

IBIS COMMITTEE POLICIES AND PROCEDURES

The I/O Buffer Information Specification (IBIS) Committee (also known as the IBIS Open Forum) is a Formulating Group and Standards and Technology Committee under SAE International 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 Membership Companies have the right to participate in votes.

MEMBERSHIP

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

DUES

Membership extends from January 1 through December 31 of each year. Membership dues shall be collected annually. The amount due per Membership Company shall be established by a vote of the membership. The membership year, and therefore the voting privileges, for returning (renewing) Membership Companies terminate on June 1 or the first weekday following June 1 of the following calendar year, or prior to that date if the returning Membership Company chooses not to renew its membership, or has undergone a merger with another Membership Company. Membership Companies 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 Membership Companies in good standing, rounded up to the nearest whole number.

VOTING

Only persons designated to represent Membership Companies may respond to votes. Only one response per Membership Company 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 require a simple majority of Membership Company responses, not counting abstentions.

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

"Good standing" for Membership Companies means that membership dues for the Membership Company have been received for that membership year. Membership Companies need only have paid membership dues for that membership year to be eligible to vote in elections, on specification changes, to approve specifications, to or 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. Membership Companies 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 Membership Companies, rounded up to the nearest whole number.

BOARD STRUCTURE

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

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

Position	Responsibilities
Chair	The Chair oversees all Committee activities, presides at all 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 Membership Company.
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 Membership Company.
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 Membership Company.

Treasurer The Treasurer shall track all committee income and expenses, in coordination with the Parent Organization. The Treasurer is also responsible to coordinate with the Secretary and Webmaster as to the official list of valid Membership Companies. This person need not be an employee of a Membership Company.

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 Membership Company.

Webmaster The Webmaster shall maintains the contents of the official Committee web site and roster and performs file server administrative activities for the IBIS website. This person need not be an employee of a Membership Company.

Postmaster The Postmaster shall maintain the committee e-mail distribution lists. This person need not be an employee of a Membership Company.

ELECTIONS

All officers are selected annually by election of the Membership Companies.

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 Membership Company. 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
- May 31 (or last weekday preceding) - nomination period ends
- June 1 (or first weekday following) - voting period begins
- June 14 (or first weekday following)- voting period ends
- First weekday following end of voting period - results announced and new officers take office

Membership Companies shall nominate to the Returning Officer individuals for each position 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 Membership Company. Self-nominations are permitted. A nomination is valid only with the consent of the nominated individual.

No earlier than 24 hours after, or the first weekday following, the closing date of the nominations period, the Returning Officer shall announce the individuals nominated for each position, and begin collecting votes from Membership Companies by electronic ballot.

Membership Companies may cast one vote for each position. Write-in votes for individuals not already nominated are permitted. The eligible individual with the greatest number of Membership Company votes for each position, not counting abstentions, shall be declared the winner. The Returning Officer shall announce the results no later 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 position 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 position 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.

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 Technical Standards Board or such rules as the Parent Organization may adopt.

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