

*Approved by the IEEE SA Board of Governors: 02 May 2023*

# **IEEE Standards Association Entity Collaborative Activities Governance Board Operations Manual**

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# IEEE Standards Association Entity Collaborative Activities Governance Board (CAG)

## 1. Introduction

### 1.1 Scope and purpose

The IEEE SA Entity Collaborative Activities Governance Board (CAG) is a standing committee of the IEEE Standards Association reporting to the IEEE SA Board of Governors (BOG). The CAG shall be responsible for managing and coordinating all aspects of entity engagement in IEEE SA activities, including but not limited to, entity strategy, managing the IEEE SA Industry Connections Committee (ICCom), the Industry Affiliate Network (IAN), its Standards Committee(s) and Working Group(s), as well as managing or interfacing with other entity-related programs within the IEEE SA, guiding market development activities related to entity members, and sustaining, retaining, and growing IEEE SA entity membership and their engagement.

The CAG shall also be responsible for procuring entity input concerning the IEEE standards processes and strategic direction, and for recommending appropriate action to the IEEE SA BOG. The CAG may serve as an IEEE SA Standards Committee (as defined in clause 5.2.2 of the *IEEE SA Standards Board Bylaws*). If the CAG chooses to serve in this capacity, any of its activities as a Standards Committee shall be under the jurisdiction of the IEEE SA Standards Board and subject to its rules of standards development. The CAG Chair shall report to the IEEE SA BOG at least annually on the activities of the CAG Standards Committee.

The CAG shall be comprised of a minimum of 11 and a maximum of 15 voting members. This total includes the CAG Chair, elected members, appointed members, and the Strategic Outreach position member. All members shall serve two-year terms with the exception of the Strategic Outreach position and the ICCom Chair. The chair of the CAG shall be a member of the IEEE SA BOG, shall represent an entity in the IEEE Standards Association (see *IEEE Standards Association Operations Manual clause 6.1*), shall be appointed by the IEEE SA BOG, shall be an IEEE SA Member, an IEEE Member, Senior Member, or Fellow, and shall have previously served as a voting member of the CAG. The chair of the CAG may serve an unlimited number of terms but not more than three terms consecutively. The Nominations and Appointments Committee shall propose nominee(s) for the chair of the CAG.

The IEEE SA President may appoint up to two members of the CAG, serving in alternating two-year terms, and who should be either present or past members of the IEEE SA BOG and shall represent entities in the IEEE Standards Association. The IEEE SA Standards Board Chair may appoint one member of the IEEE SA Standards Board or its committees, who shall represent an entity in the IEEE Standards Association, to be a member of this CAG. There may be two members on the CAG, serving in alternating two-year terms, who are appointed by the chair of the CAG and shall represent entities in the IEEE Standards Association.

The ICCom Chair shall be an ex-officio member of the CAG without vote, unless that individual had already achieved voting rights through election or appointment to the CAG.

Participants not representing entities in the IEEE Standards Association may serve in non-voting positions on the CAG when unique experiences or perspectives are needed. Appointment of such individuals shall be made by the CAG Chair, subject to CAG confirmation, for a one-year term.

There may be one member of the CAG whose IEEE SA Entity Member affiliation provides a broadening strategic global participation (“Strategic Outreach position”). The member in this position shall currently represent an entity member in the IEEE Standards Association. The member in this position shall be appointed to a one-year term by the BOG, which shall receive recommendations from the CAG.

The eligible entities in the IEEE Standards Association shall elect up to eight members-at-large of this

group, with up to four elected each year. These members-at-large should represent a breadth of key industry interests of the IEEE Standards Association. The Nominations and Appointments Committee shall propose nominees for each vacancy in an eligible member-at-large position. Those positions shall be elected by a plurality of the votes cast by the eligible entities of the IEEE Standards Association.

The CAG shall appoint a Vice Chair from among its voting members for a term of one year. This appointment shall be made by the CAG at its first meeting of the year. If the Vice Chair is unable to complete the one-year term, the chair of the CAG shall appoint an alternate voting member of the CAG to complete the unfinished term. A member of the IEEE SA staff shall serve, in a non-voting role, as the CAG Secretary.

Members serving in any CAG positions are eligible for re-election or reappointment. Members serving in the Strategic Outreach position may be appointed up to two consecutive terms. If the member serving in this position is interested in continued CAG participation, the individual can be recommended for any position other than the Strategic Outreach position.

## 1. References

- [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 Code of Conduct* (current edition).

*Robert's Rules of Order*, Perseus Publishing (current edition).

## 2. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

**BOG:** Board of Governors

**CAG:** Entity Collaborative Activities Governance Board

**IAN:** Industry Affiliate Network

**ICCom:** Industry Connections Committee

**IEEE:** Institute of Electrical and Electronics Engineers

**IEEE SA:** IEEE Standards Association

### **3. Committees of the CAG**

All members of the CAG, its standing committees, as well as the members of any ad hoc committees appointed by the CAG or CAG chair, shall act in accordance with applicable IEEE Standards policies and procedures, *IEEE Bylaws*, and *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and Section 7.8 on the IEEE Code of Ethics.

#### **3.1 IEEE SA CAG STANDARDS COMMITTEE**

The CAG shall establish and appoint a Standards Committee to encourage, manage, and coordinate the development, revision, and maintenance of IEEE entity standards; to approve the initiation of IEEE entity standards projects; and to review them for consensus, due process, openness, and balance. The IEEE SA Standards Board shall give final approval to IEEE standards prior to publication and shall process all necessary appeals.

The rules and procedures for the IEEE SA CAG Standards Committee are contained in the *IEEE SA Standards Board Bylaws*, in the *IEEE SA Standards Board Operations Manual*, and in the *Policies & Procedures for Standards Development for the IEEE CAG Standards Committee*.

#### **3.2 IEEE SA CAG Industry Connections Committee**

The IEEE SA Industry Connections Committee (ICCom) is a standing committee of the CAG, as specified in subclause 5.3 of the *IEEE Standards Association Operations Manual*. The details of ICCom's responsibilities and procedures are specified in the *ICCom Operations Manual*.

ICCom is responsible for ensuring that proposed Industry Connections (IC) activities are within the scope and purpose of IEEE, and for reviewing the progress and deliverables of IC activities. ICCom examines Industry Connections Activity Initiation Documents (ICAIDs) and makes recommendations to the CAG regarding their approval. ICCom also makes recommendations to the CAG regarding the termination of IC activities.

Industry Connections activities provide an efficient environment for building consensus and developing many different types of shared results. Such activities may complement, supplement, or be precursors of IEEE Standards projects, but they do not themselves develop IEEE standards.

The chair and other members of ICCom shall be appointed by the CAG Chair, subject to confirmation of the CAG, for a term of one year. At the first meeting of each year, ICCom shall appoint one of the ICCom voting members to be the ICCom Vice Chair.

The ICCom Chair shall be an ex-officio member of the CAG without vote, unless that individual had already achieved voting rights through election or appointment to the CAG.

#### **3.3 IEEE SA CAG Industry Affiliate Network Committee (IAN)**

The CAG shall establish an Industry Affiliate Network Committee (IAN) to integrate and align the IEEE SA with developmental efforts performed within industry consortia and related industry organizations. This committee, which shall be known as IAN, shall provide developmental resources applicable to new market-focused opportunities and to provide global adoption support for industry related programs. Upon CAG direction, the IAN Committee may evaluate future opportunities for potential IEEE SA engagement with industry communities.

The chair and other members of IAN shall be appointed by the CAG Chair, subject to confirmation of the CAG, for a term of one year.

#### **3.4 IEEE SA CAG Marketing and Outreach Committee**

The CAG shall establish a CAG Marketing and Outreach Committee (MarCom) which shall be responsible for the marketing and outreach of the CAG to potentially interested entities and seek to engage them in IEEE SA and CAG standardization activities.

The chair and other members of MarCom shall be appointed by the CAG Chair, subject to confirmation of the CAG, for a term of one year.

## **4. CAG Operations**

### **4.1 CAG Agenda**

A preliminary agenda for each CAG meeting shall be prepared by the Secretary of the CAG or a designated person and distributed to CAG members at least two weeks prior to a scheduled meeting of the CAG. At the same time, the agenda, without supporting documentation, shall be sent to all members of the IEEE SA BOG.

### **4.2 Meetings**

Except as specified in the *IEEE Bylaws*, *the IEEE Policies*, *the IEEE SA Operations Manual*, and this manual, meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

Dates for regular meetings shall be approved by the IEEE SA CAG and in consultation with the IEEE SA BOG and IEEE SA Standards Board. Special meetings of the IEEE SA CAG may be called by the IEEE SA CAG chair if necessary.

Meetings may be held in person, by telephone, or by videoconference, or by any combination of these three means. Members of the IEEE SA CAG are responsible for the costs of attending meetings.

A meeting is determined to be quorate with more than 50% of the voting members are present. Unless otherwise specified, all voting outcomes shall be by simple majority.

In instances where it is impractical for the CAG Chair to render a decision, the CAG Vice Chair shall make a ruling after recusal by the CAG Chair.

#### **4.2.1 Meeting venues**

Proposals for meeting venues for the IEEE SA CAG shall be made by staff according to the following criteria:

- a) Location selection shall be based on accessibility, cost, and availability of appropriate meeting space
- b) Date and location selection shall be made in consideration of other IEEE SA meetings, special IEEE events, and opportunity for local interactions with current or potential IEEE SA Entity Members.

Consideration of a venue near the New Jersey Operations Center for at least one meeting each year is encouraged but not required.

While unforeseen circumstances may require a change of meeting dates or locations, a proposal for such an alteration shall be accompanied by the expected financial impact of such a change including, but not limited to, existing contractual obligations, pre-arranged travel, and projected expense of the new dates and location.

#### **4.2.2 Meeting Minutes**

The minutes of each meeting of the IEEE SA CAG shall be sent by the Secretary to IEEE SA CAG members, those present at the meeting, and anyone involved in an action of the IEEE SA CAG within four weeks following the meeting. In reporting an official action of the IEEE SA CAG, the minutes shall, on request of dissenters, contain a record of the dissenting votes.

## **4.3 CAG Vacancies**



If the CAG chair is unable to complete his or her term of office, the IEEE SA President shall have the discretion of deciding whether to hold a special appointment process of the IEEE SA BOG or to appoint a person to serve out the term. If a person in an appointed position on the CAG is unable to complete his or her term of office, the appointer shall fill the position. If a CAG member-at-large is unable to complete his or her term of office, the CAG chair shall have the discretion of deciding whether to hold a special election of the eligible entities in the IEEE Standards Association or to appoint a person to serve out the term.

Any replacement appointment shall meet all eligibility requirements for that position and shall be ratified by the IEEE SA Board of Governors.

#### **4.4 CAG Change in Entity Affiliation**

If a CAG member's entity affiliation changes, he or she shall be subject to re-election or re-appointment. If the position is an appointed position, the appointer shall determine if the re-appointment is acceptable. If the position is an elected position, the CAG chair shall have the discretion of deciding whether to hold a special election of the entity members in the IEEE Standards Association or to appoint a person to serve out the term.

If the CAG chair's entity affiliation changes, the IEEE SA President shall have the discretion of deciding whether to hold a special appointment process of the IEEE SA BOG or to re-appoint the CAG chair to serve out the term.

The IEEE SA does not allow multiple CAG members with the same entity affiliation to serve on the CAG concurrently.

If a CAG member's affiliation changes to that of an IEEE SA entity member not already represented on the CAG, eligibility to remain on the CAG for the remainder of the CAG member's term is automatic.

If a CAG member's affiliation changes to an entity that is not a current IEEE SA entity member, that entity is expected to become an IEEE SA entity member. If such IEEE SA entity membership is not attained within three months after the CAG member's change of affiliation, the CAG member is subject to removal from the CAG at the discretion of the CAG Chair.

If a CAG member's affiliation changes to self, eligibility to remain on the CAG is at the discretion of the CAG Chair. Such a member shall be an IEEE SA individual member in order to maintain their position on the CAG.

Any removal from the CAG and the resulting replacement appointment shall be ratified by the IEEE SA Board of Governors.

If a nominee for a CAG elected position has his or her entity affiliation change during the election process, or if public disclosure of an intention to change affiliation of an entity is made, the entity members of the IEEE Standards Association shall be informed of the change in affiliation.

CAG members and nominees for CAG positions have a duty to disclose a change of affiliation to the IEEE SA as soon as it can be made public.

#### **4.5 Duties of the Chair**

The term of office for the IEEE SA CAG Chair shall be two years. The IEEE SA CAG Chair shall serve as a member of the IEEE SA Board of Governors.

Duties of the IEEE SA CAG Chair shall include but not be limited to

- Commitment to IEEE’s goals and strategic directions;
- The efficient organization of committees and work programs to assure achievement of IEEE SA objectives;
- Chairing the IEEE SA CAG;
- Appointing the chairs and members of the CAG Standing Committees;
- Appointing the chairs and members of any CAG ad hoc committees;
- Appointing members and liaisons to other groups in IEEE, IEEE SA, and other standards related groups as required.
- Serving as an ex-officio member (without vote unless otherwise prescribed) of all CAG Standing Committees and ad hoc committees.

## **5. Maintenance**

### **5.1 Maintenance and modification of the *IEEE Standards Association Entity Collaborative Activities Governance Board Operations Manual***

This manual will be maintained by the IEEE Standards Department Staff and reviewed by legal counsel. Proposed modifications to this manual shall be submitted to the Staff Administrator of the IEEE SA CAG.

Any amendments to this manual shall be approved by a majority vote of the IEEE SA CAG, with advance notice prior to said vote. Once approved by the IEEE SA CAG, amendments to this manual shall be forwarded to the IEEE SA BOG for approval.