

CHANGE 1
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: September 2025)
(Approved by SASB: October 2025)

IEEE SA Standards Board Operations Manual

5.3.3.2 Recordings of the proceedings of standards development meetings

IEEE SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.

An officer of the ~~Standards Committee Working Group~~ or ~~one any~~ of its subgroups, unless prohibited by the P & P of the Standards Committee or Working Group, is permitted to record the proceedings of an IEEE standards development meeting for which they are responsible by making an audio or slideshow recording or by producing a transcript using software or an artificial intelligence (AI) application approved by IEEE. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited. Software or AI shall not be used if it enables persons other than the officer making the recording or authorized Standards Department staff to initiate or obtain the transcription or recording.

The ~~Working Group or subgroup~~ officer shall use the recording exclusively for the purpose of generating minutes. The officer shall not copy or further distribute the recording. Once the meeting minutes have been prepared, the officer shall delete the recording.

Any IEEE standards development meeting may be recorded for preparation of the meeting minutes as described above. If recording is expected to occur, the following steps shall be taken:

- The intent to record for preparation of the meeting minutes and the intended method of recording shall be noted on the distributed agenda.
- At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting and the intended method of recording and shall notify participants that remaining in the meeting is an agreement to be recorded.
- The fact of the announcement to record the meeting shall be included in the meeting minutes.

5.3.3.3 Press attendance

Normally, individuals from the press are not encouraged to attend standards meetings. If a member of the press attends a standards development meeting is in attendance, they shall either inform the chair before the meeting or at the beginning of the meeting of their attendance. †The chair should shall then announce the presence of the press in attendance at the. ~~Normal meeting fees are not expected to be waived for the press.~~

CHANGE 2
[IEEE SA Standards Board Operations Manual]
(Approved by ProCom: September 2025)
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IEEE SA Standards Board Operations Manual

4.1.2 Liaison representatives

The Secretary of the IEEE SA Standards Board shall circulate the following information to the liaison representatives for review and action:

- a) *Each IEEE Project Authorization Request (PAR) submitted for approval.* The liaison representative is expected to review each request to see if his or her organization has a substantial interest in the project.
- b) *Agenda for each IEEE SA Standards Board meeting.* This should be reviewed to determine if there is any item on the agenda of substantial interest to the organization. The liaison member should be present, if necessary, to support the interests of the organization.
- c) *Minutes of meetings of the IEEE SA Standards Board.* This shall include action taken on PARs and draft standards.
- d) *Notice of assignment of a standards project.* When the IEEE SA Standards Board, on its own initiative, agrees on the need for a standard, a request to develop the standard shall be sent to the liaison representative of the **IEEE Society/Council** having primary interest in the subject. The liaison representative is expected to assign the project to the appropriate technical unit as a Standards Committee for the development of the standards project.
- e) *Status Reports.* The liaison representative shall review any sections of the project reports that may be assigned to his or her organization and notify the Secretary of the IEEE SA Standards Board of any corrections and revisions. The liaison representative should ensure that action is taken to revise all standards assigned to the **IEEE Society/Council** within ten years of the date of approval. The liaison representative should monitor work being done on all standards projects and report any changes in the status of the standards to the Secretary of the IEEE SA Standards Board.

5.1.1 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, etc.) available for use by the Standards Committee. All Standards Committee Officers shall successfully complete all training as required by the IEEE SA Standards Board for Standards Committee Officers or as assigned.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society/**Council**, the **IEEE** Society/**Council** may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society/**Council**. Individual Standards Committees within the **IEEE** Society/**Council** may have specific P & Ps in addition, but these shall not be in conflict with the **IEEE** Society/**Council** P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

5.3.7 Bank accounts

All Standards Committees and Working Groups that have or intend to have bank accounts shall use the banking services provided by the IEEE Treasury Department as their only bank account. It is the policy of the IEEE that all bank accounts provide for the signatures of at least two volunteers (who shall be IEEE Member grade or higher in good standing).

Bank accounts shall be closed six months after the standards development activity has ceased and if further projects are not planned. Closing bank statement(s) shall be submitted to the IEEE SA BOG and the relevant IEEE Society/**Council** with the final budget report.

In the event that a Working Group's treasury goes into deficit, the Working Group's Standards Committee is ultimately responsible for that deficit.

5.3.9 Closings

All Standards Committees shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Distribute any surplus as directed by the IEEE SA BOG;
- Complete final financial reports;
- Complete the audit, if required.

Many of these tasks are required by United States Internal Revenue Service regulations and by the audit process. Documentation concerning these tasks shall be reviewed by the IEEE SA BOG and the relevant IEEE Society/**Council**, where applicable.

All Working Groups shall complete the following tasks within six months of cessation of the IEEE standards development activities:

- Complete final financial reports;
- Complete the audit, if required.

Responsibility for the maintenance of the bank account assets will default to the Standards Committee under which the Working Group was formed.

CHANGE 3
[IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual]
(Approved by ProCom: December 2025)
(Approved by SASB: January 2026)
(Approved by BOG: February 2026)

IEEE SA Standards Board Bylaws

5.2.1.2 Membership requirements for Working Group developing standards under the entity method

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of Entity Members of IEEE SA and shall be individual members of IEEE SA. Designees (those designated to manage the Standards Association ballot) in the IEEE Standards Association entity ballot process shall be representatives of Entity Members and shall be individual members of IEEE SA.

Every entity participating in an IEEE SA entity standards working group is required to be an Entity Member of IEEE SA to become a working group member or hold voting privileges. ~~Entity nonmembers~~ **Entities that are not Entity Members of the IEEE SA** may observe IEEE SA entity standards working group meetings, obtain **read-only access to IEEE repositories of IEEE SA entity standards working group email communications and versions of meeting-related** documentation **(except copies of draft standards)**, and may speak at IEEE SA entity standards working group meetings at the discretion of the working group chair.

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting members in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators. Each Standards Committee responsible for the entity project is permitted to send a designated Standards Committee Representative (SCR) to meetings of that entity-based working group in a non-voting role.

The following qualify as entities for standards-development purposes:

Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE SA.

IEEE SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE SA.

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the participants in the individual standards working group may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

IEEE SA Standards Board Operations Manual

6.1.3.2.1 Sharing drafts with Working Group participants

Working Group members are entitled to a copy of the draft standard under development within the Working Group without charge.

Other Participants (see IEEE SA Standards Board Bylaws 5.2.1) in an active IEEE standards development project are entitled may be eligible to receive a copy of draft standards under development produced by that project Working Group without charge as follows:

For individual-based projects, project participants are entitled to receive a copy of the draft standard under development without charge. The Working Group Chair of the project or their designee determines whether an individual (for individual projects) or entity (for entity projects) meets the requirements for participation definition of a project participant.

For entity-based projects, an Observer considering membership in the Working Group or considering commenting on the draft standard may request a copy of the draft standard from the Working Group Chair. The Working Group Chair shall review and make a recommendation on the draft sharing request, then submit the recommendation to the Working Group for approval. For these purposes, an Observer shall mean:

- an Entity Member of the IEEE SA that is, or has chosen to be, a non-member of the Working Group, or
- an entity that is not an Entity Member of the IEEE SA and is therefore a non-member of the Working Group.

CHANGE 4
[IEEE SA Standards Board Operations Manual]
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IEEE SA Standards Board Operations Manual

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Standards Association balloting, balloting shall be conducted by the Standards Committee or designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Standards Association balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Standards Association balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. **Both normative and informative material shall be reviewed during the Standards Association ballot.** Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Standards Association balloting group.

The Standards Committee shall ensure that comment resolution occurs via a comment resolution group, which is either the Working Group or a subgroup of the Working Group.

The ballot process may include communication among the comment resolution group and Standards Association balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Standards Association balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Standards Association balloting group member.

6.4 IEEE standard document structure

6.4.1 Normative and informative

Normative material is information **that required defines conformance to, or is needed to implement, either mandatory or optional portions of the standard and is therefore officially part of the standard.** Informative material is provided for information only **and is therefore not officially part of the standard.**

CHANGE 5
[IEEE SA Standards Board Operations Manual]
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IEEE SA Standards Board Operations Manual

6.5 Open Source

Open Source is a digital work for which the human-readable source code is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects. Other Open Source terms are defined in Clause 2 of the *IEEE SA Board of Governors Open Source Committee Operations Manual*.

Open Source may be incorporated in a standard via original creation or reference.

“Normative Open Source” means Open Source that is incorporated in an IEEE standard and is normative material as defined in 6.4.1 or is a normative reference as defined in 6.4.6.

“Informative Open Source” means Open Source that is incorporated in an IEEE standard and is informative material as defined in 6.4.1.

“Standards Open Source” means Open Source that is incorporated in an IEEE standard and is developed by the Standards Committee or Working Group developing the standard.

All Standards Open Source shall be hosted on the IEEE Open Source Platform. The Standards Committees and Working Groups developing Standards Open Source shall comply with IEEE Open Source policies and procedures, and with policies of the IEEE Open Source Platform in developing IEEE Open Source for incorporation into a standard. All IEEE Open Source incorporated in an IEEE standard shall be hosted on the IEEE Open Source Platform.

IEEE has the authority to change how content is accessed on the IEEE Open Source Platform, including but not limited to changes made to address security of the IEEE Open Source Platform. This includes, but is not limited to, access to Standards Open Source normatively referenced content.

6.5.1 Project authorization

Use of the IEEE Open Source Platform for development of Open Source incorporated into an IEEE standard requires approval by the responsible committee of the IEEE SA Board of Governors. If a Standards Committee or Working Group intends to develop Open Source to be incorporated in an IEEE standard, the Standards Committee or Working Group shall indicate this intent to the responsible committee of the IEEE SA Board of Governors.

Each IEEE Open Source Project developed for incorporation into an IEEE standard shall be developed under a single approved open source license (see opensource.ieee.org/community/cla). Contributors may include additional licensing information or notices, so long as these do not alter or restrict the rights granted under the approved license. A Working Group may develop several Open Source Projects for a single IEEE Standards Project, and each of the Open Source Projects can be developed under a different approved open source license. Changes to this open source license for Open Source Projects are discouraged and shall be approved by the responsible committee of the IEEE SA Board of Governors. If the license is changed, then appropriate Contributor License Agreements (CLAs) for the new open source license shall be obtained from all previous Contributors prior to publicly indicating a change in

the license on the IEEE Open Source Platform. The open source license shall not be changed once the Standards Association ballot has begun.

A PAR Study Group shall not develop Open Source.

6.5.2 Governance of IEEE Open Source Projects incorporated in IEEE standards

Development and maintenance of the technical content (including code, documentation, **data sets**, and open source hardware) of **IEEE Standards** Open Source Projects **incorporated in an IEEE standard** are the responsibility of the Standards Committee and its Working Groups. This responsibility continues as long as the standard is active. A Standards Committee may form one or more Open Source subgroups that coordinate Open Source development for multiple Working Groups under that Standards Committee, or delegate responsibility to the applicable Working Group to establish its own Open Source subgroup. Each Open Source subgroup shall comply with all IEEE Open Source policies and procedures, and all policies of the IEEE Open Source Platform.

~~An Open Source subgroup shall be led by an IEEE Open Source Project Lead. If Open Source is being developed in a Standards Committee or its subgroups, an IEEE Open Source Coordinator shall be appointed. The IEEE Open Source Coordinator shall be responsible for coordinating, organizing, and ensuring the vitality and operation of IEEE Open Source activities within that Standards Committee and its subgroups. who The IEEE Open Source Coordinator shall be designated as an officer of the responsible Standards Committee or, if the Standards Committee has delegated all IEEE Open Source activities to a single Working Group, of the responsible Working Group. The IEEE Open Source Coordinator is the point of contact within the Standards Committee for technical and administrative matters concerning the IEEE Open Source Platform.~~ The IEEE Open Source Project Lead is responsible for the vitality, organization, development, evaluation, operation, security, and maintenance of an IEEE Open Source Project. The IEEE Open Source Project Lead is the point of contact for the IEEE Open Source Platform team regarding technical and administrative matters **concerning the Open Source Project.**

~~Each Open Source subgroup of a Standards Committee or Working Group shall be led by an IEEE Open Source Project Lead who may be the IEEE Open Source Coordinator. Each IEEE Standards Open Source Project developed by the Standards Committee or Working Group to be incorporated in an IEEE standard shall have an IEEE Open Source Project Lead and~~ at least one Maintainer, who may be the IEEE Open Source Project Lead. Maintainers have the authority to commit (save changes) to the IEEE code and document repository associated with an **IEEE Standards** Open Source Project, and to assign Committers. Maintainers shall be a member of the Standards Committee or Working Group responsible for the project and shall be an IEEE member of any grade and a member of IEEE SA. Committers shall be members of the Standards Committee or Working Group responsible for the project and shall be responsible for committing code to the IEEE code and document repository associated with an **IEEE Standards** Open Source Project.

The IEEE Open Source Project Lead and Maintainer(s) shall be responsible for coordinating the development of Open Source with the Working Group and comment resolution group, and obtaining applicable CLAs for all Contributions to the **IEEE Standards** Open Source Project.

6.5.2.1 Open Source Contributors

An IEEE Open Source Contributor is any person who submits any material to an IEEE Open Source Project, whether as an individual or on behalf of an organization. All contributors to an **IEEE Standards** Open Source Project **incorporated in an IEEE standard** shall submit a CLA for the license used by such project.

6.5.2.2 Application of patent policy

The IEEE SA patent policy applies to Open Source that is incorporated in a standard, even if a CLA has been submitted. IEEE does not determine whether there is consistency between Letters of Assurance and CLAs. A call for patents notice shall be posted on the IEEE Open Source Platform in the area where **Accepted** CLAs are **listed**

~~submitted for all IEEE Open Source that is developed and incorporated normatively or informatively in a draft or approved standard.~~

The IEEE Open Source Platform, in the area where **Accepted** CLAs are ~~listed-submitted~~, shall have a link to Accepted Letters of Assurance, as well as to appropriate sections of the *IEEE SA Standards Board Bylaws* and *IEEE SA Standards Board Operations Manual* relating to intellectual property.

The IEEE Standards website shall make available information about all Accepted CLAs for **all Standards IEEE** Open Source ~~incorporated in an IEEE standard~~, and information about Accepted CLAs shall also be available where Accepted Letters of Assurance are posted on the website.

6.5.2.3 Incorporation of Open Source in standards

~~IEEE standards may incorporate the use of Open Source:~~

~~Normatively, where use of the Open Source is required when implementing the standard; or
Informatively, where the Open Source is provided for information only, and not required for implementation.~~

All IEEE standards that incorporate Open Source should indicate this fact in the scope of the standard; and shall identify in the text of the standard the appropriate use of the Open Source for compliance with the standard (e.g., whether the use is normative or informative), and the location of the software code and documentation in the **applicable** repository ~~on the IEEE Open Source Platform~~.

Normatively ~~referenced~~ Open Source without a specific **static** version (**undated**) shall not be duplicated in the text of the draft standard unless it is marked as an Example.

Informative documentation shall be included in the published standard (e.g., as an Annex) explaining how to access and **apply run** the Open Source. The form of this documentation shall comply with the *IEEE Standards Style Manual*, and files provided to IEEE Standards Editorial Staff shall be compliant with requirements for standards publication.

~~IEEE Standards~~ Open Source ~~that is developed by the Standards Committee or Working Group and incorporated in a draft IEEE standard~~ that is published prior to approval of the standard by the IEEE SA Standards Board shall include **IEEE SA** disclaimer text **authorized by IEEE SA** (see the *IEEE Standards Style Manual*) on the IEEE Open Source Platform and in all ~~IEEE Standards~~ Open Source in the repository for the ~~IEEE Standards~~ Open Source Project.

The guidance on references listed in the *IEEE Standards Style Manual* applies to ~~normative and informative all~~ references to Open Source. A reference shall specify one or more source code libraries within a specified project in a specified code repository. A reference may specify one or more specific versions, including “the most current version,” of each library.

~~Normative use of Open Source is discouraged, unless required for accuracy, functionality, safety, security, or compatibility. A standard may require the use of a specific instance of Open Source (e.g., may require that a specific piece of code or a specific schema hosted on the IEEE Open Source Platform be used) only when required for accuracy, functionality, safety, security, or interoperability. Normative~~ Open Source that is incorporated ~~normatively~~ without referencing specific **static** version(s) (i.e., it is undated) shall be made available and maintained on the IEEE Open Source Platform. This restriction does not apply to ~~Informative~~ **Open Source that is not Standards Open Source references**.

If an IEEE standard ~~normatively references incorporates~~ a specific **static** version of the Open Source (i.e., it is a dated reference), the version can be changed only through a revision of the standard, or an amendment or corrigendum to the standard. The restriction on published amendments (see 8.1.2) does not apply for amendments that are intended only to update Open Source or references to Open Source.

For normatively referenced Open Source that does not have a specific version, †The Standards Committee or Working Group shall review updates to the Normative Open Source during the standards development process and should review updates to the both Normative and Informative Open Source after IEEE SA Standards Board approval to determine if the Open Source software continues to align with the standard. If the Open Source software does not align with the standard, the Standards Committee or Working Group shall take appropriate action, for example, if a dated reference should be noted in the standard instead, submit a PAR for revision or amendment to the standard.

6.5.3 Mandatory coordination

During mandatory coordination, the Standards Committee shall include all IEEE Standards Open Source developed by the Working Group and incorporated in the draft. The IEEE Open Source Community Manager and IEEE SA IPR Staff shall review the IEEE Standards Open Source, CLAs, and associated documentation prior to the initial Standards Association ballot. Mandatory coordination comments by the IEEE Open Source Community Manager and IEEE SA IPR Staff shall be addressed prior to the initial Standards Association ballot.

6.5.4 Standards Association ballot and IEEE Public Review

All IEEE draft standards that incorporate Standards Open Source developed by an IEEE Working Group shall provide notification during the invitation to ballot and on the IEEE Public Review site that (a) the IEEE draft standard incorporates Standards Open Source developed by the Working Group, (b) applicable CLA(s) are required for any Contributions to IEEE Standards Open Source Projects developed by the Working Group and incorporated in an IEEE standard, and (c) template CLAs are available, with links to the applicable CLA templates.

During the Standards Association ballot, balloters shall be granted access to view any referenced Open Source. After the initiation of the Standards Association ballot process, any IEEE Standards Open Source Projects developed by the Working Group and incorporated in an IEEE standard shall only be updated to reflect changes approved by the ballot group.

The IEEE Open Source Project Lead and at least one Maintainer shall be members of the comment resolution group.

Any comment that provides modifications to an IEEE Standards Open Source Project developed by the Working Group and incorporated in an IEEE standard may not be implemented in the IEEE Standards Open Source or the draft standard and may not be considered unless an applicable CLA was previously submitted to IEEE. The IEEE Open Source Project Lead and Maintainer are responsible for obtaining all CLAs prior to the start of any initial Standards Association ballot or recirculation ballot.

Once the Standards Association ballot is completed for a draft standard, the incorporated IEEE Standards Open Source developed by the Working Group shall not be updated until after IEEE SA Standards Board approval, and then only if the IEEE Standards Open Source is undated.

IEEE Public Review commenters shall be granted access to view any Open Source incorporated in an IEEE standard. Any Public Review comments that provide modifications to IEEE Standards Open Source developed by the Working Group may not be considered or implemented in the IEEE Standards Open Source or in the draft IEEE standard only if and may not be considered unless an applicable CLA was has been previously submitted to IEEE.

6.5.5 Release and maintenance of Open Source

Final release of IEEE Standards Open Source Projects developed by the Standards Committee or Working Group and incorporated in an IEEE standard shall occur only after approval of the standard by the IEEE SA Standards Board, and the IEEE Standards Open Source Projects incorporated in an IEEE standard shall be included in the official IEEE listing. After the standard is approved, only Open Source that does not have a specific static version (undated) may be updated without requiring a revision of the standard, or an amendment or corrigendum (see 8.1.2). Normatively referenced Open Source that is undated may be updated only with approval from the Standards Committee, Working Group, or a subgroup delegated with that responsibility.