

Procedures of the CIP4 Technical Steering Committee and Working Groups

§1 Preamble

This document is a normative description of the rules and procedures that are applied to the CIP4 Technical Steering Committee (TSC) and to individual technical working groups within CIP4.

§2 Membership

The TSC is comprised of the chair people and alternate chairs of technical working groups and the Chief Technical Officer of CIP4. Chairmen of subgroups of working groups are also members of the TSC.

§2.1 *Membership Terms*

The terms of the Chief Technical Officer are outlined in the CIP4 membership rules. The working group chairs and alternate chairs are elected for two year terms beginning with the date of their election. The number of terms for which a candidate may be reelected is not restricted.

The positions of working group chair and alternate chair are personal. A working group chair and alternate chair may retain that position as long as he or she is a member of CIP4 in good standing.

If the alternate chair position becomes vacant, the position of chairman remains. The interim alternate chair election is for the remainder of the chair's regular term.

§2.1.1 Call for Working Group chair reelection

A working group may opt to call for the reelection of chair and alternate chair prior to the end of chair's term. The call for reelection must be approved by a simple majority of the working group following the election procedure that is outlined in §3. Every CIP4 member company that has at least one working group member has one vote, regardless of the number of working group members from that company.

§2.1.2 Working group chair election

The candidates are nominated via email on the working group forum during a two week nomination period. If nominated by someone other than the candidate, nominees must be confirmed before being added to the election ballot. After the nomination period, the chairman and alternate chair are elected by a simple majority of the working group following the election procedure that is outlined in §3. Every CIP4 member company that has at least one working group member has one vote, regardless of the number of working group members from that company. The two candidates with the highest number of votes are chair and alternate chair. They may switch positions without calling for a new election. If two or less candidates are found during the nomination period, the

election procedure may be bypassed. Chair and alternate chair need not be representatives of different companies. In case of a tie, a new tie-breaking election with only the candidates that received the tied number of votes must be performed. If the tie occurred in an election with only the tied candidates, the CTO has the tie breaking vote.

§2.1.3 List of TSC Working groups

The chairs and alternate chairs of the technical working groups and the chairs of their respective sub groups are members of the TSC. The list of working groups is published on the CIP4 website and may be modified by the TSC.

§2.1.4 Creating new Working groups

New working groups or subgroups are created whenever a large area of the specification needs attention that goes beyond assigning a work item to an existing working group.

§2.1.5 Dissolving Working Groups

A working group or subgroup may be dissolved by the TSC when:

- The group has accomplished its assigned task
- The group has been dormant for more than 6 months and there is no sign of the group being reactivated in the near future.
- All Work Items of a given group have been assigned to other groups

§3 Election and Ballot Procedures

All elections and ballots within the TSC and the working groups are web-based using the CIP4 ballot system. A ballot is open for voting for a period of two weeks. The ballot must be announced on the respective working group forum. There is no minimum quorum for a ballot to be valid. The results of a ballot will be published anonymously after an election is closed.

§4 Participation in TSC Meetings

Participation in meetings is restricted in order to maintain the operating efficiency of the TSC. The TSC may opt to invite individuals to TSC meetings as guests. Guests have no vote in TSC ballots.

§4.1 *Participation in Teleconferences*

All members of the TSC are invited to participate in teleconferences.

§4.2 *Participation in Face to Face Meetings*

One TSC member – either the chair or alternate chair – of each working group may participate in person in face to face meetings as the representative for his or her working group. Chairs of the sub working groups are not eligible to participate in face to face meetings but may be invited on a case by case basis. The TSC should schedule a daily summary teleconference during face to face meetings. The rules for teleconferences specified in §4.1 apply for these summary teleconferences.

§5 Participation in Working Group Meetings

Participation in individual working group meetings is open to all CIP4 members. Working groups may restrict phone access at face to face meetings. If phone access is restricted, the working group should schedule a daily summary teleconference during face to face meetings.

§6 Meeting Minutes

Meeting minutes for the TSC and for individual working groups meetings and teleconferences including a list of participants must be provided to the working group forums.

§7 TSC Ballots

The TSC attempts to resolve conflicts in a consensus oriented manner. Formal votes should only be called to resolve conflicts that are not resolvable otherwise. Votes in the TSC are not given by company but rather by working group. Therefore every working group within the TSC has one vote. If one person represents multiple working groups he or she nonetheless has only one vote. Otherwise the procedures outlined in §3 are applied.

§8 Working Group Conflict resolution

CIP4 attempts to resolve conflicts in a consensus oriented manner. Formal votes should only be called to resolve conflicts that are not resolvable otherwise.

§8.1 Formal Ballot

If an issue requires a formal ballot, the procedures outlined in §3 are applied. Every CIP4 member company that has at least one working group member has one vote, regardless of the number of working group members from that company.

§8.2 Minority Veto

If a minority of at least 2 members from different companies cannot accept the result of a formal ballot within a working group, they may call upon the TSC for mediation. The TSC will attempt to resolve the conflict within the working group. If the working group cannot come to a conclusion, the TSC has the right to make a binding decision, following standard TSC decision making policy.

§9 Work Item Evaluation by the TSC

One objective of the TSC is to ensure that CIP4's specifications remain architecturally sound, and the TSC may reject working group recommendations if:

A recommendation includes elements or functions that already exist, perhaps under different names, and would hence, create a redundancy;

A recommendation is in conflict with either existing specification features or features under development by one or more other working groups;

A recommendation obviously requires implementation of essential IP, as defined in the CIP4 IP Policy, and the TSC knows that the essential IP will not be licensed by the owner;

A recommendation is technically unsound or questionable and requires further development;

A recommendation is outside of the scope of the originating working group and must be referred to the appropriate working group, and

A recommendation is outside of the scope of the specification under development.

The TSC may reject a work item in any stage of development but should review work items as early in the process as possible. The phases are:

Proposed: A champion who is responsible for the work item exists and a rough description has been drafted. Work has not commenced.

In Progress: The TSC has accepted the requirements of the work item and work is in progress.

Postponed: The work item requirements have been accepted but no work is currently in progress due to timing constraints, lack of resources or similar reasons.

Abandoned: The work item is not complete and no further progress is anticipated.

Completed: The work item is complete and all work related to the work item has been finalized.

Work item reviews should occur:

- When the work item is *proposed*, prior to the work item being *In Progress*. If the work item is rejected it may be set either to *Abandoned* or *Postponed*.
- When the work item is *postponed*, prior to the work item being *In Progress*. If the work item is rejected it may be set either to *abandoned* or remain *postponed*.
- When the work item is *In Progress*, prior to the work item being *Completed*. If the work item is rejected it may be set either to *abandoned* or *postponed*.

The TSC may also defer recommendations to work on future versions of the specification in question, in order to maintain organizational focus on the objectives for each edition of a specification. All recommendations that are rejected will be rejected with comment and accepted recommendations may be altered by the TSC or the specification editor for technical consistency and consistency of voice and presentation. The comments in case of rejection should contain a list of points of conflict. All working group members will be given at least a final review of incorporated changes by all working groups, but in practice there are usually several cycles of review for editions of CIP4 specifications under development.

§10 Document History

Version	Date	Location	Description
1.0	October 18 2005	-	Initial publication release
1.01	December 20 2005	§2.1 §10	Clarify that positions are personal. Add Document History