

**Policies and Procedures for Standards Development for the**  
***IEEE Learning Technology Standards Committee***

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**Consult Sponsor Policies and Procedures Template  
Instructions. See:  
<http://standards.ieee.org/about/sasb/audcom/bops.html>**

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Baseline Policies and Procedures for Standards Development - IEEE LTSC  
IEEE-SA Standards Board Approved December 2017

# ***IEEE LTSC Policies and Procedures for Standards Development***

## **1.0 Introduction**

**Clause 1.0 through 1.5 shall not be modified except as follows: Where appropriate, replace shaded italics with the name of the Sponsor. If the name of the Sponsor is inserted only in the title (above) and at Clause 1.5, add the additional sentence shown in brackets, and replace [Sponsor Name] in the remainder of the document with "the Sponsor" or appropriate related form.**

## **1.1 Role of Standards Development and these Procedures**

**This clause shall not be modified.**

In today's technological environment, standards play a critical role in product development and market competitiveness. 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. These procedures establish the necessary framework for a sound standardization process.

## **1.2 Conduct**

**This clause shall not be modified.**

Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, and with IEEE-SA Standards Board Bylaws (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development") and IEEE-SA Standards Board Operations Manual.

## **1.3 Modification to these Procedures**

**This clause shall not be modified.**

The official policies of the IEEE LTSC are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom) and are available online on the [IEEE-SA Standards Board AudCom website](#). No other copy shall be designated as the official copy. Any changes that the LTSC desires to make to the procedures shall not be valid until revised policies have been recommended for acceptance by AudCom and accepted by the IEEE-SA Standards Board.

None of the rules or requirements in these policies and procedures may be suspended.

#### 1.4 Hierarchy

**This clause shall not be modified.**

Participants engaged in the development of standards shall 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 \(IEEE-SA\) Operations Manual](#)

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

[IEEE-SA Standards Board Bylaws](#)

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

[IEEE-SA Standards Board Resolutions](#)

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

#### 1.5 Fundamental Principles of Standards Development

**This clause shall not be modified except to identify this Sponsor.**

These Policies and Procedures outline the orderly transaction of standards activities of *the IEEE Learning Technology Standards Committee*. Hereinafter referred to as “the LTSC” For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest 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.

## 1.6 Definitions

**This clause shall not be modified except to include additional definitions.**

*Written communication* includes but is not limited to meeting minutes, letter, email, and fax.

*Sponsors* of IEEE standards projects are committees that are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board. (see *IEEE-SA Standards Board Bylaws* Clause 5.2.2 on “Sponsors”).

*Responsible Subcommittee* is an optional subgroup of the LTSC with delegated responsibility for approving the submission of PARs and Sponsor ballots. Responsible Subcommittees assist the LTSC in the control and management of a large scope of work involving multiple working groups. A PAR study group or a working group (WG) is not a Responsible Subcommittee.

*Administrative subgroup* (e.g., AdCom or ExecCom) is an optional subgroup of the LTSC responsible for specified activities and decisions. An Executive Committee can include all the voting members of the LTSC.

A *participant* is an individual involved in the standards development process (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on “Participation in IEEE standards development”).  
NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the LTSC.

A *non-member* is a participant who has not satisfied the criteria for membership defined in Clause 4.2.

A *member* is a participant who has satisfied the criteria for membership defined in Clause 4.2. A member is eligible to be listed on the LTSC roster.

A *non-voting member* is a member who has not satisfied the criteria for voting membership defined in Clause 4.3.

A *voting member* is a member who has satisfied the criteria for voting membership defined in Clause 4.3. A voting member can participate in LTSC motions and any ballots of the LTSC.

## 1.7 IEEE LTSC Scope

**This clause shall include the Sponsor's approved scope.**

The IEEE Learning Technology Standards Committee is chartered by the IEEE Computer Society Standards Activity Board to develop accredited technical standards for learning technology and the design methods and practices that facilitate its development, deployment, and maintenance. “Learning technology” includes software, hardware, tools, and technologies used to develop, deliver, disseminate, and analyze learning, education, and training. In this document the term “standard” encompasses recommended practices and guides as well as standards.

The LTSC shall work on standardization projects within its scope that lead to interoperability among learning technologies, are compatible with other information and communication technology standards, and have the resources and participation level needed produce a quality standard within a relevant time frame.

## **1.8 Organization of the LTSC**

**This clause shall not be modified.**

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

## **2.0 Responsibilities of the LTSC**

**This clause shall not be modified except to include additional responsibilities.**

The LTSC shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the LTSC
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
  - 1) Approving Project Authorization Requests (PARs) from a subgroup or the LTSC.
  - 2) Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the LTSC shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE-SA Standards Board Operations Manual*.
  - 3) Submitting draft standards from a subgroup or the LTSC to the IEEE-SA for LTSC ballot.
- c) Maintaining the standards developed by the LTSC.
- d) Acting on other matters requiring LTSC effort as provided in these procedures.
- e) Cooperating with other appropriate standards development organizations.
- f) Protecting against actions taken in the name of the LTSC without proper LTSC authorization.

- g) Limiting distribution of the membership roster to appropriate parties.
- h) Communicating with the IEEE-SA Standards Board on specific LTSC activities as needed.
- i) Handling appeals as described in Clause 9.
- j) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.

## 2.1 Sponsorship

**This clause may be modified. Replace shaded text with the name of the Sponsor or "Sponsor/the Sponsor".**

The LTSC is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the LTSC is responsible for those IEEE-SA Standards Board approved project(s) for which the LTSC has been identified or assigned as either the sole LTSC or the primary LTSC. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

## 3.0 Officers

**This clause shall not be modified except to add additional 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.

The officers (and any person designated to manage the Sponsor ballot) shall be members of any grade of the IEEE, or IEEE Society affiliates, and also members of the IEEE-SA (see *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development"). The officers shall organize the LTSC, oversee the LTSC's compliance with these Policies and Procedures, and submit proposed documents approved by the LTSC (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the relevant training material available through [IEEE Standards Development Online](#).

## 3.1 Election or Appointment of Officers

**This clause may be modified. (Three cases are provided; either choose one of these cases – Case 1, Case 2, or Case 3 – or create a similar process for this clause and delete the other options.) Case 1 is often used by Sponsors who appoint the officers and have established progression of officer positions, e.g., from Secretary to Vice-Chair to Chair. Case 2 is intended for Sponsors who appoint the Chair but elect other officers. Case 3 is for Sponsors**

**in which all officers are elected. If Case 1 is selected, change title to “Appointment of Officers”. If case 3 is selected, change title to “Election of Officers”.**

There shall be a vote of the LTSC to elect the Chair, Vice-Chair, Treasurer, and Secretary. Elections shall be held by the end of every even-numbered year to elect officers for the next two years.

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

Voting members shall nominate to the Elections Administrator one or more voting members for the Chair, Vice-Chair, Treasurer, and Secretary Offices to be filled at the election. Nominees shall be eligible to hold the office, if and when they are elected (see Clause 3.0). A person shall be nominated for no more than one office, except in the case of Treasurer, as per Clause 3.0. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office other than the Chair, a temporary appointment shall be made in accordance with Clause 3.2. If no nomination is received or accepted for Chair, the current LTSC Chair or, if none, the IEEE Computer Society Standards Activity Board may appoint a voting member for the office.

The Elections Administrator shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the LTSC, but no less than 14 calendar days. Each voting member shall cast a single election ballot. Within the ballot, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee.

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.

The term of office for each officer shall be two years, commencing on January 1 of the year following the year in which they were elected, but an officer may serve until a successor is appointed.

### **3.2 Temporary Appointments to Vacancies**

**This clause may be modified.**

If an office other than the Chair is 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**

**This clause may be modified. Two cases are provided; either choose one of these cases – Case 1 or Case 2 – or create a similar process for this clause and delete the other options.**

An officer may be removed by a two-thirds vote of the voting members of the LTSC meeting in Executive Session. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal. Removal of the Chair requires notification to and affirmation from the IEEE Computer Society Standards Activity Board.

### **3.4 Responsibilities of Officers**

**This paragraph shall not be modified.**

When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the LTSC:

- a) shall not act:
  - 1) in bad faith;
  - 2) to the detriment of IEEE-SA;
  - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
  - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
- b) shall use reasonable efforts to ensure that participants of the LTSC conduct themselves in accordance with applicable policies and procedures including, but not limited to, the *IEEE-SA Standards Board Bylaws* Clause 5.2.1 on "Participation in IEEE standards development." (See Clause 1.2.)

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

**The remainder of Clause 3.4 may be modified to add subclauses (e.g. 3.4.6) for including additional officers and their responsibilities.**

#### **3.4.1 Chair**

**This clause shall not be modified except to include additional responsibilities.**

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 LTSC as a means of resolving issues.
- k) Prioritizing work to best serve the LTSC 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 "Patents" Clause 6 of *IEEE-SA Standards Board Bylaws* and "Call for patents" Clause 6.3.2 of *IEEE-SA Standards Board Operations Manual*) and Copyright (see "Copyright" Clause 7 of *IEEE-SA Standards Board Bylaws* and Clause 6.1 of the *IEEE-SA Standards Board Operations Manual*).
- m) Submitting approved LTSC 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 LTSC. The Chair will provide the Working Group P&Ps to AudCom upon request.
- o) Ensuring the submission of an annual financial report(s) for the operation of the LTSC and all of its standards development committees (e.g., Working Groups, task groups).
- p) Being familiar with training materials available through [IEEE Standards Development Online](#).
- q) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.

### 3.4.2 Vice-Chair

**This clause may be modified to include additional responsibilities.**

The responsibilities of the Vice-Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice-Chair.

- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
- c) Being familiar with training materials available through [IEEE Standards Development Online](#).

### 3.4.3 Secretary

**This clause may be modified to include additional responsibilities. If any of the responsibilities listed below is not performed by the Secretary, it shall be listed as the responsibility of one of the other officers. The 60-day shaded value in item c) may be reduced.**

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice in conformance with Clause 6.0.
- 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 according to Clause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>) and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster, referred to in 4.7, and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of LTSC documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.
- g) Recording attendance of all attendees.
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Chair.
- j) Being familiar with training materials available through [IEEE Standards Development Online](#).
- k) Respond to requests for voting membership in accordance with 4.3.2 and notify individuals when their voting membership is approved or removed.

### 3.4.4 Treasurer

**This clause may be modified to include additional responsibilities.**

The Treasurer shall:

- a) Maintain a budget, if applicable.
- b) Control all funds, including any into and out of the LTSC's bank account, if applicable.
- c) Follow IEEE policies concerning standards meetings and finances.
- d) Ensure that the LTSC adheres to the *IEEE Finance Operations Manual* and the Annual Financial Report clause in the *IEEE-SA Standards Board Operations Manual*.
- e) Be familiar with training materials available through IEEE Standards Development Online.

### 3.4.5 Responsible Subcommittee Chair

**This clause may be omitted and replaced by Not Applicable if the LTSC does not establish Responsible Subcommittees. This clause may be modified to include additional responsibilities.**

The responsibilities of the Responsible Subcommittee Chair include:

- a) Tracking the current status and scope for all standards LTSC red by the LTSC, avoiding scope overlap, and reporting status for projects LTSC red by the Responsible Subcommittee.
- b) Coordinating activities with the IEEE-SA Standards Board and other Responsible Subcommittee Chairs of the LTSC, as appropriate.
- c) Checking that documentation for opening a standards project authorization request (PAR) and for submitting a draft standard for ballot is complete and correct by performing a review prior to submission.
- d) Assisting in the creation of Working Groups and authorizing the Working Group Chair through the IEEE-SA myProject process.
- e) Attending meetings of the LTSC and reporting any standards requiring immediate or urgent action.
- f) Fulfilling responsibilities of the LTSC Chair as in 3.4.1, except for submitting the LTSC's P&P.

## 4.0 Membership

### 4.1 Attendance at Meetings

**The clause may be modified. The entire contents may be replaced with “Not Applicable.” if there is no attendance requirement.**

A participant shall attend at least 50% of a meeting’s duration as stated in the approved agenda and satisfy any requirements of Clause 6.3 for that attendance to count towards gaining or maintaining voting membership.

Attendance at a meeting via teleconferencing or electronic means (e.g., Internet conferencing) counts towards the attendance requirements.

#### **4.2 Non-voting Membership**

**The clause may be modified. The entire contents may be replaced with “Not Applicable.” if there are no non-voting members.**

Not applicable

#### **4.3 Voting Membership**

**The clause may be modified. The entire contents may be replaced with “Not Applicable.” Otherwise select one of the cases and address any bracketed or shaded text.**

Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered LTSC upon request.

A participant becomes a voting member by attending 2 of the last 4 meetings(s), in which case the participant becomes a voting member at the end of the second meeting the participant attended, or by making a successful request for voting membership to the LTSC Secretary, see Clause 4.3.2. In the latter case the participant becomes a voting member on receiving notification from the LTSC Secretary.

##### **4.3.1 Requirements for Voting Members**

**This clause may be modified.**

These requirements do not apply to ex-officio voting members.

A voting member is required to attend 2 of the last 4 meetings, including electronic meetings.

A voting member is required to participate in 2 of the last 4 ballots of the LTSC

##### **4.3.2 Request to the Secretary for Voting Membership**

**The clause may be modified. The entire contents may be replaced with “Not Applicable.”**

A participant who wishes to become a voting member may make a request to the LTSC Secretary indicating their:

- a) direct and material interest in the LTSC’s work
- b) qualifications
- c) willingness to participate actively in one or more of the following activities:
  - 1) participating as a member or officer of one or more LTSC subgroups
  - 2) assisting in the development of technical submissions for the LTSC or its subgroups
  - 3) joining ballot pools and voting on IEEE-SA ballots of standards under this LTSC
  - 4) serving as a liaison or other representative of the LTSC

The LTSC Secretary shall respond to the request, indicating that it has been successful; or indicating that it has been unsuccessful, along with the reason.

#### **4.4 Review of Membership**

**The clause may be modified. Replace with “Not Applicable.” if there are only ex-officio voting members.**

The rules in this clause do not apply to ex-officio voting members.

The Chair shall review the list of voting members at least annually. Voting members are expected to fulfill the requirements of active participation as defined in Clause 4.3. When a voting member does not meet these obligations, the Chair shall consider the matter for appropriate action, which may include termination of voting membership. The Chair may “specially maintain” a voting or non-voting member’s status that would otherwise be lost by failing to meet their obligations. Reasons for such an action might include consideration of personal hardship, medical emergency, or outstanding contributions.

The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable.

The Chair shall obtain the approval of the LTSC ExCom (See 5.1) meeting in executive session with a 2/3 vote to terminate an individual’s voting membership.

Upon termination, the individual becomes a non-member.

Upon termination, the Secretary shall notify the individual of their new status, along with the reason.

#### **4.5 Ex-officio Voting Membership**

**The clause (and heading) may be modified.**

The following individuals are ex-officio voting members of the LTSC:

- a) Its officers
- b) Chairs of the LTSC's WGs
- c) Chairs of the LTSC's other subcommittees
- d) Liaison representatives appointed by the LTSC

An ex-officio voting member is not subject to attendance or ballot requirements, if any.

#### **4.6 Other Membership Classes**

**This clause may be modified to define additional classes of membership, their obligations and privileges - for example, emeritus member or honorary member. If this clause is not used, insert "Not Applicable".**

Not Applicable

#### **4.7 Membership Roster**

**This clause may be modified with the exception of distribution of the roster. Either remove the brackets or delete the optional bracket text.**

A membership roster is a vital aspect of standards development. It is an initial tool if an issue of indemnification arises during the process of standards development. The Secretary shall make reasonable efforts to maintain a current LTSC roster. 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 everyone on the roster has submitted written approval for such distribution. The roster shall include the following:

- a) Title of the LTSC and its designation
- b) Scope of the LTSC
- c) Officers: Chair, Vice-Chair, Secretary, Treasurer
- d) Members: for all, name, e-mail address, affiliation and membership status (e.g., voting member, non-voting member, etc.)
- e) For each subgroup other than Working Groups: subgroup title, Chair, and names, e-mail addresses, and affiliations of members

#### **4.8 Membership Public List**

**This clause shall not be modified.**

A current and accurate LTSC membership list shall be maintained. The membership list may be posted on the LTSC web site and may be publicly 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, Treasurer
- d) Members: (for all) Name, affiliation

#### **5.0 Subgroups Created by the LTSC**

**This clause shall not be modified except to change from a majority to a 2/3 vote for any action.**

The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR study groups, Working Groups, and other subgroups, such as writing groups) requires approval by a majority vote of the LTSC as described in clause 7.1. LTSC subgroups, other than Working Groups and their subgroups, operate under these LTSC P&P.

The LTSC shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup. The charge to the subgroup shall clearly state which activities are appropriate. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the LTSC. The scope, duties, and membership of all subgroups shall be reviewed annually by the LTSC.

The Chair of a subgroup may be appointed by the Chair of the LTSC or nominated and elected by the LTSC committee, or nominated and elected by the subgroup. The LTSC may remove an officer of any subgroup by a 2/3 vote.

#### **5.1 Executive Committee**

**This clause may be modified or replaced by "Not Applicable".**

The LTSC shall have an Executive Committee (ExCom) consisting of the Officers of the LTSC, the WG Chairs, Chairs of the LTSC's other subcommittees, and Liaison representatives appointed by the LTSC.

The officers of the ExCom shall be the officers of the LTSC.

The ExCom shall be a Responsible Subcommittee (see 5.2) and shall be the only Responsible Subcommittee of the LTSC.

## 5.2 Responsible Subcommittee

**If used, this clause may not be modified except for selection of bracketed alternatives. If not used, it shall be replaced by "Not Applicable."**

The LTSC delegates authority to Responsible Subcommittees for the following, as referenced in this P&P:

- a) Formation, modification, and disbandment of subgroups, including Working Groups (Clauses 7.1.1.a and 7.1.1.b)
- b) Approval of Project Authorization Requests (PARs) (Clause 2.0.b)
- c) Submission of a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, submitting the necessary requests for extension, modification, or withdrawal of the PAR as required by the *IEEE-SA Standards Board Operations Manual* (Clause 2.0.b)
- d) Submission of draft standards from a working group to the IEEE-SA for LTSC ballot. (Clause 7.2.1)
- e) Change in scope of a standards project (Clause 7.2.2)

A Responsible Subcommittee shall have a Chair and at least one other officer. Additional officers (e.g., a Vice-Chair, a Secretary, Treasurer) should be chosen, depending on the scope of work. Members of the Responsible Subcommittee are appointed by the Chair of the Responsible Subcommittee.

Responsible Subcommittees, in activities associated with development, maintenance, or other activities associated with standards, shall adhere to the requirements of these Policies and Procedures, substituting Responsible Subcommittee for LTSC, specifically with respect to:

- a) Responsibilities for Officers (Clause 3.4)
- b) Voting Membership Requirements (Clause 4.3)
- c) Review of Membership (Clause 4.4)
- d) Membership Roster (Clause 4.7)
- e) Membership Public List (Clause 4.8)
- f) PAR Development and PAR Study Group (Clauses 5.5 and 5.5.1)
- g) Other subgroups (Clause 5.6)
- f) Meetings (Clause 6.0)
- g) Quorum (Clause 6.1)

- h) Minutes (Clause 6.4)
- i) Approval of an Action (Clause 7.1)
- j) Actions Requiring Approval by a Majority Vote (Clause 7.1.1, for item a – formation of a working group, item b – disbanding of a working group, and item c – approval of minutes)
- k) Proxy Voting (Clause 7.3)
- l) Voting between Meetings (Clause 7.4)

Regardless of any delegation of responsibilities to a Responsible Subcommittee, the LTSC remains responsible for oversight of actions taken by the Responsible Subcommittee and its conformance with these Policies and Procedures.

### **5.3 Working Groups – Individual Method**

**This clause shall not be modified.**

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.

If a Working Group being formed has individual-based membership, the LTSC shall require that the individual standards Working Group adopt procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method. In addition, the LTSC shall review proposed amendments from its Working Groups to the Working Group Policies and Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other. A LTSC may adopt one set of Working Group P&P—Individual Method, and require that it shall be used by all its individual working groups.

The LTSC Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request. After the first meeting, voting members are subject to the requirements in the Membership clause of the Working Group Policies and Procedures.

### **5.4 Working Groups – Entity Method**

**This clause shall not be modified.**

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.

If a Working Group being formed has entity-based membership, the LTSC shall require that the entity standards Working Group adopt procedures consistent with the IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Entity Method. In addition, the LTSC shall review proposed amendments from its Working Groups to the Working Group Policies and

Procedures to ensure that they are not in conflict with these procedures, the *IEEE-SA Standards Board Operations Manual* or with each other.

A LTSC may adopt one set of Working Group P&P—Entity Method, and require that it shall be used by all its entity standard Working Groups.

The LTSC Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those entities attending the first meeting of a newly chartered Working Group upon their request, provided they fulfill the requirements of the Clause 5.2.1 “Participation in IEEE standards development” of the *IEEE-SA Standards Board Bylaws*, as applicable for Working Groups using the entity method.

## **5.5 PAR Development**

**This clause shall not be modified.**

When a proposal comes before a LTSC concerning a standards development project, the LTSC may form a PAR Study Group or may task an existing Working Group to examine the proposal and, if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the LTSC.

The *IEEE-SA Standards Board Operations Manual* states, under “Duties of the LTSC” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project.”

### **5.5.1 PAR Study Group**

**This clause shall not be modified.**

A PAR Study Group is formed as a subgroup of the LTSC, and is subject to all relevant operating procedures concerning subgroups of the LTSC and parent bodies, including the IEEE-SA Standards Board.

After the PAR Study Group recommendations have been considered by the LTSC, and the PAR approved by the IEEE-SA Standards Board (if applicable), the LTSC should disband the Study Group.

### **5.5.2 Criteria for Consideration of a PAR by the LTSC**

**This clause shall not be modified.**

The LTSC should consider, and the PAR Study Group or Working group should therefore address, the following issues when evaluating a project proposal:

- a) Potential market acceptance of the standards project, including technical feasibility

- b) Relationship to related standards, if known, including its distinct identity from other projects
- c) Viable volunteer leadership and participation
- d) Realistic scope and objectives

### **5.5.3 Participation and Voting**

**This clause shall not be modified except to increase the figure for approval.**

Any participant in attendance (for a PAR Study Group or Working Group developing a PAR under the individual method) or entity, as defined in Clause 5.2.1.2 “Membership requirements for standards developed under the entity method” in the *IEEE-SA Standards Board Bylaws* (for a PAR Study Group or Working Group developing a PAR under the entity method) may vote on motions in a PAR Study Group or Working Group related to development of a PAR. Approval shall be by a greater than 50% approval vote of those present and voting either “approve” or “disapprove.”

### **5.5.4 Submission of a PAR to the LTSC**

**This clause shall not be modified.**

The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the LTSC. The deliverable from the PAR Study Group or Working Group to the LTSC should be a report addressing the criteria for consideration and, if appropriate, a draft PAR. The report should include a roster of participants and minutes.

### **5.6 Other Subgroups**

**This clause shall not be modified except if this action is moved from 7.1.1 “Actions Requiring Approval by a Majority Vote” to 7.1.2 “Actions Requiring Approval by a Two-thirds Vote.” In that case, the word “majority” shall be changed to “two-thirds.”**

The LTSC may form and disband other subgroups (e.g., Technical advisory groups, ad hocs, and standing committees) with approval by a majority vote of the LTSC. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- 1) 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).
- 2) The subgroup is responsible for assisting the LTSC (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

The LTSC shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, voting in the subgroup, and parliamentary procedures for approval to move any deliverables to the LTSC for action.

## 6.0 Meetings

**This clause shall not be modified except that the values in the shaded text may be increased and text inside square brackets may either be included or deleted.**

LTSC meetings may be conducted [exclusively] via electronic means [or in-person or in-person with one or more participants contributing via electronic means]. LTSC meetings shall be held, as decided by the LTSC 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 a face-to-face meeting and at least 15 days in advance for an electronic (including teleconference) meeting. A meeting agenda (including participation information) shall be distributed to all members at least 10 days in advance of a face-to-face meeting, and at least 5 days in advance for an electronic 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.

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 6.2).

## 6.1 Quorum

**This clause shall not be modified except that the values in shaded text may be increased.**

A quorum shall be identified before the initiation of LTSC 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 Clause 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 Executive Session

**This clause shall not be modified.**

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.

The matters discussed in executive session are confidential, and therefore, attendance at the Executive Session shall be limited to those with governance authority, outside advisors (e.g.,

lawyers or consultants) where necessary to provide professional guidance and select IEEE-SA staff who may have information or a perspective relevant to the subject matter discussed in Executive Session. An individual may be invited to join for a portion of the discussion and then excused at the appropriate time. In each case, except as authorized by the LTSC, participants in an Executive Session are prohibited from discussing or disclosing any information presented and discussed during such Executive Session to a third party or other person not present during the Executive Session and shall not continue to discuss such matters after the Executive Session has adjourned.

Executive Sessions should be conducted face-to-face (in person) to provide the greatest assurance that the content of such Executive Sessions will be kept confidential. However, when necessary, Executive Sessions may include participants who participate by teleconference provided such persons agree not to disclose any information so discussed and agree that they will participate in such conference in a manner that does not result in third parties gaining access to such discussions or information.

### **6.3 Meeting Fees**

**This clause may be modified or replaced by "Not Applicable".**

The LTSC may charge a meeting fee to cover the expenses of the LTSC. The fee shall not be used to restrict participation by any interested parties. The LTSC 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 LTSC has a financial difficulty and is unable to pay the meeting fee, the member may apply to the LTSC 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 shall remain private.

### **6.4 Minutes**

**This clause shall not be modified.**

The minutes shall record the essentials in concise format, 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) Meeting participants, including affiliation and voting member status at the end of the meeting.
- e) Call to order, Chair's remarks
- f) Reminders of IEEE policies, such as Patent policy, and Copyright policy
- g) The fact that a Call for Patents occurred and any responses made to such Call
- h) Approval of minutes of previous meeting
- i) Approval of agenda

- j) Technical topics
  - 1) Brief summary of discussions and conclusions
  - 2) Motions exactly as they are stated, including the names of mover and seconder, and the outcome of each motion
- k) Action items
  - l) Items reported out of executive session
  - m) Recesses and time of final adjournment
  - n) Next meeting—date, time, and location

All submissions, presentations, and reports considered during the meeting shall be referenced in the minutes, identifying the source of the submission. URLs should be provided where possible.

The following shall not be recorded in minutes:

- Transcriptions of detailed discussions
- Attributions of comments to specific participants

## **7.0 Voting**

### **7.1 Approval of an Action**

**This clause shall not be modified.**

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). The “majority, two-thirds vote” is defined as one of the following:

- 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 LTSC responded.

#### **7.1.1 Actions Requiring Approval by a Majority Vote**

**This clause shall not be modified, except for a) moving actions to 7.1.2, b) adding actions, c) taking care of the brackets as described in the template instructions.**

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) Delegation to a subgroup for Authorization for submittal of a PAR, modification of a PAR, withdrawal of a PAR, or LTSC balloting
- e) Approval to co-LTSC a project (PAR).

### **7.1.2 Actions Requiring Approval by a Two-thirds Vote**

**This clause shall not be modified, except to include additional voting actions.**

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

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

\* Following LTSC approval, items a, c, and d require notice to the IEEE-SA Standards Board.

## **7.2 LTSC Approvals**

### **7.2.1 Moving a Draft Standard to LTSC ballot**

**This clause shall not be modified.**

Moving a draft standard to LTSC ballot requires approval of the LTSC. Approval by the LTSC shall be limited to conducting a procedural review. The LTSC may delegate this approval authority to a subgroup.

### **7.2.2 Change in Scope of a Standards Project**

**This clause shall not be modified.**

LTSC approval is required for any substantive change in the scope of a standard or project. The LTSC may delegate this approval authority to a subgroup. Requested changes shall be reviewed to ensure that the standards project remains within the scope of the LTSC and shall also be reviewed to determine if the standards project requires a modified PAR.

## **7.3 Proxy Voting**

**This clause shall not be modified if the LTSC allows Proxy voting. If the LTSC does not allow Proxy voting, replace text below with the words “Not Applicable.”**

A subgroup chair that is an ex-officio member of the LTSC by virtue of that office may designate another officer of the subgroup to act as their proxy when they are unable to attend a meeting of the LTSC.

The subgroup chair shall inform the LTSC chair of this proxy assignment prior to the meeting at which it is in effect. The LTSC chair shall announce the proxy assignment at the start of the meeting. The proxy assignment lasts for the duration of that meeting.

The proxy may vote on behalf of the subgroup chair during that meeting.

#### **7.4 Voting Between Meetings**

**This clause may be modified.**

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

#### **8.0 Communications**

**This clause shall not be modified.**

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

#### **8.1 Formal Internal Communication**

**This clause may be modified.**

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup Chairs and the LTSC officers.

#### **8.2 External Communication**

**This clause shall not be modified.**

Inquiries relating to the LTSC 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**

**This clause shall not be modified.**

All LTSC 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 LTSC shall state that they are speaking as individuals, and their views do not necessarily represent the views of the LTSC, IEEE-SA, or IEEE (see clause 5.2.1.6 “Official statements” in the *IEEE-SA Standards Board Bylaws*).

### **8.3.1 LTSC Public Statements**

**This clause shall not be modified except to include additional requirements.**

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

### **8.3.2 Subgroup Public Statements**

**This clause shall not be modified except to include additional requirements.**

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

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

### **8.3.3 Public Statements to be Issued by other Entities**

**This clause shall not be modified.**

If the LTSC wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policies) to have that entity offer a public statement on a standards matter, they shall do so only after agreement from the IEEE-SA Standards Board and approval from the IEEE-SA Board of Governors. Upon LTSC 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**

**This clause shall not be modified.**

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

## 8.5 Standards Publicity

**This clause may be modified.**

The LTSC is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see clause 5.1.4 “Standards publicity” of the *IEEE-SA Standards Board Operations Manual* for further instructions.

## 9.0 Appeals

**This clause shall not be modified except to include details of the LTSC’s appeals process, including the use of one committee to act as both the Appeals Committee and the Appeals Panel, and shall not reference other documents.**

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

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

Appeals to the LTSC shall be addressed as follows:

The appellant shall file a written appeal to the LTSC 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 LTSC Chair shall form an Appeal Committee consisting of at least five members of the LTSC r, 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 LTSC, 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 LTSC 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 the 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 LTSC Chair and the appellant outlining the reason for its decision.

If the Appeal Committee determines that the appeal submission is acceptable, the LTSC 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 shall 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 LTSC. 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 LTSC Chair.

**The remainder of the clause shall not be modified**

LTSC 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 LTSC'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 LTSC 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 LTSC 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 LTSC 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 LTSC Appeal Panel may address questions to individuals. The LTSC 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 LTSC Appeal Panel may convene to review the ground rules before the participants appear.

If, after completion of the LTSC's appeals process, the party bringing the complaint determines that the LTSC's Appeals Panel decision is unacceptable, such party can file a procedural appeal with the IEEE-SA Standards Board as described in Clause 9 on "Appeals" of the *IEEE-SA Standards Board Operations Manual*.