

Draft

Operating Procedures for IEEE Computer Society Design Automation Standards Committee P1076.1 Working Group

Version 2b, January 2008
To be Approved by P1076.1 WG and DASC

1 Introduction

These Operating Procedures outline the orderly transaction of business of the P1076.1 Working Group of the Design Automation Standards Committee (DASC) of the IEEE Computer Society. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest 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 to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

These Operating Procedures outline the orderly transaction of business for this working group. Several documents take precedence in the following order:

- [New York State Not-for-Profit Law](#)
- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution](#)
- [IEEE Bylaws](#)
- [IEEE Policies](#)
- [IEEE Board of Directors Resolutions](#)
- [IEEE Standards Association Operations Manual](#)
- IEEE-SA Board of Governors Resolutions
- [IEEE-SA Standards Board Bylaws](#)
- [IEEE-SA Standards Board Operations Manual](#)
- [Policies/Procedures of the IEEE Computer Society](#) (IEEE-CS)
- [Policies/Procedures of the IEEE Computer Society Standards Activities Board](#) (IEEE-CS SAB)
- [Policies/Procedures of the DASC](#)
- DASC Operations Manual
- Policies/Procedures of the Working Group (this document)
- Working Group Resolutions
- Robert's Rules of Order (Revised) (On questions of parliamentary procedure not covered in these Procedures, Robert's Rules of Order (revised) may be used to expedite due process.)

It is recommended that these Operating Procedures be reviewed for consistency by the Working Group whenever there are changes to any of the above documents, or at a minimum every two years.

2 Working Group Scope

The IEEE 1076 language has been primarily designed for the description and the simulation of digital hardware systems. As such, it provides only limited capabilities when used in analog modeling. VHDL 1076.1 enhances VHDL 1076 such that it can support the description and simulation of circuits and systems that exhibit continuous behavior over time and over amplitude.

The P1076.1 Working Group has the charter to revise, maintain and enhance the following IEEE standards:

IEEE Std 1076.1 IEEE Standard VHDL Analog and Mixed-Signal Extensions
IEEE Std 1076.1.1 IEEE Standard VHDL Analog and Mixed-Signal Extensions—Packages for Multiple Energy Domain Support

The Working Group shall be responsible for the following:

1. Developing the proposed IEEE standards within the scope of the PAR under which the Working Group was formed
2. Maintaining the standards developed by the Working Group in accordance with the *IEEE-SA Standards Board Operations Manual*
3. Responding to requests for interpretations of the standards developed by the Working Group
4. Preparing PARs for revision of the standards developed by the Working Group
5. Acting on other matters requiring Working Group effort as provided in these procedures
6. Cooperating with other appropriate standards development organizations
7. Protecting against actions taken in the name of the Working Group without Working Group authorization

3 Organization of the Working Group

The Working Group shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and Members. When staff resources permit, the Working Group shall be supported by a Standards Staff Liaison. In the absence of a separate Standards Staff Liaison, the Working Group Chair shall be responsible for liaising with Standards Staff.

3.1 Officers

There shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer of the Working Group. The Chair, Vice-Chair, Secretary, and Treasurer constitute the Officers of the Working Group. These Officers shall be appointed/elected in accordance with the procedures of the DASC.

The Chair shall be a member of any grade of the IEEE, a member of the IEEE-SA, and a member of the DASC.

The Vice-Chair shall be a member of any grade of the IEEE, a member of the IEEE-SA, and a member of the DASC.

The Secretary shall be a member of the DASC.

The Treasurer shall be a member of the DASC.

3.1.1 Election of Officers

The Chair shall appoint a Returning Officer for the conduct of an election of Officers. The Returning Officer shall not be a nominee in the election and shall not vote in the election.

The Members shall nominate to the Returning Officer one or more Members for each office to be filled at the election. Nominees shall be eligible at the time of nomination to hold the office for which they are elected. A Member shall accept nomination for no more than one office. The response period for nominations shall be at least 14 days. If no nomination is received for an office, a temporary appointment shall be made in accordance with 3.2.

The Returning Officer shall conduct the election by electronic ballot. Voting shall be by “approval”, whereby each balloter may cast an approval vote for each of any number of nominees for an office. The Returning Officer shall acknowledge receipt of electronic ballots in a timely fashion. The nominee with the greatest number of approval votes shall win the election. Write-in candidates are permitted as specified in

the IEEE Bylaws. In the event of a tie, the Returning Officer shall decide between the tied candidates by picking a candidate's name from a hat.

Election of the Chair and Vice-Chair shall be confirmed by the DASC. If the DASC rejects election of the Chair or Vice-Chair, the Returning Officer shall conduct a fresh election for the office not so confirmed.

3.2 Temporary Appointments to Vacancies

If an office becomes vacant due to resignation, removal, lack of nomination at an election or other reason, a temporary appointment shall be made for a period of up to six months. In the case of Chair or Vice-Chair, the temporary appointment shall be made by the Chair of the DASC. In the case of Secretary or Treasurer, the temporary appointment shall be made by the Chair of the Working Group. An election for the vacated office shall be conducted at the earliest practicable time.

3.3 Removal of Officers

An officer may be removed by approval of two-thirds of the Voting Members of the Working Group. Grounds for removal shall be included in any motion to remove an Officer of the Working Group.

3.4 Responsibilities of Working Group Officers

3.4.1 Chair

The Chair shall

1. Organize and operate the Working Group
2. Create and Distribute an agenda at least 14 calendar days before a meeting of the Working Group
3. Lead the participants according to all of the relevant policies and procedures of the IEEE
4. Oversee the Working Group's compliance with these Operating Procedures
5. Submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards

The Chair also shall

- a) Be objective
- b) Entertain motions, but not make motions
- c) Remain neutral and facilitate the discussion
- d) Delegate necessary functions
- e) Ensure that all parties have the opportunity to express their views
- f) Set goals and deadlines and adhere to them
- g) Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- h) Seek consensus of the Sponsor as a means of resolving all issues
- i) Prioritize objectives to best serve the group and its goals

3.4.2 Vice-Chair

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself.

3.4.3 Secretary

The Secretary shall

1. Record and publish minutes of each meeting within 14 calendar days of the end of the meeting
2. Create and maintain the Working Group roster
3. Schedule Working Group meetings in coordination with the Chair with at least 21 calendar days notice
4. Be responsible for the management and distribution of Working Group documentation
5. Maintain lists of unresolved issues, action items, and assignments

3.4.4 Treasurer

The Treasurer shall

1. Maintain a budget
2. Control all funds into and out of the Working Group's bank account
3. Follow IEEE policies concerning standards meetings and finances
4. Read the [IEEE Finance Operations Manual](#)

4 Membership

Members of the Working Group are those individuals who have applied for membership. Membership of the Working Group does not require membership of the DASC.

4.1 Voting Membership

Voting Members, in any election, shall vote as Individual Expert members, as defined in the procedures of the IEEE-CS SAB. Voting Members are those Working Group Members who are DASC Members and who have attended 2 of the previous 3 Working Group meetings for which teleconference facilities are available. For the purpose of maintaining voting membership, votes conducted between meetings will be equivalent to meeting attendance.

4.2 Application

A request for membership shall be addressed to the Working Group Chair, indicating the applicant's direct and material interest in the Working Group's work, qualifications and willingness to participate actively. All IEEE Standards meetings are open to anyone who wishes to attend.

4.3 Membership Roster

The Working Group Secretary shall maintain a current and accurate Working Group roster. All changes to the roster shall be forwarded to the Working Group Chair immediately. The roster shall include the following:

1. Title of the Working Group
2. Scope of the Working Group
3. Officers - Chair, Vice-Chair, Secretary, Treasurer
4. Members: for all, list name, email address, and business affiliations

The Working Group Secretary shall maintain an email list of current Working Group Members and shall ensure that all Working Group Members are permitted to post email messages to the list. Such emails must be related to the business of the Working Group. The roster shall be available to Members of the Working Group.

5 Subgroups of the Working Group

When one or more subgroups (subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Working Group, their formation (and later disbandment) shall be in accordance with the procedures of the IEEE-SA Operations Manual section 5.

Subgroup formation shall be approved by the Working Group in a vote. The vote may be conducted in a meeting or by email.

6 Meetings

6.1 Holding Meetings

Working Group meetings shall be held as decided by the Working Group, the Working Group Chair, or by petition of 15% or more of the Working Group Members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A 21-day notice shall be distributed to all Members. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

The Working Group may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

Meetings can be held in person or conducted via teleconference.

6.2 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by electronic ballot, as detailed in Section 7.3. See *Robert's Rules of order (revised)*. A quorum is considered to be 50% of the Voting Members of the Working Group. If a quorum is not present at a meeting, including those present using teleconferencing facilities, the Chair may choose to conduct certain business of the meeting via electronic ballot as appropriate.

7 Voting

7.1 Vote Counting

Votes shall be counted by dividing the number of affirmative votes by sum of the numbers of affirmative and negative votes. The question being voted on shall be considered approved if the quotient is greater than 50% except for actions covered in sections 7.4 and 7.5.

7.2 Balloting Positions

Each Voting Member shall vote one of the following positions:

1. Affirmative
2. Do Not Approve (Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection)
3. Do Not Approve (Negative Without Comments)
4. Abstain

7.3 Voting By Electronic Ballot

The Working Group shall be allowed to conduct Working Group business between meetings at the discretion of the Working Group Chair by use of electronic ballot. The response period for an electronic ballot shall be at least 14 days. Except as required by 7.4 and 7.5, an electronic ballot shall require approval by a majority of the returned votes provided that a majority of all the Voting Members responded.

When sufficient ballots have been returned to determine the outcome of a vote, the Chair may announce the result and declare the ballot issue either approved or disapproved as determined by the received ballots.

Within 7 days of the response period for an electronic ballot, the Working Group Chair shall publish to the Working Group the outcome of the ballot, including the balloting position of each Voting Member who voted in the ballot.

7.4 Actions Requiring Approval by Two-Thirds of the Working Group Voting Membership

The following actions require a formal recorded vote with approval by at least two-thirds of the Voting Members of the Working Group:

1. Position Statements for Standards
2. Adoption of Working Group procedures, or revisions thereof
3. Approval of change of the Working Group scope
4. Approval of termination of the Working Group
5. Removal of an Officer of the Working Group

7.5 Actions Requiring Approval by Seventy-five Percent of the Working Group Voting Membership

Approval of a draft standard or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

8 Communications

All Working Group Officers should use the Working Group letterhead if available, or email notification, along with the Officer's title, when corresponding on behalf of Working Group activities.

8.1 Formal Internal Communication

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 Working Group Officers.

8.2 External Communication

Inquiries relating to the Working Group should be directed to the Working Group Chair, and Members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Working Group Chair.

8.3 Privacy Protection

Personal information about individuals participating in standards development activities is necessary for efficient administration of those activities. Reasonable efforts shall be made to protect the privacy of individuals participating in these activities. Participants should be aware that the names and the affiliations of participants are part of the public record of the standards development process. This information shall only be used in conjunction with the official business of standards development. Use of this information for any other purpose shall not be permitted without the express permission of the Working Group Chair.

9 Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed.

10 Appeals

The Working Group recognizes the right of appeal. Technical and procedural appeals are acceptable for the Working Group. Every effort should be made to ensure that impartial handling of complaints regarding any

action or inaction on the part of the Working Group is performed in an identifiable manner. If the Working Group must conduct an appeal, it shall model its appeal process on the appeals process of the DASC.

11 Position Statements for Standards

All communications shall comply with subclause 11 of the DASC Procedures.

12 Standards Publicity

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