. Under the new rules, a majority of the total*  
281 *membership is required. For example, if there are 9 enfranchised SEC members, 5 are required for a quorum and 3 would have*  
282 *constituted a majority. Now at least 5 approvals would always be necessary to pass on an item, regardless of attendance. If a*  
283 *quorum was present, but this minimum not met (but a simple majority of the quorum approved), a letter ballot of the full SEC may*  
284 *be conducted. These rules apply to groups who have a defined voting membership (like the SEC). Working Groups do not have a*  
285 *fixed voting membership, and therefore are NOT covered under this rule.*  
286

287  
288



288 ~~ed. note: the words “or present (and not voting)” were added to satisfy IEEE legal because NY Not For Profit~~  
289 ~~law, which considers present and not voting be counted the same as voting to abstain. The argument that they~~  
290 ~~should have voted to abstain was not accepted by IEEE. This has ramifications in electronic voting.~~  
291

292 **4 PASC/SEC OFFICERS{tc \l1 "4 PASC/SEC OFFICERS}**

293  
294 The PASC/SEC Chair, PASC/SEC Vice-Chair, and PASC/SEC Functional Chairs must be members of the IEEE or an  
295 affiliate member of the IEEE/CS. The terms of the PASC/SEC Chair and the Vice-Chair shall be three (3) years. The  
296 terms of the PASC/SEC Functional Chairs shall be one year, renewable.

297  
298 All PASC/SEC Functional Chairs are appointed by the PASC/SEC Chair to assist standards WGs with procedural and  
299 pragmatic issues, reinforcing the consensus process. Any PASC/SEC Functional Chair may be called upon to take over the  
300 PASC/SEC in the absence of the Chair and the Vice-Chair or to represent PASC/SEC in the SAB meetings.

301  
302 The PASC/SEC chair may replace any appointed PASC/SEC officer who fails to perform the duties of the position or who  
303 fails to attend two consecutive meetings.

304  
305 **4.1 PASC/SEC Chair{tc \l2 "4.1 PASC/SEC Chair}**

306 The PASC Chair shall be the PASC/SEC Chair. Responsibilities of the chair are as defined in the CS P&P.

307  
308 **4.2 PASC/SEC Vice-Chair{tc \l2 "4.2 PASC/SEC Vice-Chair}**

309 The PASC Vice-chair shall be the PASC/SEC Vice-chair. The duties and responsibilities of the PASC/SEC Vice-Chair  
310 shall be to carry out the responsibilities of the chair in the absence of the chair.

311  
312 **4.3 PASC/SEC Functional Chairs{tc \l2 "4.3 PASC/SEC Functional Chairs}**

313  
314 **4.3.1 Balloting Chair{tc \l3 "s Balloting Chair}**

315 The duties and responsibilities of the PASC/SEC Balloting Chair include:

- 316 - Provide guidance to WG chairs on the balloting process.
- 317 - Develop guidance to WG chairs on conducting a ballot.
- 318 - Develop and maintain instructions for balloters.
- 319 - Assist in the administration of balloting group formation, balance, summary status, etc.
- 320 - Submit periodic status reports to the PASC/SEC on the status of current ballots and projected schedule for future  
321 ballots.
- 322 - Work with the IEEE Standards Department to schedule ballots and ballot re-circulations to avoid serious  
323 overlaps in deadlines that would prohibit balloters from completing their responsibilities.

324  
325 ~~ed. note: the following is no longer necessary since IEEE requires that all sponsor ballots use their system.~~  
326 ~~—— Develop and maintain a recommended format for balloters to use in submitting all objections and~~  
327 ~~comments.~~

328  
329 ~~ed. note: the following functional chairs are no longer necessary:~~  
330 ~~—— Document Editing/Structure Chair {tc \l3 "S —— Document Editing/Structure Chair}~~  
331 ~~—— Logistics Chair {tc \l3 "S —— Logistics Chair}~~

332  
333 **4.3.2 Interpretations Chair**  
334 **{tc \l3 "s Interpretations Chair}**

335 The PASC/SEC Interpretations Chair shall be responsible for the implementation of interpretations procedures in  
336 accordance with the IEEE Standards Operations Manual as well as the procedures approved for coordination with  
337 international activities. Duties of the Interpretations Chair are defined in section 10.

338  
339 ~~ed. note: —— Treasurer —— this position is no longer necessary {tc \l3 "S —— Treasurer}~~

340

341 **4.3.3 Secretary{tc \l3 "S Secretary}**

342 The duties and responsibilities of the PASC/SEC Secretary include:

- 343 - Produce and distribute the PASC/SEC minutes and attendance reports.
- 344 - Maintain a log of all PASC/SEC decisions with ongoing impact.
- 345 - Maintain this procedures and guidelines document.
- 346 - Assign SEC document numbers and maintain the official SEC document list.

347  
348 ~~ed. note: Project Management Subcommittee (PMC) Chair -- no longer necessary{tc \l3 "S Project~~  
349 ~~Management Subcommittee (PMC) Chair}~~

350  
351 ~~ed. note: PASC/SEC SUBCOMMITTEES -- none of these are necessary{tc \l1 "5 PASC/SEC~~  
352 ~~SUBCOMMITTEES}~~

353 ~~Logistics Subcommittee{tc \l2 "5.1 Logistics Subcommittee}~~

354 ~~Project Management Subcommittee (PMC){tc \l2 "5.2 Project Management Subcommittee (PMC)}~~

355  
356 ~~ed. note: PASC/SEC STEERING COMMITTEES -- none are necessary{tc \l1 "6 PASC/SEC STEERING~~  
357 ~~COMMITTEES}~~

358 ~~Establishment of a Steering Committee{tc \l2 "6.1 Establishment of a Steering Committee}~~

359 ~~Organization{tc \l2 "6.2 Organization}~~

360 ~~Meetings{tc \l2 "6.3 Meetings}~~

361 ~~Reporting{tc \l2 "6.4 Reporting}~~

362 ~~Termination{tc \l2 "6.5 Termination}~~

363

364 **5 PASC/SEC SPONSORED WORKING GROUPS (WG)**  
 365 **PASC/SEC SPONSORED WORKING GROUPS (WG)**  
 366

367 **5.1 Members**  
 368

369 **5.1.1 Participation**  
 370

371 WG meetings are open to all interested parties. Correspondence shall be accepted from any interested party. WG  
 372 participation shall represent a diversity of interests in the information technology community such that no single class of  
 373 interest has a dominant voice in the WG. The WG chair may rule regarding who may participate in the WG decision  
 374 process at a specific meeting (see section 5.5).

375 **5.1.2 Duties and Responsibilities**  
 376

376 The duties and responsibilities of WG members include:  
 377 - Assist the chair in producing a document for balloting  
 378 - Provide rationale for decisions  
 379 - Provide responses to objections raised prior to balloting  
 380

381 **5.2 Mailings**  
 382

383 Persons who wish to receive the documents of a WG may be added to the distribution list. Distribution may include some  
 384 hard copy, but most will be distributed electronically. There may be a fee to cover the costs associated with reproduction  
 385 and mailing of materials. This fee may be waived in accordance with section 5.7. It is encouraged that WG meeting  
 386 documents be distributed prior to the WG meeting.

387 **5.3 Meetings**  
 388

389 **5.3.1 Physical Meetings**  
 390

391 Face-to-face meetings may be held as required at diverse geographic locations. PASC/SEC sponsored WGs are  
 392 encouraged, but not required, to hold any physical meetings at the same time and location as the PASC/SEC in order to  
 393 minimize conflicts between groups with overlapping membership, to minimize travel, and to promote coordination between  
 394 WGs. Attendance in face-to-face meetings via telephone is permitted.

395 Decisions made at meetings (motions, straw-polls, etc.) shall require a majority of participants approval (unless the WG  
 396 has policies in place specifying different percentages). The WG may also have rules defining who is allowed to vote at  
 397 each meeting. In the absence of such rules, all persons in attendance at the time of the decision shall constitute the voting  
 398 membership of the WG.  
 399

400 **5.3.2 Other Meetings**  
 401

402 Other forms of meetings are allowed (such as ~~tele-conference and~~ electronic meetings). The only rules that are different for  
 403 these meetings involve who is participating. Unless the WG defines the exact voting membership before the start of the  
 404 meeting, anyone who has actively participated in the meeting up to a decision point, shall be regarded as part of the voting  
 405 membership for that meeting.  
 406

407 Note that these meetings refer to formal meetings with agendas and decision making authority. The general work of creating  
 408 and discussing work in progress may happen outside the structure of a formal meeting.  
 409

410  
 411

- 412 **5.3.3 Meeting Fees{tc \13 "s Meeting Fees}**  
 413 There may be a participation fee to cover meeting costs such as meeting space, arrangements, and document distribution  
 414 and services. This per-meeting fee may be set to cover the expenses of each specific meeting with a small margin of  
 415 surplus in accordance with IEEE/CS guidelines. This fee does not include mailing subscriptions. This fee may be waived  
 416 in accordance with section 5.7  
 417  
 418 Teleconferences and electronic meetings will not incur meeting fees except in unusual circumstances.  
 419
- 420 **5.3.4 Meeting Hosts{tc \13 "s Meeting Hosts }**  
 421 When appropriate, an institutional host for meetings may be sought to help defray meeting costs, particularly for lunches and  
 422 catering.  
 423
- 424 **5.3.5 WG Meeting Announcements and Agendas{tc \13 "s WG Meeting Announcements and**  
 425 **Agendas }**  
 426 WG meetings shall be scheduled and an agenda published at least four weeks prior to the meeting using an authorized  
 427 distribution mechanism. This applies to all forms of meetings (physical and electronic). An agenda shall be published for  
 428 each meeting. WG meeting notices and agendas shall be distributed in the general PASC mailing.  
 429
- 430 **5.4 Development of a Draft Document{tc \12 "7.4 Development of a Draft Document}**  
 431 The WGs are chartered to formulate and develop draft standards based on a consensus of the participants. While not  
 432 standard procedure, "straw polls" may be used, at the WG chair's discretion, to help focus and advance meeting decisions  
 433 and agendas. It is the responsibility of the WG chair to promote consensus of the WG by ensuring that:  
 434 - Sufficient time is given for a clear statement of all relevant views  
 435 - Each participant has a sufficient opportunity to understand the views being presented to make a decision  
 436 - All participants have the opportunity to adequately present their view  
 437 - The WG has sufficient information to make a decision  
 438 - Dissenting opinions are clearly recorded when a trial resolution is proposed to determine if sufficient consensus  
 439 has been reached  
 440 - A rationale statement about the WG's majority view is included in the draft document whenever expressed dissent  
 441 is considered likely to result in a negative ballot  
 442
- 443 **5.5 Procedural Issues{tc \12 "7.5 Procedural Issues}**  
 444 WG procedural issues shall be resolved by the WG chair. A WG chair's ruling regarding who may participate in the WG  
 445 decision process at a specific meeting may be overruled by a majority vote of those present who have attended at least two  
 446 (2) of the last three (3) meetings including the current meeting. A quorum shall consist of an officer of the working group, a  
 447 secretary, and no fewer than two additional persons (minimum of four persons).  
 448
- 449 **5.6 Working Group Officers {tc \12 "7.6 Working Group Officers }**  
 450
- 451 **5.6.1 WG Chair{tc \13 "s WG Chair}**  
 452 The duties and responsibilities of a WG chair include:  
 453  
 454 Organizational:  
 455 - Call for volunteers for officers and other appointed roles in the WG.  
 456 - Appoint such persons as may be needed to expedite WG business (e.g. vice-chair, secretary, technical editor, and  
 457 liaisons). This may include the formation of subgroups and the appointment of persons to coordinate such groups.  
 458 - Ensure coordination with groups identified in the WG PAR.  
 459  
 460 Leadership:  
 461 - Ensure PASC, IEEE/CS, IEEE Standards Association Standards Board, and IEEE Standards Association

- 462 procedures are followed.
- 463 - Assure fair and open participation in the WG.
- 464 - Seek consensus of the WG as a means of resolving all issues.
- 465 - Regularly attend WG meetings and ensure WG representation at PASC/SEC meetings, Logistics Subcommittee
- 466 meetings, and applicable Steering Committee meetings.
- 467

468 Reporting, Representation, and Document Numbering:

- 469 - Coordinate the numbering of WG documents and their distribution. WG distributions shall include minutes,
- 470 attendance lists, meeting notices, agendas, draft documents, document register, and all relevant submissions.
- 471 - Provide periodic reports ~~an annual report~~ on the WG and the status of its projects.
- 472 - Represent the WG at PASC/SEC meetings or appoint an alternate when appropriate.
- 473 - Maintain an archive of WG documents until formal approval of the draft standard by the IEEE/CS SAB.
- 474 Archived documents should be made available to interested parties upon request.
- 475

476 Meetings:

- 477 - Schedule meetings (either physical or electronic).~~(normally four times per year but never less than once per~~
- 478 ~~year).~~
- 479 - Provide timely notice of meetings.
- 480 - Chair WG meetings in an unbiased manner.
- 481

482 Balloting:

- 483 - Provide the PASC/SEC Functional Chair for Balloting with the anticipated balloting schedule and information on
- 484 when a Balloting Group needs to be formed.
- 485 - Bring a document to ballot in a reasonable period of time.
- 486 - Achieve ballot resolution in concert with the PASC Chair.
- 487

488 **5.6.2 WG Vice-Chair{tc \13 "s WG Vice-Chair}**

489 The duties and responsibilities of a WG vice-chair include:

- 490 - Carry out the responsibilities of the chair in the absence of the chair.
- 491 - Assist the WG chair (see section 5.6.1.)
- 492

493 **5.6.3 WG Secretary{tc \13 "s WG Secretary}**

494 The duties and responsibilities of the WG secretary include:

- 495 - Prepare and maintain records of minutes of each WG meeting which shall include at least
- 496 - Meeting attendees
- 497 - Issues for which sufficient consensus was reached at the meeting
- 498 - Dissenting opinions raised regarding consensus issues
- 499 - An issues list of currently known unresolved issues
- 500 - An action item list which identifies action assignments and their status at the end of the meeting.
- 501 - Maintain attendance and membership records, including the classification (general interest/user/provider) of each
- 502 member.
- 503

504 **5.6.4 WG Technical Editor{tc \13 "s WG Technical Editor}**

505 The duties and responsibilities of the WG technical editor include:

- 506 - Ensure the safety and accuracy of the draft document at all times.
- 507 - Ensure that the document is in the correct IEEE format.
- 508 - Make all changes to the document authorized by the WG.
- 509 - Prevent unauthorized changes to the document.
- 510 - Maintain current backup copies (electronic and hardcopy).
- 511 - Maintain appropriate security (physical, backup, etc) for the draft document.
- 512 - Ensure that draft documents meet IEEE Standards Association and IEEE/CS requirements.

- 513 - Coordinate WG input to the PASC Document Structure Plan with the Functional Chair for Document
- 514 Editing/Structure.
- 515 - Coordinate the text of definitions with other WGs and with the Functional Chair for Document Editing/Structure.
- 516 - Foster PASC, IEEE/CS and IEEE Standards Association policies on distribution of electronic copies of draft and
- 517 final documents.
- 518

519 **5.7 Waiver of Fees for WG Meetings and Mailings{tc \12 "7.7 Waiver of Fees for WG**  
520 **Meetings and Mailings}**

521 The rules governing waiver of fees are:

- 522 - Waiver of participation fees may be granted for individuals paying their own expenses.
- 523 - Privacy of information about payment of fees, nonpayment, or waivers shall be respected.
- 524 - Waivers and partial waivers may be granted only by the PASC/SEC Chair.

525 **6 DOCUMENT HANDLING AND DISTRIBUTION**  
 526 **DOCUMENT HANDLING AND DISTRIBUTION}**  
 527

528 All materials submitted to PASC/SEC sponsored WGs shall be in the public domain, unless submitted with appropriate  
 529 copyright notice.

530  
 531 Use of copyrighted materials is governed by IEEE [Standards Association](#) policies and procedures.

532  
 533 All contents of draft documents are exclusively copyright protected by the IEEE, unless other arrangements have been made  
 534 in writing with the IEEE Standards Department. The copyright statement in the WG draft document shall be in the form  
 535 specified by the IEEE Standards Department.  
 536  
 537

538 **6.1 Document Numbering**  
 539 **8.1 Document Numbering}**

540 All reference documents shall be assigned unique numbers by the WG chair ~~and should provide the following header~~  
 541 ~~information:~~

542 ~~Title/Topic: ..... P2003.x-N.yyy~~  
 543 ~~Name: ..... Type: .....~~  
 544 ~~Date: ..... Related Documents ...~~

545  
 546 ~~where "2003.x" is the associated WG number and "N.yyy" is the sequential document number. "Types" includes, but is not~~  
 547 ~~limited to, comments, objections, communications, requests for comments, proposals, and background information.~~  
 548

549 Temporary documents and announcements/notices from other groups do not need to be treated as reference documents.  
 550

551 **6.2 Distribution of Documents**  
 552 **8.2 Distribution of Documents }**

553 All WG reference documents shall be submitted to the PASC/SEC specified distribution mechanism for distribution.  
 554 Copies shall be distributed to all persons who have requested them and have paid the appropriate fees (~~or unless~~ the fees  
 555 have been waived). Mailings will usually be electronic (except in unusual circumstances). Special mailings through the  
 556 PASC/SEC designated distribution mechanism may be authorized by the associated WG chair.

557 **6.3 Maintenance of Mailing Lists**  
 558 **8.3 Maintenance of Mailing Lists }**

559 Mailing list maintenance will be done by the person(s) designated by the PASC/SEC. The list will be purged to remove  
 560 persons that have not paid any appropriate fees or have violated required procedures. The mailing list shall not be used for  
 561 solicitation purposes without written approval of the IEEE Standards Department.

562 **6.4 Other Duplication and Distribution**  
 563 **8.4 Other Duplication and Distribution }**

564 Other duplication and distribution methods for WG documents may be used. However, copies of drafts shall be handled in  
 a manner consistent with IEEE Standards Association Standards Board policies.



565 **7 RAISING PROCEDURAL CONCERNS AND OBJECTIONS**  
566 **RAISING PROCEDURAL CONCERNS AND OBJECTIONS}**  
567

568 Concerns or objections about WG policies, procedures, ballot resolutions and operations should be raised to the affected  
569 WG chair. The chair, in turn, should seek to resolve the issue or policy question in an appropriate manner and to the mutual  
570 satisfaction of the parties involved.  
571

572 Issues regarding PASC/SEC policies, procedures, and operating guidelines should be addressed to the PASC/SEC and the  
573 PASC/SEC chair.  
574

575 If any concern cannot be satisfactorily resolved, an appeal may be elevated through the following hierarchy: Chair of the  
576 PASC, Chair of the IEEE Computer Society Standards Activities Board, the IEEE Standards Association Standards Board,  
577 the IEEE Standards Association Board of Governors, and finally, in rare cases, the IEEE Board of Directors.  
578

579 ~~However, it should be noted that the two entities SA Standards Board and SA Board of Governors are not strictly~~  
580 ~~hieratical. The Standards Board will deal with appeals based on procedural issues, while the SA Board of Governors will~~  
581 ~~deal with those that are related to SA policy. In actual fact, most appeals will go to the BoG, and then be delegated back to~~  
582 ~~the Standards Board if the BoG considers that a procedural issue is in question.~~  
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**8      BALLOTING{tc \l1 "10      BALLOTING}**

The balloting procedures for sponsor ballots are specified by the IEEE Standards Operations Manual.

Failure to respond to ballots and/or other official communications may result in an individual being removed from the PASC membership.

**8.1    Forming the Balloting Group{tc \l2 "10.1    Forming the Balloting Group}**

The Balloting Group for PASC sponsored projects is formed initially by the PASC.

At a minimum, invitations to join each Balloting Group shall be sent to:

- WG members
- Coordination contacts for the WG
- PASC members
- IEEE/CS SAB members

Invitations shall be sent to leaders of all national body delegations to ISO/IEC JTC1 WGs (subcommittees where appropriate) in which documents sponsored by PASC are currently being considered.

**8.2    Ballots for Coordination and Comment {tc \l2 "10.2      Ballots for Coordination and Comment }**

Ballots for "coordination and comment" shall be sent to identified coordination points.

**8.3    Closing the Ballot{tc \l2 "10.3      Closing the Ballot}**

Ballots shall be conducted and closed following the procedures of the IEEE Standards Association.

**8.4    Coordination With ISO Ballots{tc \l2 "10.4      Coordination With ISO Ballots }**

For documents that are being balloted concurrently at some level of the ISO process, changes recommended or required in that process shall be processed as ballot objections in the IEEE ballot resolution process. The IEEE ballot objections (and resulting changes to the document) shall be forwarded to the appropriate U.S. TAG for use in developing a U.S. position on the ISO ballot.

## 619 **9 DIRECT BALLOTING PROCEDURE** 620 **BALLOTING PROCEDURE}** 621

622 A group outside of IEEE (e.g., industry forum or consortium which represents a diversity of interests) may propose a  
623 document that is suitable for consideration as a standard under the PASC area of work. In some cases, it may be practical  
624 to take such a document directly to a Balloting Group without requiring development within a WG.  
625

### 626 **9.1 PASC/SEC Sponsorship of a Proposed Direct Ballot** 627 **Sponsorship of a Proposed Direct Ballot}** 628

629 A PASC/SEC decision to sponsor a document for direct balloting shall require a majority vote of the enfranchised  
630 members of the PASC/SEC.  
631

632 Copies of the proposed document shall be sent to all PASC/SEC members. This distribution shall occur at least as many  
633 days prior to the vote to sponsor the document for direct ballot (either by mail, or at a scheduled PASC/SEC meeting) as  
634 established by PASC/SEC for PAR consideration. This distribution shall include a draft PAR document; a summary  
635 showing how the work meets the PASC/SEC PAR Review Criteria; a summary of information about the group that has done  
636 the development; and a statement of any patent, trademark, copyright, or other limitations that might apply to this work.  
637 This step may occur concurrent with submission of a proposal to the IEEE Standards Board Secretary.

638 The recommendation of the PASC/SEC shall be forwarded to the Secretary of the IEEE Standards Board.  
639

### 640 **9.2 Formation of Working Group and Balloting Group** 641 **Group and Balloting Group}** 642

#### 643 **9.2.1 Working Group** 644 **Working Group}** 645

646 A new WG shall be formed if the Direct Ballot is not assigned to an existing WG. This WG shall conduct the ballot  
647 technical review process. The organizational meeting of this WG shall be held after PASC/SEC sponsorship of the project  
648 has been approved. Appropriate notice shall be given for this meeting.

649 The organizational meeting of the WG shall act on confirmation of a chair; review IEEE, IEEE/CS, IEEE Standards  
650 Association, and PASC/SEC procedures; and identify the technical review group. The WG may request PASC/SEC to  
651 reconsider direct balloting.

652 Note that after this point, such a WG is essentially a Ballot Resolution Group, since there was no “development” of the  
653 draft within the WG. However, if direct balloting is reconsidered, or if the ballot later fails, the WG becomes a tradition  
654 WG that may develop draft documents.  
655

#### 656 **9.2.2 Balloting Group** 657 **Balloting Group}** 658

659 The Balloting Group shall be formed as specified by the IEEE Standards Association. An invitation to join the balloting  
660 group shall also be sent to members of the document development group to encourage their participation.

661 The balloting group formation may be initiated in parallel with the PAR submission to the IEEE Standards Association  
662 Standards Board after PASC/SEC sponsorship has been approved.

663 Copies of the proposed standard shall be made available to interested members of the balloting group prior to the start of  
664 balloting.  
665  
666  
667

- 668
- 669 **9.3 Responsibilities of the Document Development Group{tc \l2 "11.3 Responsibilities of**
- 670 **the Document Development Group}**
- 671
- 672 **9.3.1 Initial Materials{tc \l3 "s Initial Materials}**
- 673 The initial copies of materials for the PASC/SEC and Balloting Group should be provided by the document development
- 674 group, along with the Draft PAR and other information requested by the PASC/SEC.
- 675
- 676 **9.3.2 Point Of Contact{tc \l3 "s Point Of Contact}**
- 677 It is recommended that the document development group apply directly to the IEEE Standards AssociationStandards Board
- 678 (with a copy to PASC Chair) for Organization Representative (OR) status in the balloting. This Representative may serve
- 679 as the WG chair provided the OR is a member of the IEEE or an affiliate member of the IEEE/CS.
- 680
- 681 **9.3.3 Submission of Master Copy for Distribution{tc \l3 "s Submission of Master Copy for**
- 682 **Distribution}**
- 683 If the PAR is approved, a master copy of the document shall be provided to IEEE, along with appropriate copyright, patent,
- 684 and trademark arrangements as agreed to by the IEEE Standards Department. The master copy shall meet the format and
- 685 other content requirements established by the IEEE Standards Department and PASC/SEC Guidelines.
- 686
- 687 **9.3.4 Ballot Process{tc \l3 "s Ballot Process}**
- 688 The balloting technical reviewers from the WG are responsible for making any and all changes needed to the document as
- 689 part of the ballot resolution process and for developing responses and rationale for unresolved objections. The balloting
- 690 process shall follow the IEEE SA procedures and these procedures in all respects (see IEEE Standards Manual).
- 691
- 692 If the balloting process cannot achieve the required 75% approval within 24 months, the ballot shall be terminated. In this
- 693 case, the WG shall either take on a development role for the document or recommend that PASC/SEC sponsorship of the
- 694 PAR be withdrawn.
- 695
- 696 **9.3.5 Submission to IEEE Standards Board{tc \l3 "s Submission to IEEE Standards Board}**
- 697 Once the balloting procedure is complete, the updated document and ballot resolution materials shall be forwarded to the
- 698 PASC/SEC Chair and the PASC/SEC Functional Chair for Balloting for review and submission to the IEEE Standards
- 699 Board.
- 700
- 701 **9.3.6 Transfer of Copyright{tc \l3 "s Transfer of Copyright}**
- 702 The document development group shall provide transfer of copyright in accordance with IEEE policy. This must be done
- 703 to meet the requirements of IEEE to publish the document; to modify and maintain it over time; and to meet ANSI/ISO/IEC
- 704 requirements for use of copyright and documents.
- 705
- 706 Once IEEE approves the document as an IEEE Standard, future control of the contents of that document shall remain with
- 707 IEEE, and may be transferred from IEEE to some other -standardization body (ANSI, ISO, etc.).
- 708
- 709 **9.4 Responsibilities of PASC/SEC Sponsor{tc \l2 "11.4 Responsibilities of PASC/SEC as**
- 710 **Sponsor}**
- 711 The responsibilities of the PASC/SEC as the sponsor of a direct ballot include:
- 712 - Formation of a Balloting Group using established IEEE/CS rules
- 713 - Providing procedural assistance to the document development group
- 714 - Monitoring the ballot process
- 715 - Maintaining the approved standard as required by IEEE

716 **10 INTERPRETATIONS**

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For approved IEEE standards, an interpretation process is required.

The Functional Chair for Interpretations shall develop and maintain written PASC/SEC Guidelines which clearly define the interpretations process for PASC/SEC sponsored standards. These Guidelines shall be established in accordance with the IEEE Standards Manual.

Duties and responsibilities of the Interpretations Chair include:

- Publication of PASC/SEC guidelines for the interpretation of PASC sponsored standards consistent with ISO/IEC JTC1 committee guidelines and policies of the IEEE Standards Association.
- Ensuring the implementation of the interpretation process in accordance with established PASC/SEC guidelines.
- Ensuring timely completion of all requests for interpretation and publication of all resulting interpretations.
- Maintenance of an interpretations status summary report for all PASC sponsored and approved IEEE standards.
- Coordination of the IEEE interpretations process with the ISO/IEC interpretations process for those PASC sponsored IEEE Standards which are also approved ISO/IEC Standards.
- Work with the IEEE for publication of interpretations at an appropriate time in the life-cycle of the standard.

740  
741  
742 *Note: the following section and subsections are no longer necessary because we no longer have our own accounts*  
743 *and must abide by IEEE and CS policy when any actual monies are involved.*  
744  
745 ~~FINANCES{te \l1 " FINANCES}~~  
746 ~~PASC/SEC Bank Account{te \l2 " PASC/SEC Bank Account}~~  
747 ~~Signature Authority{te \l2 "Signature Authority}~~  
748 ~~Deposits{te \l2 "Deposits}~~  
749 ~~Expenses{te \l2 "Expenses}~~  
750 ~~Maximums{te \l2 "Maximums}~~  
751 ~~Excess Funds{te \l2 "Excess Funds}~~  
752 ~~Quarterly Statements{te \l2 "Quarterly Statements}~~  
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758 **11 INSTITUTIONAL MEMBERS OF PASC/SEC{tc \l1 "12**  
 759 **INTERPRETATIONS}**  
 760

761 *ed note: I think the following section is no longer pertinent and should be deleted. However, TOG or its members*  
 762 *may have an issue with this. The old text is being held in Annex C in case you wish to reinstate it. If not, please*  
 763 *delete all of Annex C.*

764  
 765  
 766 ~~**INSTITUTIONAL MEMBERS OF PASC/SEC{tc \l1 "INSTITUTIONAL MEMBERS OF PASC/SEC}**~~

767  
 768 ~~**—Membership Requirements{tc \l2 "—Membership Requirements}**~~

769 ~~**—Representation{tc \l2 "—Representation}**~~

770 ~~**—Voting Status in PASC/SEC{tc \l2 " Voting Status in PASC/SEC}**~~

771  
 772 Institutional membership is intended to encourage participation of user groups and other technical interest groups in the  
 773 standards development activities of PASC.  
 774

775 **11.1 Membership Requirements{tc \l2 " Membership Requirements}**

776 In order to obtain Institutional Member status in PASC/SEC, an organization shall:

- 777 - Be a not-for-profit organization.
- 778 - Have technical expertise and interest related to PASC/SEC sponsored standards work.
- 779 - Commit to working cooperatively within the IEEE standards process.
- 780 - Have been represented at two or more of the previous three PASC/SEC meetings.

781 An organization seeking Institutional Member status on the PASC/SEC shall:

- 782 - Obtain prior approval from the IEEE Standards Board for membership in one or more PASC sponsored standards
- 783 working groups.
- 784 - Submit a written request to the PASC/SEC Chair requesting approval as an Institutional Member to PASC/SEC.
- 785 - Obtain approval for membership from the PASC/SEC through a majority vote of the PASC/SEC membership.

786  
 787 ~~**Granting Institutional Member status requires a majority vote of the PASC/SEC.**~~ Failure to have a representative at more  
 788 than one consecutive PASC/SEC meeting, or failure to meet any criteria listed above, shall be grounds for removal of  
 789 Institutional Member status. Removal of Institutional Member status for an organization shall require a majority vote of the  
 790 PASC/SEC ~~membership.~~  
 791  
 792

793 **11.2 Representation{tc \l2 " Representation}**

794 An Institutional Member may specify both a principal and alternate representative to represent the Institutional Member to  
 795 the PASC/SEC. Either representative may be changed through written notification to the PASC/SEC Chair from a duly  
 796 authorized official of the Institutional Member.  
 797

798 ~~**1C.3 Voting Status in PASC/SEC{tc \l2 "—Voting Status in PASC/SEC}**~~

799 ~~Institutional Members are accorded voting status in the PASC/SEC subject to the following rules.~~

800  
 801 ~~1—An annual election to accord voting status to Institutional Members shall be held at the third quarter meeting of the~~  
 802 ~~PASC/SEC.~~

803  
 804 ~~2—The election shall be by a written secret ballot.~~

805  
 806 ~~3—Voting status shall be accorded to Institutional Members by a majority vote of the regular voting members of the~~  
 807 ~~PASC/SEC~~

- 808
- 809 ~~4 All Institutional Members of the PASC/SEC shall be eligible for voting status.~~
- 810
- 811 ~~5 The maximum number of Institutional Members which may be accorded voting status in the PASC/SEC shall not exceed~~
- 812 ~~25% of the regular voting members of the PASC/SEC at the time the vote is taken.~~
- 813 ~~For purposes of calculating this maximum number, a Working Group shall be considered a member of the~~
- 814 ~~PASC/SEC if the Standards Board has approved a PAR for assignment to that Working Group.~~
- 815
- 816 ~~6 If the number of Institutional Members receiving a majority vote exceeds the maximum number of Institutional~~
- 817 ~~Members which may be accorded voting status in the PASC/SEC, those candidates receiving the greater numbers~~
- 818 ~~of votes shall be accorded voting status. Ties shall be resolved by the flip of a coin.~~
- 819
- 820 ~~7 If the number of Institutional Members receiving a majority vote is less than the maximum number of Institutional~~
- 821 ~~Members which may be accorded voting status in the PASC/SEC, only those receiving a majority vote shall be~~
- 822 ~~accorded voting status.~~
- 823
- 824 ~~8 Institutional Members shall be accorded voting status for a two-year term. Terms shall begin at the PASC/SEC~~
- 825 ~~meeting at which the election is held. Terms shall be staggered so approximately 50% of the terms expire~~
- 826 ~~each year~~
- 827



828 **12 CHANGES TO PROCEDURES AND GUIDELINES**{tc \l1 " CHANGES  
829 **TO PROCEDURES AND GUIDELINES}**

830  
831 Changes to these procedures shall be approved for balloting by the PASC/SEC and then submitted for PASC approval at a  
832 ~~either a physical or electronic~~PASC meeting and require majority approval of the PASC members in attendance at that  
833 meeting. Any newly approved procedures shall be reported to the IEEE Audit Committee for acceptance.  
834

ANNEX A

Referenced Procedures and Guidelines

*ed note: This new wording is due to changes at IEEE. It also allows an easier course for updating the procedures in the future (ie via an electronic meeting). Due to changes by the 2004 VP of CS/SAB, the SAB no longer supplies procedures to the IEEE Standards Board so each sponsor must have their procedures "accepted" by ProCom. Accepted does not mean approval, just that they received a copy and found no obvious violations of IEEE policy.*

843 ~~ed. note: I believe the body of this annex should be replaced by a statement such as:~~

844  
845 The operation and procedures of PASC and the PASC/SEC are subordinate to the following:

- 846 1) The not for profit laws of the state of New York
- 847 2) The various controlling documents of ANSI
- 848 3) The various controlling documents of the IEEE
- 849 4) The various controlling documents of the IEEE Standards Association
- 850 5) The various controlling documents of the IEEE Computer Society
- 851 6) PASC and PASC/SEC procedures and guidelines
- 852 7) Roberts Rules of Order (10<sup>th</sup> edition).

853  
854 ~~The following documents of the latest date of issue, apply in order of precedence given:~~

- 855 ~~1. New York State Not For Profit Law.~~
- 856
- 857 ~~3. Constitution and Bylaws of the American National Standards Institute (ANSI).~~
- 858
- 859 ~~4. American National Standards Institute Procedures for the Development and Coordination of American National~~
- 860 ~~Standards~~
- 861 ~~5. IEEE SA Standards Board Bylaws~~
- 862 ~~6. IEEE SA Standards Board Operations Manual.~~
- 863 ~~7. IEEE Standards Association Bylaws~~
- 864 ~~8. IEEE Standards Association Operations Manual~~
- 865 ~~9. IEEE Statement of Incorporation.~~
- 866 ~~10. IEEE Constitution~~
- 867 ~~11. IEEE Bylaws.~~
- 868 ~~12. IEEE Standards Board Bylaws.~~
- 869 ~~13. IEEE Policies and Procedures Manual.~~
- 870 ~~14. IEEE Board of Directors Resolutions.~~
- 871 ~~15. IEEE Standards Operations Manual.~~
- 872 ~~16. IEEE Standards Style Manual.~~
- 873 ~~17. IEEE Computer Society Constitution.~~
- 874 ~~18. IEEE Computer Society Bylaws.~~
- 875 ~~19. IEEE Computer Society Policies and Procedures.~~
- 876 ~~20. PASC Operating Procedures.~~
- 877 ~~21. PASC/SEC Guidelines~~
- 878 ~~22. Robert's Rules of Order, Newly Revised, Ninth Edition.~~

880  
881  
882 ~~—IEEE Computer Society Standards Activities Board Policies and Procedures~~

883  
884 ~~—IEEE Standards Board New Standards Committee, PAR Submittal Working Guide~~

885 ~~—IEEE Standards Board Review Committee Submitter's Working Guide~~

886  
887 ~~—IEEE Standards Companion~~

888 ~~IEEE documents are available from IEEE, 345 East 47th Street, New York, NY 10017.~~

889  
890 ~~Computer Society Documents are available from the IEEE Computer Society, 1730 Massachusetts Avenue, N.W.,~~

891 ~~Washington, DC 20036 1903.~~

892  
893 ~~ANSI documents are available from the American National Standards Institute, 11 West 42nd St., New York, NY~~

894 ~~10036)~~

895 ~~This is due to constant changing of these superior organizations documentation. In the last two years we have~~

896 ~~moved large pieces of policy out of IEEE and into the Standards Association, and the CS SAB and changed its~~  
897 ~~relationship with the sponsors that used to be subordinate to it. IEEE is still working on how this works, but~~  
898 ~~effectively, PASC now reports directly to the Standards Board.~~  
899

**ANNEX B**

**Acronym Glossary (Informative){tc \l1 "ANNEX BAcronym Glossary (Informative)}**

899		
900		
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903		
904	ANSI	American National Standards Institute
905	BoG	Board of Governors (of the IEEE Computer Society)
906	CBEMA	Computer Business Equipment Manufacturers Association
907	CS	Computer Society (of the IEEE)
908	CSP&P	Computer Society Policies and Procedures Manual
909	IEC	International Electrotechnical Commission
910	IEEE	Institute of Electrical and Electronics Engineers
911	IM	Institutional Member
912	IntCOM	IEEE International Standards Committee
913	ISO	International Organization for Standards
914	IT	Information Technology
915	JTC1	Joint Technical Committee 1 (of ISO/IEC)
916	NESCOM	New Standards Committee (of the IEEE Standards Board)
917	NOSCOM	New Opportunities in Standards Committee (of the IEEE Standards Board)
918	OR	Organizational Representative
919	PAR	Project Authorization Request
920	PASC	Portable Applications Standards Committee
921	PMC	Project Management Committee
922	REVCOM	Standards Review Committee (of the IEEE Standards Board)
923	SAB	Standards Activity Board (of the IEEE Computer Society)
924	SCC	Standards Coordinating Committee (of the IEEE Computer Society)
925	SEC	Sponsor Executive Committee
926	TAB	Technical Activities Board (of the IEEE Computer Society)
927	TAG	Technical Advisory Group
928	TCOS	Technical Committee on Operating Systems
929	TC	Technical Committee
930	WG	Working Group
931	WG15	Working Group 15 (POSIX) of ISO/IEC JTC1/SC22
932	X3K5	X3 Committee on Terms and Definitions (contact via CBEMA)
933		

**REVISION HISTORY**

- 933
- 934
- 935 1. 05/12/1994 - Version 1.0
- 936 2. 05/12/1994 - Version 1.0
- 937 3. 10/15/1995 - Version 1.1
- 938 4. 10/29/1999 - Version 2.0
- 939 5. 03/14/2003 – Version 3.0
- 940 6. 01/12/2005 – Version 3.1