



# IBIS COMMITTEE POLICIES AND PROCEDURES

Ratified TBD, 2015

The I/O Buffer Information Specification (IBIS) Committee, also known as the IBIS Open Forum (hereinafter “Committee”), is a Formulating Group and Standards and Technology Committee under SAE Industry Technologies Consortia (SAE ITC) or its successors (hereinafter, “Parent Organization”).

## **SCOPE**

The IBIS Open Forum develops, supports, and promotes accurate vendor-independent behavioral I/O buffer signal/power integrity model specifications and standards. The IBIS Open Forum also pursues development of specifications and standards in related areas of signal and power integrity modeling and simulation.

## **BENEFITS**

Committee participation is free and open to any interested person. This includes participation in meetings and on-line discussions, and submission of specification change proposals. Only Member Organizations have the right to participate in votes.

## **MEMBERSHIP**

Membership is limited to dues-paying Member Organizations. All persons affiliated with a Member Organization share a single IBIS membership. In the event of the merger of a Member Organization with a non-Member Organization, employees of the former non-Member Organization become entitled to participate as part of a Member Organization. Each Member Organization shall be organizationally independent of all other Member Organizations in order to exercise its vote. Subsidiaries shall not have voting rights in addition to their parent Member Organizations.

## **DUES**

Membership extends from January 1 through December 31 of each year. Membership dues shall be collected annually. The amount due per Member Organization shall be established by a vote of the membership. The membership year, and therefore the voting privileges, for returning (renewing) Member Organizations terminate on June 1 or the first weekday following June 1 of the following calendar year, or prior to that date if the returning Member Organization chooses not to renew its membership, or has undergone a merger with another Member Organization. Member Organizations joining for the first time after June 1 (or the first weekday following) shall be charged one-half the annual membership dues for that year.

## **QUORUM**

A quorum for a meeting vote shall consist of 25% of Member Organizations in good standing, rounded up to the nearest whole number.

## **VOTING**

Only persons designated to represent Member Organizations may respond to votes. Only one response per Member Organization is permitted. Votes may be conducted during meetings, via written responses, or other electronic collaborative method permitted by the Parent Organization. Approval of documents or actions, other than the Parent Organization ballots, removal of officers, or changes to this Policies and Procedures document, requires a simple majority of Member Organization responses, not counting abstentions.

All votes regarding specification changes, specification approvals or financial matters conducted during a meeting shall proceed by roll call of Member Organizations in attendance.

“Good standing” for Member Organizations means that membership dues for the Member Organization have been received for that membership year. Member Organizations need only have paid membership dues for that membership year to be eligible to vote in elections, on specification changes, to approve specifications, or to approve financial expenditures. Eligibility for the Parent Organization ballots shall be defined by the Parent Organization.

Votes to be conducted during meetings that affect specification changes, specification approvals, changes in the starting date for officer nominations, or financial matters shall be announced via the IBIS e-mail reflector at least one week before the meeting where the vote is to take place. Member Organizations may submit responses to scheduled votes in writing, including via e-mail, to the Secretary. Proxy votes (votes on behalf of another person or organization) shall not be permitted. Other votes conducted during meetings, including on adjournment or on approval of minutes, may alternatively proceed by acclamation, voice vote, or other method at the discretion of the Chair.

A vote conducted via written responses shall be announced by the Chair using the IBIS e-mail reflector or other system established by the IBIS Committee or the Parent Organization. A call for vote conducted via written responses shall include the topic, a list of acceptable responses and a closing date for the votes to be received and the results tallied. The closing date shall not be earlier than 14 days after distribution of the announcement.

Votes on ANSI standards, Parent Organization standards, and related documents from the Parent Organization shall be conducted via ballot or other method designated by the Parent Organization. Votes on such documents shall be conducted according to eligibility rules and procedures established by the Parent Organization, which may deviate from those described in this Document.

Changes to this Policies and Procedures document require approval by at least 2/3 of all Member Organizations, rounded up to the nearest whole number.

## **BOARD STRUCTURE**

Executive authority for the Committee shall be vested in the IBIS Committee Board. The individual Board offices and their duties are listed below.

A single individual may hold up to two Board offices, except that no individual may hold the offices of Chair and Vice-Chair simultaneously.

Office	Responsibilities
Chair	The Chair oversees all Committee activities, presides at general meetings, and has authority to approve expenditures. The Chair shall also form and dissolve Working and Task Groups, and appoint Working and Task Group chairs. This person shall be an employee of a Member Organization.
Vice-Chair	The Vice-Chair fulfills the duties of the Chair and/or Secretary in her/his absence and coordinates all public relations (press releases, media contacts). This person shall serve as Acting Chair upon the removal or resignation of the Chair. This person shall be an employee of a Member Organization.
Secretary	The Secretary shall coordinate the logistics of all meetings and take and publish meeting minutes within 10 days of a meeting. This person need not be an employee of a Member Organization.
Treasurer	The Treasurer shall oversee all Committee income and expenses, as collected and disbursed by the Parent Organization. The Treasurer is also responsible to coordinate with the Secretary and Webmaster as to the official list of valid Member Organizations. This person need not be an employee of a Member Organization.
Librarian	The Librarian shall maintain the on-line library of public IBIS models, including verifying the entries' authenticity and compliance before posting. This person need not be an employee of a Member Organization.
Webmaster	The Webmaster shall maintain the contents of the official Committee web site and roster and perform file server administrative activities for the IBIS website. This person need not be an employee of a Member Organization.
Postmaster	The Postmaster shall maintain the committee e-mail distribution lists. This person need not be an employee of a Member Organization.

## **ELECTIONS**

All officers are selected annually by election of the Member Organizations.

For each election, the Chair shall appoint a Returning Officer, with her/his consent, to conduct the election. The Returning Officer need not be affiliated with a Member Organization. The Returning Officer shall not be a nominee for any office in that election. The Returning Officer shall announce the opening and closing dates for receipt of nominations and the opening and closing dates for receipt of votes in accordance with the rules of this document. The following schedule shall be used for nominations and elections:

- On or before May 17 (or last weekday preceding) – nomination period opens
- End of May 31 (or last weekday preceding) – nomination period ends
- Beginning of June 1 (or first weekday following) – voting period begins
- End of June 145(or first weekday following) – voting period ends
- First weekday following end of voting period – results announced and new officers take office

Member Organizations shall nominate to the Returning Officer individuals for each office to be filled. Nominations may be made electronically or during IBIS meetings to the Returning Officer. Nominations may be made by any individual regardless of affiliation with a Member Organization. Self-nominations are permitted. A nomination is valid only with the consent of the nominated individual.

On each Monday during the nomination period the Returning Officer will report to the Chair or Acting Chair the names of all nominees received for each office. No earlier than 24 hours after, or the first weekday following, the closing time of the nomination period, the Returning Officer shall announce the individuals nominated for each office, and begin collecting votes from Member Organizations by electronic ballot.

Member Organizations may cast one vote for each office. Write-in votes for individuals not already nominated are permitted. The eligible individual with the greatest number of Member Organization votes for each office, not counting abstentions, shall be declared the winner. The Returning Officer shall announce the results no later than the first weekday following the close of voting. The newly-elected officers shall take office immediately upon announcement of the results by the Returning Officer.

Any vote to change the schedule for elections shall not be held less than one month in advance of the start of nominations. Any election or nomination deadline may be delayed by up to seven days.

#### **TEMPORARY APPOINTMENTS**

In case of a vacancy in a Board office due to removal, resignation, lack of nomination at an election, or another reason, the Chair or Acting Chair shall appoint an individual, with her/his consent, to serve until the next election. The Chair or Acting Chair shall convene an election for the vacant Board office at the earliest practical time, using the rules noted above.

#### **MEETING CONDUCT AND PRACTICES**

Detailed practices for conducting meetings, submitting specification changes or other documents, and conducting other business shall be defined separately from this Policies and Procedures document.

#### **FINANCIAL PRACTICES**

Disbursement of committee funds may be ordered by the Chair or the Treasurer. All Board officers shall be notified of all disbursement orders contemporaneously. Disbursements exceeding an amount equal to the required dues payment for one year of membership for one organization as set forth in DUES, shall require approval by a vote of the members as defined in section "VOTING".

#### **MISCELLANEOUS**

For any areas not addressed by this document, the Parent Organization rules shall apply, as specified in Organization and Operating Procedures of the Aerospace Council of the SAE Industry Technologies Consortia (SAE ITC) or such rules as the Parent Organization may adopt.

The rules in this document supersede all those defined in the 1995 IBIS EIA Charter, its 1999 amendments, and the May 1, 2015 Policies and Procedures document.