

# Institute of Electrical and Electronics Engineers (IEEE)

## FIPA Standards Committee (FIPA SC)

### Policies and Procedures

DRAFT OF August 17, 2005, FOR CIRCULATION

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## Introduction

These Operating Procedures outline the orderly transaction of business of this the IEEE Computer Society Foundation for Intelligent Physical Agents Standards Committee, hereafter referred to as either the FIPA SC or the Sponsor.

For the development of standards and other goals of this committee, 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 processes of the FIPA SC should reflect a balance of interests and shall not be dominated by any single interest category.

## ***Abbreviations Used in this Document***

IEEE	Institute of Electrical and Electronic Engineers
FIPA SC	Foundation for Intelligent Physical Agents Standards Committee
IEEE-CS	IEEE Computer Society
IEEE-SA	IEEE Standards Association
CS-SAB	IEEE-CS Standards Activity Board
WG	Working Group
SG	Study Group
SEC	Sponsor Executive Committee
P&P	Policies and Procedures
PAR	Project Authorization Request

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence 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 Operations Manual

IEEE-SA Board of Governors Resolutions

IEEE-SA Standards Board Bylaws

IEEE-SA Standards Board Operations Manual

IEEE Computer Society Constitution and Bylaws

IEEE CS Board of Governors Resolutions  
IEEE CS Standards Activity Board Policies & Procedures  
Robert's Rules of Order (Revised)

## ***IEEE FIPA SC Scope***

The IEEE FIPA Standards Committee is chartered by the IEEE Computer Society Standards Activity Board to develop accredited technical standards, recommended practices, and guides for agent-related technology. “Agent-related technology” includes software components, tools, technologies, and design methods that facilitate development, deployment, maintenance, and interoperation of agents and agent-based systems. In this document the term "standard" encompasses recommended practices and guides as well as standards.

The mission of the FIPA SC, then, is the promotion of the technology of agents and agent-based systems. In particular, the goals of the FIPA SC are as follows:

- Promote agents and agent-based application integration environments based on appropriate industry standards;
- Promote a framework for compatible and independent development of applications;
- Enable coordination among applications across heterogeneous networked systems in a multinational, multilingual environment;
- Adopt a core of commercially available specifications of this framework and to promote international market acceptance and use;
- Actively influence the future direction and development of these adopted specifications;
- Foster the development of tools and applications that conform to and extend this framework and to provide a mechanism for certifying compliance with the adopted specifications;
- Work with other standards groups that enable the FIPA SC mission through collaboration, bridging, and or reuse of the standards.

## ***IEEE FIPA SC Vision***

The unifying vision for FIPA is organizational interoperability. Such a vision implies interoperability that among pervasive and ad-hoc societies, organizations, teams and individuals, both real and virtual that can:

- comprise humans, robots, devices and software agents
- include both static and dynamic relationships
- engage in collaborative and competitive activities
- act autonomously and/or under direction of other entities; and
- inter-operate according to pre-determined, on-the-fly, and/or emergent protocols and procedures.

## **1.0 Organization of the FIPA SC**

The FIPA SC, consisting of its general membership, shall be organized to have a Chair, Vice-Chair, Secretary, and Treasurer (see Section 3.0), and such other groups created by the FIPA SC as deemed necessary (see Section 5.0).

The FIPA SC shall have at minimum a Sponsor Executive Committee (SEC) and Working Groups (WG). The FIPA SC may have Study Groups (SG) and other subcommittees.

## **2.0 Responsibilities of the FIPA SC**

The FIPA SC shall be responsible for the following:

- Developing proposed IEEE standards within its scope;
- Voting on approval of proposed IEEE standards within its scope;
- Maintaining the standards developed by the FIPA SC in accordance with the *IEEE-SA Standards Board Operations Manual*;
- Responding to requests for interpretations of the standards developed by the FIPA SC;
- Acting on other matters requiring FIPA SC effort as provided in these procedures;
- Cooperating with other appropriate standards development organizations;
- Protecting against actions taken in the name of the FIPA SC without committee authorization.

(Reference: IEEE-SA Standards Board Bylaws, clauses 4.3.1 and 5.2.1 and IEEE-SA Standards Board Operations Manual, clauses 4.3.2, 4.5 and 5.1.)

### **2.1 Criteria for Projects**

The FIPA SC shall work on standardization projects within its scope that:

- Are based in existing practice;
- Are compatible with other information and communication technology standards;
- Have the resources needed to produce a quality standard within an acceptable time frame, generally two years.

### **3.0 Sponsor Executive Committee (SEC)**

There shall be an SEC consisting of a Chair, Vice-Chair, Secretary, and Treasurer. These officers shall be elected by the FIPA SC members. FIPA SC officers shall receive no salary for their services.

The SEC :

- Interprets and administers these Statutes, other documents and agreements related to FIPA;
- Supervises the good execution of these Statutes;
- Manages the properties and business of FIPA;
- Proposes the budget to the members;
- Sets the annual fee scale or provides a pro-ration fee for new members to accommodate the financial year and insures that the membership fee is considered affordable by all members and is thus non-discriminatory;
- Determines the rights and obligations of non voting Members;
- Sanctions members;
- Drafts the annual report of FIPA for the General Assembly;
- Represents FIPA;
- Calls the meetings of the General Assembly;
- Sets up and controls standing Committees other than those foreseen in these Statutes, special Committees as may be found necessary or desirable to carry out the objects and purposes of FIPA, and determines their powers, duties and responsibilities, if they are not already set up by these Statutes;
- Orders the publication of documents proposed by the Working Groups;
- Acts within and according to the provisions of these Statutes.

### **3.1 Elections**

All officers shall be elected by the FIPA SC membership. A call for nominations shall be issued by the Secretary or Chair a minimum of thirty (30) days in advance of an election. Self-nominations are allowed. Volunteers may submit a statement of interest, qualifications and, if applicable, employer support for carrying out the duties of office. Nominations shall be open for a minimum of fourteen (14) days.

In the event that there are two or more candidates for a position, an election shall be held. If there is only one candidate, that candidate shall become the officer.

In the event that there are no nominations, the FIPA SC Chair may appoint an officer. Such appointments shall be confirmed by the Sponsor Executive Committee within thirty (30) days.

## **3.2 Terms of Office**

The SEC officers are elected by a simple majority on an as-needed basis by the FIPA SC membership. As such, there are no terms of service. An SEC officer may relinquish his/her position voluntarily or may be replaced by a vote of the FIPA SC. An SEC officer filling a vacant position shall start their term immediately upon election or, if appointed, upon confirmation.

## **3.3 Officers**

### **3.3.1 Chair**

The Chair shall:

- Be a member of any grade of the IEEE and a member of the IEEE-SA;
- Oversee FIPA SC compliance with these and with IEEE-CS, IEEE and IEEE-SA policies and procedures;
- Set the agenda and chair all FIPA SC and SEC meetings;
- Serve as or appoint a representative to IEEE CS-SAB;
- Provide an annual report on the activities of the FIPA SC to the CS-SAB;
- Serve as liaisons to other standards and specification development organizations. The Chair may appoint other liaisons. Such appointments shall be subject to approval by the SEC at their next regularly scheduled meeting;
- Represent the FIPA SC or appoint an official representative when such a representative is required.

The Chair may render decisions on the day-to-day operating requirements of the business of the FIPA SC outside of meetings. All such decisions shall be subject to the concurrence of the SEC at its next regularly scheduled meeting.

### **3.3.2 Vice-Chair**

The Vice-Chair shall:

- Assist the Chair in the Chair's duties and carry out those duties if the Chair is temporarily unable to do so;
- Be responsible for making arrangements for FIPA SC plenary meetings;
- Assist other officers in their duties as is necessary.

### **3.3.3 Secretary**

The Secretary shall:

- Record and publish minutes of each FIPA SC and SEC meeting;
- Arrange for teleconference calls for all FIPA SC and SEC meetings;
- Record and tally all formal FIPA SC and SEC email votes with the exception of elections in which the secretary is a candidate, which shall be tallied by the Chair or another officer who is not a candidate;
- Be the custodian of the corporate records, except those pertaining to the office of the Treasurer;
- Send out notice of meetings to the membership.

### **3.3.4 Treasurer**

The Treasurer shall:

- Maintain a budget;
- Deposit, request disbursements and maintain an accounting of all FIPA SC funds. Disbursements of over \$200 must be approved by the Chair or Vice Chair;
- Maintain a list of individuals who have paid dues and provide that list to the other SEC officers;
- Keep members notified of their dues status and upcoming deadlines;
- Lead FIPA SC fund-raising efforts;
- Maintain the financial records of FIPA according to IEEE regulations.

### **3.3.5. Signature**

Except as provided elsewhere in these Statutes, all documents which purport to bind FIPA must be signed by the Sponsor Chair and another Officer.



## **4.0 Membership**

Any individual with a material interest in FIPA SC work may become a FIPA SC member by:

1. Registering on the FIPA SC Web site, and;
2. Paying a \$100 (US) annual (calendar year) membership fee.

Initial membership shall be established by paying the annual membership fee.

An individual who has not been a FIPA SC member for three years shall be considered new. An individual who has been an FIPA SC member within the past three years shall be considered renewing.

New members joining between 1 October and 31 December shall pay the full membership fee, which shall apply from date of payment until 31 December of the *following* year.

Renewing members shall pay their annual membership fees for a calendar year prior to the start of that calendar year. Extensions of up to six months may be granted at the discretion of the Treasurer.

### **4.1 Reduction of Dues for Hardship**

Individuals joining the FIPA SC may request a reduction of dues for hardship. Reductions must be granted by consent of the SEC. Reductions of dues shall be considered on a case-by-case basis but shall normally only be granted to individuals from economically underdeveloped countries.

### **4.2 Duration of Membership**

Membership is annual. Any individual who is an FIPA SC member on 31 December of a given year shall remain a member until 31 March of the following year or upon receipt of their annual dues.

### **4.3 Participation Requirements**

Members shall participate in FIPA SC committees consistent with their individual expert opinions. As a minimum, members shall subscribe to the FIPA SC e-mail list and to the e-mail lists of each WG and SG in which they participate.

### **4.4 Privileges**

All FIPA SC members are voting members. All members shall have access to all FIPA SC, WG, and SG documents. All members shall be able to post to the FIPA SC general email reflector and to any WG or SG email reflector to which they subscribe.

## ***4.4 Interest Categories***

All appropriate interests that might be directly and materially affected by the standards activity of the FIPA SC shall have the opportunity for fair and equitable participation without dominance by a single interest.

Members shall classify themselves in one of the following categories, choosing the category that most closely describes them:

- User
- Producer
- Research and Development
- General Interest

For the purposes of classifying members of the FIPA SC:

- The User category shall include persons who regularly use products or services materially affected by the standard being developed;
- The Producer category shall include persons involved in the design, development and implementation of such products and services;
- The Research and Development category shall include persons who are involved in research and development of FIPA-related topics;
- The General Interest category shall include persons with expertise related the standard being developed or whose jobs and activities are affected by the standard being developed but who do not fall into the User, Producer or Research and Development categories as defined above. Interest categories and their clarifications shall be established or revised by a vote of the SEC.

## ***4.5 Membership Roster***

The Treasurer shall maintain a current and accurate FIPA SC roster and shall distribute it to the members upon request or a minimum of once per year.

All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

- A list of all officers and email addresses
- A list of all members in good standing and email addresses
- The interest category of each member in good standing and a tally of interest categories
- A list of all WG and SG Chairs and (if they exist) Vice Chairs and Technical Editors

## **5.0 Subgroups and Subcommittees of the FIPA SC**

The FIPA SC shall form a Sponsor Executive Committee, Working Groups, Study Groups and other subcommittees to carry out and expedite its business. All such subgroups and subcommittees shall follow the policies and procedures set forth in this document and in the documents listed in the section on precedence. The policies and procedures of a subgroup or subcommittee shall have the lowest precedence in case of conflict.

### **5.1 The Sponsor Executive Committee (SEC)**

The FIPA SC delegates the following responsibilities to a Sponsor Executive Committee:

- Act on behalf of the FIPA SC, perform all sponsor duties, and represent the FIPA SC to other organizations and higher level committees;
- Perform day-to-day management and administrative tasks required to ensure the FIPA SC remains a viable organization;
- Oversee the activities of WGs, SGs and subcommittees;
- Approve all Project Authorization Requests (PARs) and amendments to PARs prior to submission to the IEEE Committee (NesCom).

#### **5.1.1 SEC Membership**

The SEC shall consist of the FIPA SC officers. All members of the SEC are voting members of the SEC.

The FIPA SC Chair shall be the Chair of the SEC.

#### **5.1.2 SEC Meetings**

The SEC shall hold regular meetings, a minimum of once every twelve months. Meetings may be via teleconference.

#### **5.1.3 Executive Sessions**

Closed Executive Sessions of the officers may be held to conduct FIPA SC administrative business. Such business may include the recommendation to the SEC of the removal of officers, responding to administrative requests from the IEEE, maintenance of the FIPA SC website, etc. If an Executive Session is held, a report of the activity shall be presented at next scheduled SEC meeting.

## **5.2 Working Groups**

Working Groups shall be established to carry out standardization projects within the scope of the FIPA SC. Each Working Group shall be responsible for the definitive content of one or more standards projects and for responding to views and objections thereon.

### **5.2.1 Establishment of Working Groups**

Establishment of a new WG requires approval of a simple majority of the FIPA SC membership. Two weeks prior to a vote, a Working Group Charter Proposal must be distributed to the entire FIPA SC membership. A recommended Working Group Charter Proposal template is available from the FIPA site. (to come)

### **5.2.2 Dissolution of Working Groups**

An established WG that is not actively working on a project and not actively maintaining a standard may be dissolved. Dissolution requires approval of a simple majority of the FIPA SC membership.

### **5.2.3 Working Group Officers**

Each WG shall have at a minimum a Chair and a Technical Editor. These officers are elected by the Working Group. The Chair may appoint, or the WG may elect, other officers as suits the needs of the WG. The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA. Each WG elects its own officers.

The Chair shall:

- Organize and oversee the operations of the WG;
- Oversee the WG's compliance with applicable procedures;
- Represent the WG to higher level committees;
- Call, set the agenda for and chair WG meetings;
- Oversee the balloting of proposed standards the WG has developed;
- Submit proposed standards approved by a balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards;
- Carry out duties as required by the IEEE-SA and in accordance with the information on the IEEE-SA Web site (<http://standards.ieee.org>).

The Technical Editor shall:

- Maintain and edit draft standards in accordance with IEEE style and the directions of an

IEEE project editor;

- Serve as the technical editor and maintain a list of ballot comments, proposed resolutions and actual resolutions during the IEEE balloting process;
- Carry out duties as required by the IEEE-SA and in accordance with the information on the IEEE-SA Web site (<http://standards.ieee.org>).

## **5.2.4 Working Group Membership**

Membership in a WG is open to any individual with material interest in the group's work. To become a WG member, an individual must:

1. Be an FIPA SC member;
2. Notify the WG Chair of his/her desire to be a member of the WG;
3. Subscribe to the WG's e-mail reflector.

A WG Chair may periodically confirm members' continued material interest and eligibility for membership.

Working groups have two types of members: submitters and supporters.

- Submitters commit to development of an implementation of the proposed standard according to the guidelines laid out in [Here we need to reference that text in LOI.doc.] Submitters shall vote on detailed content of the standard draft document being developed.
- Supporters participate in developing the draft standard but do not commit to an implementation of the proposed standard. Supporters may vote as part of the WG and FIPA SC on acceptance of the final standard draft and may suggest content for the draft as it is being developed, but they may not vote on specific elements of content during the development process.

## **5.2.5 Subcommittees of Working Groups**

A Working Group shall not have any formal subcommittees. It should be noted that if an IEEE Computer Society Standards Activity Board Working Group develops a need for subcommittees, it should apply for status as a commissioned Sponsor.

A Working Group Chair may appoint informal subcommittees (technical subcommittees, writing groups, etc.) to expedite standards development work. All subcommittee meetings shall be open to all materially interested parties and all subcommittee actions shall be subject to approval of the Working Group.

## **5.3 Study Groups**

The FIPA SC may form a Study Group to explore the appropriateness of a standards development project or group of projects or to draft a Project Authorization Request (PAR) for such project(s).

### **5.3.1 Establishment of a Study Group**

Study Groups are established by a majority vote of the FIPA SC. Two weeks prior to a vote, a Study Group Charter Proposal must be distributed to the entire FIPA SC membership.

### **5.3.2 Term of a Study Group**

Study Groups automatically terminate twelve months after they have been established. The FIPA SC may grant a reasonable extension, not to exceed twelve months. A Study Group that has developed a PAR should seek to establish a WG or a subcommittee within an existing WG to carry out the project.

### **5.3.3 Study Group Officers**

A Study Group shall have a Chair who is elected by the Study Group (SG). The SG Chair is responsible for organizing the work of the Study Group, for calling and chairing SG meetings, for overseeing compliance with applicable procedures and for communicating with the SEC on behalf of the Study Group.

### **5.3.4 Study Group Membership**

Study Group membership is open to any interested individual with a material interest. Study Group email reflectors are open to subscription and posting by any such individual.

### **5.3.5 Subcommittees of Study Groups**

A Study Group shall not have any formal subcommittees. However, a Study Group Chair may appoint informal subcommittees (technical subcommittees, writing groups, etc.) to expedite standards development work. All subcommittee meetings shall be open to all materially interested parties and all subcommittee actions shall be subject to approval of the Study Group.

## **5.4 Balloting Group**

Each WG shall form a balloting group for the approval of each proposed standard. The composition of balloting groups shall conform to the requirements of the IEEE-SA Standards Board Operations Manual. Members from the FIPA SC ballot invitation pool shall be invited to join each FIPA SC balloting group when it is formed.

## 6.0 Meetings

Sponsor and Working Group meetings shall be held in accordance with the Policies and Procedures of the IEEE Computer Society Standards Activity Board.

Sponsor meetings shall be scheduled as set forth in the Policies and Procedures of the IEEE Computer Society Standards Activity Board.

Working Groups shall hold meetings as decided by the Working Group Chair, or by petition of 5 or more 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 30-day notice, including an agenda, shall be distributed to all members, observers, and experts.

Working Groups 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” refer to face-to-face meetings, meetings held via teleconference calls, and meetings held using other collaborative technology.

### 6.1 Quorum

There shall be a quorum for conducting FIPA SC, , Working Group or Study Group business. If a quorum is not present, actions may be taken subject to confirmation by (letter ballot), as detailed in Section [7.2](#). See *Robert's Rules of Order (revised)*. A quorum is considered to be 50% (rounded up) of the voting members of the FIPA SC for the following purposes:

- FIPA SC officers, election (if there are multiple candidates) and removal
- Submittal of a draft standard to the IEEE Standards Association
- Working/Study Group creation and closing
- Changes to the P&P

For a Working Group, a 50% quorum is necessary for

- Working/Study Group officers
- Submittal of a draft standard to the FIPA SC for consideration
- Changes to detailed content of a draft standard under development (where such vote is deemed necessary by the WG Chair and the quorum count is based on the 50% of the Submitter members for a given draft standard.)

Unless specified otherwise, a quorum for conducting other business activities at a WG or SG meeting shall consist of 4 members or half its members, whichever is lower and 10 members for a FIPA SC meeting.

## **6.2 Notice**

Face-to-face meetings require thirty (30) days notice, with an agenda, to relevant FIPA SC email reflectors. It is suggested that forty-five (45) or sixty (60) days notice be given so that members can make travel arrangements.

Meetings that do not include a face-to-face component require seven (7) calendar days notice. However, if a subgroup or subcommittee schedules regular recurring meetings, e.g. a weekly meeting on Tuesdays or a monthly meeting on the first Monday of each month, then seven (7) days advance notice is not required other than for the first of a series of regularly scheduled meetings. Email notification of the details, including an agenda, of each regularly scheduled meeting should be sent via email a minimum of 24 hours in advance of the meeting.

## **6.3 Minutes**

Minutes of WG and SG meetings shall be posted via email reflectors within fourteen (14) calendar days of a meeting. Minutes shall be approved at a WG or SG meeting within thirty (30) calendar days of posting. If no such meeting takes place, and no corrections are submitted within thirty (30) calendar days, the minutes shall be considered to be approved.

## **6.4 Remote Participation in Face-to-Face Meetings**

All face-to-face meetings shall endeavor to have a means for participation via teleconference and shall endeavor to have a minimum of one broad-band Internet connection available for use by the meeting Chair or presenter.

## **7.0 Vote**

### **7.1 Voting By Ballot**

The FIPA SC and its subcommittees may conduct votes at meetings or via e-mail. Informal votes (or “straw polls”) have no participation requirements. Formal e-mail votes require a minimum of a seven (7) calendar day voting period and require a positive vote by the majority of eligible voters to pass unless specified otherwise in this document.

## **8.0 Communications**

All FIPA TC officers should use the FIPA TC letterhead if available, or email notification, when corresponding on behalf of FIPA TC activities.



## **8.1 Formal Internal Communication**

If correspondence between Working Groups involves issues or decisions (that is, non-routine matters) affecting other Working Groups, copies shall be sent to all affected Working Group chairs and the FIPA TC Chair.

## **8.2 External Communication**

Inquiries relating to the FIPA TC or its subcommittees should be directed to the FIPA TC Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the FIPA TC Chair.

## **9.0 Interpretations**

The policies of subclause [5.9](#) of the *IEEE-SA Standards Board Operations Manual* shall be followed.

## **10.0. Appeals**

The FIPA SC recognizes the right of appeal. Technical appeals are referred back to the FIPA SC. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the FIPA SC is performed in an identifiable manner and in accordance with Subclause 5.4 of the *IEEE-SA Standards Board Bylaws* and with subclause 5.8 of the *IEEE-SA Standards Board Operations Manual*.

## **11.0 Parliamentary Procedures**

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

## **12.0 Position Statements for Standards**

All communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

## **12.1 FIPA SC Position Statements**

FIPA SC position statements shall not be released without prior approval by the FIPA SEC, which requires a majority vote.

## **12.2 Working Group Position Statements**

Working Group position statements shall not be released without prior approval by a majority vote of the Working Group. Such position statements shall be presented for vote at a Sponsor meeting and may proceed unless blocked by a FIPA SC member vote. For position statements not presented for review at an FIPA SC meeting, FIPA SC members shall be provided a review period of a minimum of seven (7) calendar days. If, during that time, a motion to block the position statement is made, release of the position statement shall be withheld, pending failure of the blocking motion.

Working Group position statements shall be identified in the first paragraph of the position statement as being specifically the position of the Working Group. These statements shall be issued by the Working Group Chair and shall include the FIPA SC Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE FIPA SC logos.

## **12.3 Informal Communications**

Informal communications shall not imply that they are a formal position of the FIPA SC nor a FIPA SC subcommittee.

## **12.4 Position Statements Issued by Other Entities**

If the FIPA SC wishes to go to another IEEE entity (as defined in Section [15](#) of the *IEEE Policy and Procedures*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

## **13. Standards Publicity**

The FIPA SC and its subcommittees are encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause [5.1.5](#) of the *IEEE-SA Standards Board Operations Manual* for further instructions.

## **14. Intellectual Property Rights**

The IEEE has strict policies regarding intellectual property rights (IPR) and the standards issued by the IEEE. These are documented in Section 6 of both the IEEE-SA Standards Board Bylaws

and IEEE-SA Standards Board Operations Manual. Therefore, any work on draft standards within a FIPA SC and its Working Groups must be produced with the intention and good will that they adhere to the IEEE IPR policies.

## **15. Proprietary Rights**

Proprietary information shall not be disclosed by any participant during any meeting of any FIPA SC Plenary Body or any subcommittee.

[This section clearly places the onus of protection of proprietary rights on the owner of those rights. No discussion of proprietary technology can take place during a meeting of a plenary body or any subgroup, protecting the participants in the meeting from accidental exposure to proprietary information (and consequent future legal problems with that participant's own intellectual property rights). If an FIPA SC member wishes to present information of a proprietary nature to members of an FIPA SC Track Plenary, he or she may arrange a meeting of the interested parties totally separate from the FIPA SC process and meeting.]

In addition, no information of a secret or proprietary nature shall be made available to the FIPA SC as official documents, and no such documents (or documents marked as such) shall be made FIPA SC official documents or forwarded to the membership.

All proprietary information which may nonetheless be publicly disclosed by any participant during any meeting of an FIPA SC or its subcommittees shall be deemed to have been disclosed on a non-confidential basis, without any restrictions on use by anyone, except that no valid copyright or patent right shall be deemed to have been waived by such disclosure.

## **16.0 Amendments and Revisions**

FIPA SC policies and procedures shall be adopted, revised and amended by the FIPA SC members. All proposed revisions and amendments shall be circulated by email and subsequently discussed a minimum of two weeks (2 weeks) prior to being put to a vote.

In order to be adopted, this document must be ratified by a two-thirds (2/3) majority of the FIPA SC.

Changes to this document are to be ratified by the same procedure.

Meetings in which a vote on acceptance or modification of this document is to occur must include an announcement of that vote in the published agenda for the meeting.

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## References

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IEEE CS Standards Activity Board Policies & Procedures,

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