



TIA Engineering Committee Operating Procedures (ECOP)

February 2, 2017

2nd Edition

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TABLE OF CONTENTS

1.0 FOREWORD	1
2.0 ORGANIZATION	1
2.1 BOARD OF DIRECTORS	2
2.2 DIVISIONS	2
2.3 TIA STANDARDS DEPARTMENT	2
2.4 TECHNICAL COMMITTEE	2
2.4.1 Technical Standards Subcommittee (TSSC).....	3
3.0 TIA POLICIES	3
3.1 LEGAL GUIDELINES	3
3.2 INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY	3
3.2.1 Statement on Responsibility for Identifying Patents	3
3.3 COPYRIGHTS AND SUBMISSIONS	4
3.3.1 Copyrights	4
3.3.2 Submissions and Contributions	4
3.3.2.1 Document Identification	5
3.3.2.2 Submission Cover Sheet.....	5
3.3.2.2.1 Exceptions.....	5
3.3.2.2.2 Optional Disclosure on Submission Cover	6
3.3.2.2.2.1 Optional Paragraph 1.....	6
3.3.2.2.2.2 Optional Paragraph 2.....	6
3.3.2.3 Third Party Writings	6
3.3.2.4 General Provisions and License Grants	7
3.3.2.4.1 Grant of License	7
3.3.2.4.1.1 Software	7
3.3.2.4.2 Public Domain Exception	7
3.4 RELATIONSHIPS AND ACTIVITIES OF THE TIA STANDARDS DEPARTMENT	8
3.4.1 Relationship with Other Elements of TIA.....	8
3.4.2 Relationship with Other Organizations.....	8
3.4.2.1 Relationship with ANSI.....	8
3.4.2.2 International Cooperation and Harmonization	8
3.5 AVOIDANCE OF DUPLICATION OF EFFORT	9
3.6 INTERNATIONAL COMMONALITY	9
3.7 REFERENCES	10
3.7.1 Referencing Draft Documents	10
3.8 PUBLIC PRONOUNCEMENTS	11
3.9 ROSTERS	11
4.0 ENGINEERING COMMITTEES	12
4.1 FUNCTIONS	12
4.2 NEW ENGINEERING COMMITTEES	12
4.2.1 Establishing the Scope of a Newly Created Engineering Committee.....	13
4.3 MEETINGS	13
4.3.1 Planning	13

4.3.2	Locations and Facilities	14
4.3.2.1	Hosted Meetings.....	14
4.3.3	Cancellations.....	15
4.4	AGENDA AND NOTICE.....	15
4.5	CONDUCT OF MEETING	15
4.6	CORRESPONDENCE	16
4.7	VOTING	16
4.7.1	Voting in Meetings.....	16
4.7.1.1	Quorum.....	16
4.7.1.1.1	Voting Rights for New Engineering Committees and New Sub-elements.....	16
4.7.1.2	Approval Criteria for Votes	17
4.7.1.2.1	Approving Publication of TIA Standards and Specifications.....	17
4.7.1.2.2	Approving Publication of TIA Bulletins.....	17
4.7.1.2.3	Approving Publication of Other Documents.....	18
4.7.1.2.4	Approving Reaffirmation and Withdrawal of Documents	18
4.8	REVISION OF ENGINEERING COMMITTEE SCOPES	18
4.9	DISSOLUTION OF ENGINEERING COMMITTEES	18
4.10	REPORTS.....	19
5.0	PARTICIPATION IN ENGINEERING COMMITTEES.....	20
5.1	REQUIREMENTS FOR BEING IN GOOD STANDING.....	20
5.1.1	Membership.....	20
5.1.2	Participation Fees	21
5.1.3	Ancillary Fees	21
5.1.4	Technical Advisory Group (TAG) and Related Fees.....	21
5.2	VOTING RIGHTS AND REPRESENTATION.....	22
5.2.1	Representatives	22
5.2.2	Voting Rights: One Company, One Vote	23
5.2.2.1	Multiple, Proxy and Absentee Votes.....	23
5.2.2.2	New Members and Participants at Established Engineering Committee and Sub-element Meetings.....	23
5.2.2.3	Meetings of New Engineering Committees and Sub-Elements.....	23
5.2.2.4	Non-voting Liaison Representatives.....	23
5.2.2.5	Non-voting Observers	23
5.2.2.5.1	Non-voting, Non-U.S. Observers.....	24
5.2.3	Maintaining Voting Rights.....	24
5.2.3.1	Notification	24
5.2.3.2	Reinstatement of Voting Rights	24
6.0	ENGINEERING COMMITTEE LEADERSHIP.....	25
6.1	RESPONSIBILITIES OF ENGINEERING COMMITTEE LEADERSHIP	25
6.2	TERMS.....	26
6.2.1	Term Limits	26
6.2.2	Incomplete Terms	27
6.2.3	Dismissal of Leadership.....	27
6.3	ELECTION OF LEADERSHIP.....	27
6.3.1	Schedule.....	28
6.3.2	Notification of Elections.....	28
6.3.3	Eligibility for Chair and Vice-Chair.....	28

6.3.4	Nomination of Candidates	28
6.3.5	Election of Candidates	29
6.3.5.1	Announcement of Results.....	29
6.3.5.2	Commencement of Service.....	29
6.3.5.3	Review of Results	29
7.0	ENGINEERING COMMITTEE SUB-ELEMENTS	30
7.1	ESTABLISHMENT, OPERATION AND DISSOLUTION OF SUB-ELEMENTS	30
7.1.1	Subcommittees	30
7.1.1.1	Scope.....	30
7.1.1.2	Leadership.....	31
7.1.1.2.1	Leadership for New Subcommittees.....	31
7.1.1.3	Inactivation or Dissolution	31
7.1.2	Working Groups	31
7.1.2.1	Scope.....	31
7.1.2.2	Leadership.....	32
7.1.2.3	Dissolution	32
7.1.3	Task Groups and Ad Hoc Groups.....	32
7.1.3.1	Scope.....	32
7.1.3.2	Leadership.....	32
7.1.3.3	Dissolution	32
8.0	ENGINEERING COMMITTEE PROJECTS.....	33
8.1	NEW PROJECTS	33
8.2	STANDARDS AND SPECIFICATIONS DEVELOPMENT PROJECTS	33
8.2.1	American National Standard (ANS) Projects	33
8.2.2	TIA Standard and TIA Specification Projects	34
8.3	TIA BULLETIN (TSB) PROJECTS	34
8.4	JOINT STANDARD PROJECTS	34
8.5	ERRATA.....	35
8.6	OTHER PROJECTS	35
9.0	BALLOTS	35
9.1	BALLOT PERIOD.....	36
9.2	BALLOT OF DRAFT DOCUMENTS	36
9.2.1	Issuing a Draft Document for Ballot.....	36
9.2.2	Draft Document Ballot Response Options	36
9.2.3	Resolution of Ballot Comments	37
9.2.3.1	Comments accompanying an “Approve with comments” Vote.....	38
9.2.3.2	Comments accompanying a “Do not approve with comments” Vote	38
9.2.3.2.1	Ballot Vote Change	38
9.2.3.3	Non-Technical and Non-Germane Comments	39
9.2.4	Types of Comment Resolution.....	39
9.2.4.1	Substantive (or “Technical”) Changes.....	39
9.2.4.2	Editorial Changes	39
9.2.4.3	Standing Committee on Non-Technical Standards-Related Matters	40
9.3	RE-BALLOT AND DEFAULT BALLOT OF DRAFT DOCUMENTS.....	40
9.3.1	Re-ballot of TIA Standard.....	40

9.3.2	Default Ballot of a Candidate TIA Standard	41
9.3.2.1	Documentation for Default Ballots	41
9.4	BALLOT ON OTHER MATTERS.....	41
9.5	CLOSING A BALLOT	42
9.6	APPROVING BALLOTS.....	42
9.6.1	Procedural Matters	42
9.6.2	TIA Documents.....	42
9.6.2.1	Review and Publication of Approved Documents	42
9.6.3	Other Matters Issued for Ballot	42
9.7	RIGHT TO APPEAL NOTIFICATION	43
10.0	PUBLISHED DOCUMENTS	43
10.1	GENERAL	43
10.2	TIA STANDARDS DEPARTMENT DOCUMENTS	43
10.2.1	Standards & Specifications.....	43
10.2.2	Bulletins	43
10.2.3	Other Documents.....	43
10.2.4	TIA Procedures	43
11.0	SUBSCRIPTIONS AND SALE OF DOCUMENTS.....	44
12.0	MAINTENANCE OF TIA DOCUMENTS	44
12.1	REVISION, REAFFIRMATION OR WITHDRAWAL OF STANDARDS.....	44
12.2	REVISION OF A TIA DOCUMENT.....	45
12.3	WITHDRAWAL OF A TIA DOCUMENT	45
13.0	RECORD RETENTION	45
13.1	SET RETENTION PERIODS OF DOCUMENTS BY TYPE	46
14.0	CHANGES TO TIA ENGINEERING COMMITTEE OPERATIONS PROCEDURES.....	46
ANNEX A	DEFINITIONS AND TERMS.....	47
ANNEX B	TECHNICAL STANDARDS SUBCOMMITTEE (TSSC)	48
B.1	SCOPE.....	48
B.2	LEADERSHIP.....	48
B.3	MEMBERSHIP & VOTING RIGHTS.....	48
B.3.1	Obtaining Voting Rights	49
B.3.2	Maintaining Voting Rights.....	49
B.4	PARTICIPATION	49
B.5	RESPONSIBILITIES	49
B.6	OPERATION	50
B.6.1	Meetings	50
B.6.1.1	Notice and Agenda.....	50
B.6.1.2	Documents.....	50
B.6.1.3	Quorum.....	50
B.6.1.4	Ballots	51
B.6.1.5	Task Groups	51
B.6.2	Conflicts	51

B.6.3	Review of Proposals.....	51
ANNEX C	TIA STANDARDS DEPARTMENT FORMS AND DOCUMENTS	52
C.1	OTHER DOCUMENTS.....	52
ANNEX D	NUMBERING OF DOCUMENTS.....	53

Document History for Information

In 2013, TIA's Technical Committee requested the TIA *Engineering Manual* 5th Edition be re-written to update the document, and to segregate and retain the requirements for American National Standards (ANS) from the 5th Edition of the TIA *Engineering Manual*. This new document became the TIA *Procedures for American National Standards* (PANS).

Other content from the TIA *Engineering Manual* was to be updated, edited and transferred into another document, the TIA *Engineering Committee Operating Procedures* (ECOP) to reflect the current procedures for TIA Engineering Committees, their sub-elements, the Technical Standards Subcommittee (TSSC) and the TIA Standards Department.

This document is intended to specifically address the procedures for TIA-only standards, bulletins and documents that will not be issued as American National Standards (ANS), as well as to address the procedures for candidate ANS documents prior to entering the ANS procedures outlined in the TIA *Procedures for American National Standards*.

Additionally, this document provides procedures for Engineering Committee elections, non-ANS ballots, quorum rules, voting eligibility, voting rights at meetings, and other procedures pertinent to TIA Engineering Committee operations.

This document, the 1st Edition, was created by the Engineering Manual Ad Hoc and subsequently approved by the TIA Technical Committee in April 2014.

A list of significant changes to the content retained from the TIA *Engineering Manual* 5th Edition follows.

- Modified references to “this Manual” to “this document” throughout
- Updated the TIA description to indicate coverage of “ICT” – not just telecommunications (see Section 2.0)
- Removed the implication that all Engineering Committees are sponsored by a Division (see Section 2.2) and used consistent language throughout with regards to Divisions
- Deleted content related to intellectual property rights in favor of references to the TIA *Intellectual Property Rights Policy* (TIA *IPR Policy*) and *Guidelines to the TIA Intellectual Property Rights Policy* (see Section 3.2)

- Added content on the Statement on Responsibility for Identifying Patents from ANNEX C of the TIA *Procedures for American National Standards* as this content is specific to publication procedures (see Section 3.2.1)
- Used consistent language (“leaders” vs. “officers”) for Engineering Committee and sub-element leadership (see Section 3.3.2.2.1 and others)
- Establishes the TIA Standards Department as the coordinator for copyright of third party writings (see Section 3.3.2.3)
- Requires reporting of formal liaisons to the TIA Standards Department (see Section 3.4.2)
- Establishes the TIA Standards Department as the coordinator of documents to be shared with international bodies, and for non-voting international observers (see Section 3.4.2.2)
- Establishes the TIA Standards Department as the coordinator of working technical document exchanges (see Section 3.8)
- Establishes the general provision that Engineering Committees and their subcommittees are formulating groups (see Section 4.0)
- Establishes the TIA Standards Department as the coordinator of Engineering Committee delegates to other standards developers (see Section 4.1)
- Clarifies the term for leaders of a newly created Engineering Committee by allowing them to serve for at least one year prior to having another election (see Section 4.2)
- Removes the implication that the Technical Committee has to confirm the eligibility requirements of an elected Chair or Vice-Chair of a newly created Engineering Committee, and instead places up front the same eligibility requirements for these nominees as for established Engineering Committees (see Section 4.2)
- Added that hosted meetings should avoid requirements for non-disclosure agreements or that such non-disclosure agreements be provided in advance of the meeting (see Section 4.3.2.1)
- Specifies the minimum information for a “meeting notice” (see Section 4.4)
- Specifies that the Chair is responsible for making sure that actions and decisions are approved in the presence of a quorum, and the limits of such presence of a quorum is clarified (see Section 4.7.1.1)
- Clarified who has voting rights for the first meetings of a new Engineering Committee or sub-element (see Section 4.7.1.1.1)
- Included approval by acclamation for votes taken at a meeting (see Section 4.7.1.2)
- Clarified that an Engineering Committee or a subcommittee thereof can approve publication of a standard, specification, bulletin or other document (see Sections 4.7.1.2.1, 4.7.1.2.2, and 4.7.1.2.3)

- Clarified that substantive changes or failure to resolve all objections require a re-ballot or default ballot (see Section 4.7.1.2.1)
- Clarified that the default ballot allows publication of a standard or specification with a continuing objection (see Section 4.7.1.2.1)
- Removed “satisfactory” resolution requirements for bulletins and for other documents (see Sections 4.7.1.2.2, and 4.7.1.2.3)
- Defined a process for “other” documents – those that are not standards, specifications or bulletins (see Section 4.7.1.2.3)
- Removed requirements for a company to provide their reasons for their participation, and provides TIA a mechanism to control additional persons attending meetings (see Section 5.0)
- Clarified the definition of being in good standing (see Section 5.1)
- Aligned list of TIA membership categories with current TIA practices (see Section 5.1.1)
- Establishes limits on who receives results from special projects carrying ancillary fees (see Section 5.1.3)
- Rolled conditions for government participation into the general participation section without specific call-outs for government participation (see Section 5.1.2)
- Clarified when the voting rights for a new Member or Participant are bestowed to a company (see Section 5.2.2.2)
- Clarified the rules related to maintaining voting rights and removed content related to option A for continuation of voting eligibility as this option is not being used (see Section 5.2.3)
- Clarified conditions for non-voting liaisons and observers (see Sections 5.2.2.4, 5.2.2.5, and 5.2.2.5.1)
- Removed requirements for “official” ballots for elections (see Section 6.3.5)
- Changed requirements for retaining election tally sheets to 30 days from 180 days (see Section 6.3.5.3)
- Clarifies that an unopposed Chair running for first re-election needs approval by more than half of the voters or acclamation, and that 75% approval is needed for a third and subsequent election (see Section 6.2.1)
- Clarified that appointed Vice-Chairs for incomplete terms must be in good standing, and clarifies the procedure when an elected leader changes employers (see Section 6.2.2)
- Allows a verbal statement of support from an appropriate company representative for floor nominations, provided that support is followed up in writing (see Section 6.3.4)
- Allows for election by acclamation for elections with only one nominee (see Section 6.3.5)

- Applies the same leadership election procedures as Engineering Committees to subcommittees (see Section 7.1.1.2)
- Added expectations for agenda and reports for working groups, task groups and ad hocs (see Sections 7.1.2 and 7.1.3)
- Modified the requirement to an allowance for the dissolution of task groups and ad hocs (see Section 7.1.3.3)
- Requires all errata to be provided to the TIA Standards Department, modified conditions to allow non-substantive changes to published TIA documents, and clarified requirements for approving an errata (see Section 8.5)
- Added the TIA Standards Department as a potential source for other projects (see Section 8.6)
- Established a maximum duration for a TIA ballot of 60 days (see Section 9.1)
- Clarified that consensus is not required to issue a draft document for ballot (see Section 9.2.1)
- Clarified that editorial comments are not normally a basis for a “do not approve with comments” vote (see Section 9.2.2)
- Clarified that comments accompanying an “approve with comments” vote do not require satisfactory accommodation and may be deferred (see Section 9.2.3.1)
- Modified the deadline for filing a Ballot Vote Change Form from 5 business days followed by 5 business days after sending a registered letter to 10 business days (see Section 9.2.3.2.1)
- Clarified that ballots containing only non-technical or non-germane comments are recorded as incomplete without further clarification (see Section 9.2.3.3)
- Clarified when the Technical Committee can create a Standing Committee on Non-Technical Standards-Related Matters (see Section 9.2.4.3)
- Clarified that re-ballots are sent to eligible Members and Participants at the time the re-ballot is issued as opposed to those that voted on the original ballot or previous re-ballot (see Section 9.3)
- Clarified the conditions for issuing a default ballot (see Section 9.3.2)
- Established an allowance to extend a TIA ballot for two weeks if the criteria to close the ballot have not been met (see Section 9.5)
- Allowed ballots for procedural matters to close when approval is ensured (see Section 9.6.1)
- Established that the Formulating Group can approve a TIA standard or document, clarifying that a sub-element need not seek permission from an Engineering Committee (see Section 9.6.2)
- Clarified the policies for distribution of documents outside Engineering Committees and sub-elements (see Section 11.0)
- Removed a time limit for the maintenance of TIA documents (see Section 12.1)

- Modified the procedures to allow the TSSC to circulate, review and approve changes to the ECOP (see Section 14.0)
- Clarified when new members of the TSSC obtain voting rights (see Section B.3.1)
- Clarified that the TSSC approves changes in titles, as well as scopes, for Engineering Committees (see Section B.5)
- Removed requirement that TSSC meeting notices be posted publicly (see Section B.6.1.1)

1.0 Foreword

The TIA Standards Department administers and supports the activities of the Engineering Committees.

The Divisions of the Association (see Section 2.2) may sponsor the Engineering Committees working in their product areas by providing guidance, direction, and administrative funding.

This document describes the procedures for the formulation and conduct of Engineering Committees and their sub-elements. It specifies how such groups are formed or disbanded; how leadership is chosen and maintained; membership requirements; the development and implementation of a program of work; the conduct of meetings; administrative processing of contributions, drafts, and correspondence; relations with other Standards Developers (SDs); and the responsibilities of the Engineering Committee leadership.

Additionally, these procedures cover ballots, TIA-only (non-ANS) standards, bulletins, meetings, and related activities of the Engineering Committees and their sub-elements and the manner in which their activities are conducted.

2.0 Organization

TIA is a trade association serving manufacturers, suppliers, distributors, and users of information communications technology (ICT) equipment and systems.

TIA Members are companies (or comparable bodies) or divisions thereof that are formed under the laws of the United States or other countries and are engaged in the business of developing, manufacturing, distributing, selling, installing, launching or consulting in respect to, communications or ICT products (including software) or services.

TIA conducts standardization programs and provides other appropriate technical and engineering services within the scope of TIA subject to policies established by the Board of Directors.

TIA's Board of Directors, Divisions, member companies, and participants as well as other trade associations often outline technical needs to the TIA Standards Department for action, the result of which may take the form of TIA standards, specifications, bulletins, or other publications, technical positions on government regulations or military specifications, formulation of positions on international and regional standards, or the sponsoring of technical conferences and symposia.

TIA provides information on the TIA Standards Department and the TIA Engineering Committees, much of which can be found on the TIA website (www.tiaonline.org).

2.1 Board of Directors

The TIA Board of Directors oversees the affairs of TIA and directs its President and staff. The head of the TIA Standards Department reports to the President and is responsible for carrying out the engineering activities of the Department. The responsibilities include the management of the TIA Standards Department staff, facilities, and guidance for the activities of the Engineering Committees.

2.2 Divisions

Members have the option of associating with one or more of the Divisions that are product-oriented in specific product areas such as Fiber Optics, User Premises Equipment, etc.

Since the Divisions are only open to TIA Members, the direction and guidance from such Divisions on technical matters within the scope of an Engineering Committee is considered advisory and not mandatory.

The Divisions shall not themselves engage in the preparation of standards or specifications.

2.3 TIA Standards Department

The TIA Standards Department and staff provides services and administrative support to the Technical Committee and its sub-elements, and to the Engineering Committees and their sub-elements.

The TIA Standards Department may also provide services to the various Divisions, any TIA standing committees, and the TIA general membership.

2.4 Technical Committee

The Technical Committee (TC) is one of the special committees created by the TIA Board of Directors and chaired by a member of the Board of Directors.

The Technical Committee has overall responsibility for overseeing the technical affairs of TIA, establishing the broad technical policy of TIA, and advising the Board of Directors on technical issues.

Additionally, the Technical Committee is responsible for overseeing the organization of the Engineering Committees, the operating policies of the TIA Standards Department and the standards development program.

The Technical Committee monitors the activities of TIA's liaison and coordination with international and domestic standards-setting organizations, including ANSI.

The Technical Committee may create Subcommittees or Working Groups to address specific issues as necessary.

The Technical Committee acts as the contact point for members' technical concerns.

2.4.1 Technical Standards Subcommittee (TSSC)

The Technical Standards Subcommittee is a subcommittee of the Technical Committee. The membership and operating procedures for the TSSC are set forth in ANNEX B

The TSSC has given the TIA Standards Department the authority to review and approve project request forms for the creation, reaffirmation, revision, and withdrawal of TIA-only and ANS documents, and to authorize the publication of a candidate document that has met the requirements for publication (see Section 9.6.2).

3.0 TIA Policies

3.1 Legal Guidelines

All activities must be conducted within the legal guidelines established by TIA. The TIA Legal Guidelines found in the TIA *Procedures for American National Standards* shall apply to all operations of Engineering Committees and their sub-elements.

3.2 Intellectual Property Rights (IPR) Policy

The TIA *Intellectual Property Rights Policy* (IPR Policy) and related content in the TIA *Procedures for American National Standards* shall apply to TIA standards and documents. The TIA *Intellectual Property Rights Policy Guidelines* provides additional information.

3.2.1 Statement on Responsibility for Identifying Patents

TIA staff is directed to include the following statement in every TIA publication, which statement is hereby incorporated by reference in every such TIA publication.

TIA shall not be responsible for identifying patents for which licenses may be required in connection with any TIA publication or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention. TIA will

neither be a party to discussions of any licensing terms or conditions, which are left to the parties involved, nor will TIA opine or judge whether proposed licensing terms or conditions are reasonable or non-discriminatory.

3.3 Copyrights and Submissions

The TIA *Intellectual Property Rights Policy* (IPR Policy) and related content in the TIA *Procedures for American National Standards* shall apply to TIA standards and documents. The TIA *Intellectual Property Rights Policy Guidelines* provides additional information.

3.3.1 Copyrights

The TIA *Intellectual Property Rights Policy* (IPR Policy) and related content in the TIA *Procedures for American National Standards* shall apply to TIA standards and documents.

Once a project is undertaken (see Section 8.0), the document begins to take form as the result of open discussion in meetings, contributions and submissions. The resulting drafts, ballots and finished documents will be copyrighted by the TIA.

3.3.2 Submissions and Contributions

There are several types of submissions that can be made to a TIA Engineering Committee, but not all submissions are intended for incorporation into a TIA publication. Some submissions are purely for information while others are for reference or backup material.

It is called to the participant's attention that every contribution is a submission, however, not every submission is a contribution under the definition of a contribution.

Any submission contributed to a TIA Engineering Committee or sub-element, is subject to and submitted in accordance with the Important Notice of Participation contained in the TIA Legal Guidelines of the TIA *Procedures for American National Standards* and the terms and provisions of this document.

When a submission is submitted by the Source(s) to assist the TIA Engineering Committee or sub-element, it is proposed as a basis for discussion and is not to be construed as a binding proposal on the Source(s). The Source(s) specifically reserves the right to amend or modify the material contained in the submission.

When a submission is intended to or may be incorporated into a TIA publication and fits the definition of contribution, then the submission is formally called a contribution. The

submitter is now required to declare the intent or the purpose of the submission, usually via a submission cover sheet.

The author or editor of a draft ballot should provide a submission cover sheet.

3.3.2.1 Document Identification

The Chair of an Engineering Committee or sub-element or a Chair-appointed representative (usually the Secretary) should identify any document(s) with a number or other indicator for clarity and orderly procedure.

3.3.2.2 Submission Cover Sheet

Each submission to an Engineering Committee or sub-element, except as otherwise provided in Section 3.3.2.2.1, shall be accompanied by a submission cover sheet which at least includes the following information.

- (1) Name of the source
- (2) Name of the person(s) making the submission as an agent of the source
- (3) The intended purpose of the submission (e.g., for incorporation into TIA publication, for information, or other)
- (4) The following statement:

“The document to which this cover statement is attached is submitted to a TIA Engineering Committee, Formulating Group, or sub-element thereof in accordance with the provisions of TIA procedures including but not limited to Section 3.3.2 of the TIA *Engineering Committee Operating Procedures*, all of which provisions are hereby incorporated by reference.”

If any text is added to either the required language or to the optional language (see Section 3.3.2.2.2) which is inconsistent with the required text, the inconsistent part is without any force or effect.

A submission cover sheet template may be requested from the TIA Standards Department.

A submission cover sheet may also contain one of the optional disclosure clauses set forth in Section 3.3.2.2.2.

3.3.2.2.1 Exceptions

The following (“the excepted writings”) are not considered submissions and, without more, need not be accompanied by a submission cover sheet. Submitters of such submissions expressly waive any copyright.

- (1) Meeting notices

- (2) Meeting agendas
- (3) Meeting reports or meeting minutes
- (4) Communications by Engineering Committee and sub-element leaders in their capacity solely as such leaders
- (5) Any writing authored by a third party (i.e. a person other than the submitter or an employee of the submitter's employer) that is casual in nature (such as correspondence meant to be read at a meeting) but the identity of the third party author must be disclosed (see Section 3.3.2.3)
- (6) Finished liaison letters

Submitters of excepted writings waive and release any claim of the submitter and the submitter's employer to copyright with respect to such writings.

3.3.2.2.2 Optional Disclosure on Submission Cover

The TIA IPR Policy encourages but does not require the early, voluntary disclosure of Essential Patent(s) and published pending patent application(s) in order to make the standards development process more efficient and avoid unnecessary delays. Patent searches are not required by the IPR Policy.

The following two optional paragraphs, which are not in substitution for the submission of a Patent Holder Statement, when required, are intended to assist Source(s) who elect to insert them on the submission cover sheet in an effort to advance the process through early disclosure of any patent(s) and published pending patent application(s).

332221 Optional Paragraph 1

The submitter presenting this Contribution has reason to believe that there are patent(s) and/or published pending patent application(s) that may be essential to the practice of all or part of this Contribution as incorporated in a TIA publication.

332222 Optional Paragraph 2

The Source may have patent(s) and/or published pending patent application(s) that may be essential to the practice of all or part of this Contribution as incorporated in a TIA Publication and the Source is willing to comply with Paragraphs 1, 2(a), or 2(b) of the Patent Holder Statement as to such patent(s) and/or published pending patent application(s).

3.3.2.3 Third Party Writings

No submission shall be made of a writing authored by a third party unless the identity of such third party is disclosed by the submitter at the time of submission.

Any writing authored by a third party and received by the Engineering Committee should not be reproduced or distributed to the Engineering Committee without advanced, appropriate permission or license.

Any such writing authored by a third party shall not be incorporated in any TIA publication without an appropriate grant of copyright license to TIA in substantially the language required by TIA. Such licenses shall be coordinated by the TIA Standards Department and TIA Legal Department.

Engineering Committees should be aware that additional steps may be required if the third party writing is the product of another standards developer or otherwise could involve essential IPR which is to be incorporated in a normative fashion in a TIA Publication. In such cases, compliance with the procedures respecting IPR must be assured. Chairs should consult with the TIA Standards Department and TIA Legal Department to obtain appropriate copyright permission from another standards developer, or to ascertain another organization's IPR policy is consistent with TIA's Policy.

3.3.2.4 General Provisions and License Grants

Without limiting the generality of the Important Notice of Participation contained in the TIA *Procedures for American National Standards*, the following sections apply.

3.3.2.4.1 Grant of License

Nothing contained in the submission shall, except as herein expressly provided, be construed as conferring by implication, estoppel or otherwise, any license or right under (i) any existing or later issuing patent, whether or not the use of information in the document necessarily employs an invention of any existing or later issued patent, (ii) any copyright, (iii) any trademark, or (iv) any other intellectual property right.

3.3.2.4.1.1 Software

Notwithstanding the preceding, any Software which is the subject of a Software Copyright Holder Statement or Software Evaluation License submitted by the Contributor may not be sublicensed by TIA to others for the purpose of making derivative works, or performance, of the submission. The submission shall disclose any known limitations on the Source's rights to license as herein provided.

3.3.2.4.2 Public Domain Exception

If the content of the submission is in the public domain and not subject to copyright protection, the grant of license contained in Section 3.3.2.4.1 above and the Important Notice of Participation in the TIA *Procedures for American National Standards* is not

applicable, and TIA may therefore exercise all the rights of publication, distribution, sale and assignment, as allowed by law, without such grant of license.

3.4 Relationships and Activities of the TIA Standards Department

3.4.1 Relationship with Other Elements of TIA

It is intended that the Divisions and the other TIA standing and special committees refer technical matters to the TIA Standards Department and appropriate Engineering Committees and thus confine their activities to those other than standards, specifications, and technical matters.

3.4.2 Relationship with Other Organizations

It is TIA policy to work cooperatively with other organizations in the development of standards and other technical documents needed by the industry.

Requests or recommendations for liaison arrangements with non-U.S. counterpart or regional or international Standards bodies should be arranged through the TIA Standards Department.

Appropriate formal liaisons shall be established, preferably at the direction of the Engineering Committee Chair, whenever work may concern another organization within or outside of TIA. Any such liaisons shall be reported to the TIA Standards Department.

Those organizations seeking liaison with a TIA Engineering Committee must do so in writing, letter or email, to the Engineering Committee Chair, with a copy to the head of the TIA Standards Department.

3.4.2.1 Relationship with ANSI

The TIA is a member of the American National Standards Institute (ANSI) which accredits and recognizes TIA as a standards developer.

3.4.2.2 International Cooperation and Harmonization

The Association's trade policy goals include removal of barriers to market access, full participation of U.S. government and industry in the standards-setting process worldwide, and achievement of a minimum level of standards required to ensure interoperability and proper function of the international network.

In the spirit of these goals, TIA encourages its Engineering Committees and staff to work cooperatively with members of the ANSI confederation, international standards bodies and counterpart national and regional standards bodies outside the United

States to harmonize telecommunications equipment and related standards, and to avoid unnecessary duplication of effort.

To this end, TIA is willing to share its standards and specifications, whether work in progress or completed works, with counterpart standards organizations in other countries, subject to the intellectual property rights, other property and contractual rights of third parties, and any applicable laws and government regulations. Such sharing of documents shall be coordinated through the TIA Standards Department.

The TIA Standards Department may also allow non-voting international observers representing international, regional and national SDs to attend Engineering Committee and sub-element meetings and related activities unless contrary to U.S. law or regulation. Such observers shall be coordinated through the TIA Standards Department.

In recognition of the common telecommunications network shared by the United States and Canada, and of the North American Free Trade Agreement (NAFTA), TIA Engineering Committees are encouraged to work with their Canadian and Mexican counterpart groups to produce common harmonized standards as well as encouraging Canadian and Mexican organizations to directly participate in TIA Engineering Committee activities, subject to any applicable laws and government regulations. Such work shall be coordinated through the TIA Standards Department. Similar encouragement applies to other trade agreements as they are issued.

3.5 Avoidance of Duplication of Effort

Standardizing activities by TIA Engineering Committee and their sub-elements should primarily be directed toward the preparation of documents pertaining to telecommunications products within their scopes (see also the TIA *Procedures for American National Standards*).

Adequate liaison should be maintained with professional societies and other SDs in order to avoid unnecessary duplication of effort and to permit complementary activities.

When appropriate, Joint Standard Documents may be developed as specified in Section 8.4.

3.6 International Commonality

During the development of a TIA document where similar international standards exist (see also the TIA *Procedures for American National Standards*), a determination shall be made regarding the extent to which the TIA document can be based upon an existing international standard.

Where similar international standards do not exist, it shall be recognized during the development of the TIA document that the resulting standard may represent a basis for an U.S. position in the development of an international standard (see also the TIA *Procedures for American National Standards*).

TIA maintains contact with the U.S. Secretariats for many international Technical Advisory Groups (TAGs) and with the U.S. National Committee for IEC, and the ANSI International Committee. The TIA Standards Department staff can provide information on how a draft TIA standard may be reviewed by these groups.

3.7 References

TIA Engineering Committees and their sub-elements are encouraged to make reference to any pertinent standards of other SDs.

As specified in the TIA *Style Manual*, such references should indicate whether they are “normative” or “informative” references.

The patent policy of the other SDs shall be consistent with the TIA and ANSI Policies in order to be considered as normative references in a standard developed by TIA (see the TIA *Procedures for American National Standards*).

3.7.1 Referencing Draft Documents

TIA standards may reference draft documents on the condition that the following criteria are met.

- (1) The draft document cited in the references section must be accompanied by the following note: “Editor's Note: The above document is a work in progress and should not be referenced unless and until it is approved and published. Until such time as this Editor’s Note is removed, the inclusion of the above document is for informational purposes only.”
- (2) When submitted to the TIA Standards Department, either for ballot or for publication, the submitter will inform the TIA Standards Department that the document submitted contains a reference to a draft document and that the reference complies with this section.
- (3) When the draft being referenced is approved and published, the TIA document will be modified to update the reference, remove the reference, or otherwise revise the document.

3.8 Public Pronouncements

Generally, Engineering Committee and sub-element Members and Participants are not permitted to speak in the name of TIA or to transmit any document which appears to present a public position on behalf of the Association or any of its parts outside of TIA.

However, an Engineering Committee Chair may request prior clearance from the TIA Standards Department to make a statement on technical matters for publication or oral presentation on behalf of the Engineering Committee, their sub-element or TIA. Both the nature of the event or publication and the text of the statement shall be cleared through the TIA Standards Department and the TIA General Counsel (or an attorney authorized by TIA General Counsel) prior to publication or presentation.

For liaison purposes, Engineering Committees and their sub-elements may exchange working technical documents (e.g. draft documents) with other comparable technical organizations so long as it is made clear that the document is a working paper and does not represent the policy of TIA, its Divisions, or its standing committees. Such exchanges shall be coordinated with the TIA Standards Department. The use of "Committee Correspondence" letterhead is required for such exchanges and may be transmitted electronically.

When in doubt, Chairs should consult the head of TIA's Standards Department or the TIA General Counsel or an attorney authorized by TIA General Counsel.

Persons engaging in such correspondence shall comply with the TIA Legal Guides.

If an Engineering Committee or their sub-element desires to conduct a survey to determine industry interest in a particular subject, the proposed questionnaire shall be submitted to the TIA Standards Department for review and approval.

3.9 Rosters

Engineering Committee rosters and mailing lists of Engineering Committee leadership, Members and Participants may be made available for use in conducting the work programs of TIA, but remain the property of the TIA.

Any use of, or distribution to, mailing lists shall be limited to content appropriate for the business activities of Engineering Committees and their sub-elements. TIA policy does not permit distribution to, or use of, mailing lists by outside parties without permission of TIA.

4.0 Engineering Committees

The engineering work of the TIA Standards Department is conducted through its Engineering Committees and their sub-elements with the assistance of the TIA Standards Department staff.

All TIA Engineering Committees fall under the jurisdiction of the Technical Committee of the TIA Board of Directors.

Engineering Committees may be organized directly under the auspices of the TIA Technical Committee when the planned work is interdisciplinary or when other circumstances dictate.

Engineering Committees may be organized to correspond to the appropriate product structures of the Divisions.

Generally speaking, Engineering Committees and their subcommittees are Formulating Groups.

4.1 Functions

TIA Engineering Committees develop projects such as those listed in Section 8.0, and contribute to the development and coordination of U.S. positions on technical matters related to international, regional, and other national SDs.

TIA Engineering Committees provide assistance, information, and recommendations on engineering matters to the TIA Board of Directors, the Divisions, standing and special committees, the public, and TIA staff.

Engineering Committees may also select delegates to represent the Engineering Committee in meetings with other SDs. Such delegates shall be coordinated through the TIA Standards Department.

Engineering Committees may engage in other engineering-related activities in keeping with their scopes and the TIA Legal Guides at the suggestion of a Division or the TIA Standards Department.

4.2 New Engineering Committees

The Chair of the Technical Committee has authority to create Engineering Committees with approval of the Technical Committee.

An alphanumeric designation of the pattern “TR-XX” (e.g., TR-15) shall be assigned to each Engineering Committee by the TIA Standards Department.

The Chair of the Technical Committee shall appoint a facilitator for any new created Engineering Committee to conduct the meetings until elections can be conducted.

A newly created Engineering Committee shall elect a Chair by the end of its second meeting. If candidates are nominated for Vice-Chair, such an Engineering Committee also shall elect a Vice-Chair by the end of its second meeting. All nominees shall meet the eligibility requirements (see Section 6.3.3). Such leadership elections shall be held in accordance with the election procedures described in Section 5.0. The term of office shall begin at the close of the meeting with the election, and last until the next regularly scheduled election (see Section 6.3.1) after one calendar year of service from the original election.

The facilitator of a newly created Engineering Committee shall forward the names of the elected candidates to the Chair of the Technical Committee and TIA Standards Department.

4.2.1 Establishing the Scope of a Newly Created Engineering Committee

After a newly created Engineering Committee has been established, a proposed scope defining the technical area of responsibility shall be submitted to the TSSC for approval. When approved by the TSSC (see Section 2.4.1), that scope becomes the principal guide for the work of the Engineering Committee.

All approved Engineering Committee scopes shall be provided to the TIA Standards Department.

4.3 Meetings

Whenever it is necessary to schedule a meeting that will involve costs to TIA, arrangements shall only be made by TIA Staff, in recognition of the budget constraints for such activities.

4.3.1 Planning

Chairs shall coordinate meeting arrangements (dates and locations) in advance, usually one year in advance for face-to-face meetings, with the TIA Standards Department.

Once meeting dates and locations are established, Chairs should make announcements, usually in meeting reports, to allow participants ample time for scheduling, travel arrangements and planning.

4.3.2 Locations and Facilities

TIA can provide location recommendations. Engineering Committee Chairs should consider convenience, travel costs, costs to TIA, and appropriateness of facilities when selecting meeting locations.

The TIA headquarters has conference rooms available for meetings and these can be used on a space-available basis.

4.3.2.1 Hosted Meetings

Meetings may be hosted at company facilities provided by Members or Participants, or be underwritten by Members or Participants at commercial facilities, subject to the following guidelines.

The Chair, working with TIA Standards Department staff, will provide a set of guidelines to provide to the prospective host(s). Specific requirements may change from meeting to meeting depending upon scope and venue; however, the host should be notified of the specific requirements at least four (4) weeks prior to the meeting in order to secure appropriate facilities, support services and conditions.

Hosted meetings may be held outside the United States if approved by the voting members of the Engineering Committee or sub-element.

Host companies (or comparable bodies) are to avoid inappropriate or elaborate hospitality actions. Gifts or other promotional items of significant value should not be given to attendees.

Attendees should not be subjected to sales or product presentations unless requested as part of the deliberations. Such product presentations are not to include pricing information or other commercial terms, and should be done in a manner fair to all presenters.

Requirements for security clearances for attendees in order to attend should be avoided.

Requirements for host-related non-disclosure agreements and related conditions should be avoided or should be disclosed in advance of the meeting date.

Any expenses that are expected to be paid by TIA shall be pre-authorized by TIA Standards Department staff, and shall be within budget constraints for such activities.

The host company (or comparable body) should work with the TIA Standards Department staff to coordinate any additional requirements for the meeting (e.g., audio visual equipment) well in advance of the meeting.

4.3.3 Cancellations

Meetings may be cancelled if it is anticipated that there will not be a quorum for conducting business at the meeting, no Chair or Vice-Chair present to conduct the meeting, or an emergency or other situation (e.g., hurricane) that precludes sufficient attendance at the meeting.

Notices of cancellation will be sent as soon as possible to provide the most time to the possible attendees.

4.4 Agenda and Notice

The agenda should, as a minimum, include the following items.

- (1) The location, date and time of the meeting(s)
- (2) The Important Notice of Participation as set forth in the TIA Legal Guidelines of the TIA *Procedures for American National Standards*
- (3) The Early Disclosure Request statement as set forth in the TIA *Procedures for American National Standards*
- (4) Any scheduled election of leadership
- (5) Any substantive items to be voted upon during the meeting
- (6) Disposition of current projects (ballots, publications, etc.)
- (7) New projects for consideration or approval
- (8) Any adoption or revision of procedures
- (9) Any changes in Engineering Committee scope
- (10) Proposals for dissolution

A meeting notice should, as a minimum, include information in item (1) above.

An example agenda template may be obtained from the TIA Standards Department.

References to any document or project in the agenda should be specific, using project or publication numbers.

If quorum could not be met and actions (i.e. ballots, publications) need to be taken, see section 9.4 Ballot on Other Matters in the [ECOP](#).

4.5 Conduct of Meeting

All meetings shall be conducted in accordance with the TIA policies (see Section 3.0).

4.6 Correspondence

Official correspondence shall be in the form of an email or of a letter on TIA correspondence letterhead (available from the TIA Standards Department) and shall be signed by the Chair or Secretary with their title.

In correspondence with government bodies or agencies, Engineering Committee Chairs shall comply with the requirements of Section 3.8 of this document.

4.7 Voting

Voting may be conducted in meetings where a quorum has been found to be present, or may be accomplished by ballot (see Section 9.0).

4.7.1 Voting in Meetings

4.7.1.1 Quorum

A quorum, consisting of more than half of the combined eligible voting Member and Participant companies (see Section 5.2), must be found to be present in order to conduct business. It is the Chair's responsibility to ensure that all decisions are made and actions are taken only in the presence of a quorum.

If a quorum is not present, no official action may be taken at the meeting, but proposals may be distributed to the eligible voters for consideration by ballot. Issuing and tallying such ballots may be coordinated with the TIA Standards Department.

After a quorum is found to be present, any new Members or Participants who have vested voting rights should be so advised (see Section 5.2.2.2).

A quorum is considered to be present until the scheduled end of the meeting, until the end of an approved extension of a quorum, or until a quorum is found to be no longer present.

4.7.1.1.1 Voting Rights for New Engineering Committees and New Sub-elements

At the first meeting of a newly formed Engineering Committee or newly formed sub-element, attending Members and Participants in good standing have voting rights. At the second meeting, attending Members and Participants in good standing have voting rights. At the third meeting, the requirements for voting rights shall apply (see Section 5.2). The same rules for finding a quorum to be present apply (see Section 4.7.1.1).

4.7.1.2 Approval Criteria for Votes

At a meeting where a quorum is found to be present at the time of the vote, more than half of those voting (excluding abstentions) or approval by acclamation (no objections) is sufficient to act in all matters except for the following.

- (1) The final approval of a TIA standard (see Section 4.7.1.2.1)
- (2) Situations otherwise established in this document as having a different requirement

The Chair may put a question out for a ballot (see Section 9.0) rather than call for a vote at a meeting.

At a meeting where a quorum is not present, the Chair may issue ballots to resolve issues (see Section 4.7.1.1).

4.7.1.2.1 Approving Publication of TIA Standards and Specifications

At a meeting, an Engineering Committee or its subcommittee may approve the publication of a TIA standard or specification if consensus has been reached and all of the following are true.

- (1) The Engineering Committee meeting agenda includes an item for disposition or publication of the TIA standard
- (2) The ballot or re-ballot has closed (see Section 9.5) and has been approved (see Section 9.0)
- (3) The ballot or re-ballot results in no ballot comments or, if comments are received, all ballot comments are satisfactorily resolved with no substantive changes (see Section 9.2.3.3)
- (4) The default ballot results in no ballot comments or, if comments are received, the ballot comment resolutions are confirmed with no substantive changes (see Section 9.2.3.3)

If one or more substantive changes result from comment resolution, a re-ballot (see Section 9.3) or default ballot (see Section 9.3.2) shall be issued.

If the Engineering Committee fails to resolve all objections, a re-ballot (see Section 9.3) or default ballot (see Section 9.3.2) shall be issued.

4.7.1.2.2 Approving Publication of TIA Bulletins

At a meeting, an Engineering Committee or its subcommittee may approve the publication of a TIA bulletin if all of the following are true.

- (1) The Engineering Committee meeting agenda includes an item for disposition or publication of the document

- (2) The ballot has closed (see Section 9.5) and has been approved with a two-thirds vote (see Section 9.0)
- (3) All ballot comments, if any, are satisfactorily resolved with no substantive changes (see Section 9.2.4.1)

If the Engineering Committee adopts or resolves comments that result in substantive (or “technical”) changes, a re-ballot (see Section 9.3) or default ballot (see Section 9.3.2) shall be issued.

4.7.1.2.3 Approving Publication of Other Documents

At a meeting, an Engineering Committee or its formulating sub-element may approve the publication of other documents if all of the following are true.

- (1) The Engineering Committee meeting agenda includes an item for disposition or publication of the document
- (2) The ballot has closed (see Section 9.5) and has been approved with a more than two-thirds vote (see Section 9.0)
- (3) The ballot comment resolution has been completed

4.7.1.2.4 Approving Reaffirmation and Withdrawal of Documents

Reaffirmation or withdrawal of any TIA document may be approved by a vote during a meeting of the Engineering Committee or subcommittee.

Alternatively, an Engineering Committee or formulating sub-element Chair may request a ballot to approve the reaffirmation or withdrawal.

After an approved reaffirmation or withdrawal vote, a Publication Authorization Form (or its equivalent) shall be submitted to the TIA Standards Department.

4.8 Revision of Engineering Committee Scopes

Any proposed change to an Engineering Committee title or scope shall be approved by the Engineering Committee and then sent to the TSSC for review and approval. When approved by the TSSC, that scope becomes the principal guide for the work of the Engineering Committee.

Approved changes to scopes shall be reported to the TIA Standards Department.

4.9 Dissolution of Engineering Committees

Engineering Committees have no fixed term of existence and are intended to continue to exist until there is no need as determined by the Technical Committee.

The Chair of the Technical Committee has authority to dissolve those Engineering Committees that are no longer needed, with approval of the Technical Committee.

The Chair of the Technical Committee shall report any dissolved Engineering Committee to the TIA Standards Department.

4.10 Reports

Meeting reports are not "minutes" in the strict sense of the term, since a detailed record of all comments and discussions is not required. The report shall include the following as a minimum.

- (1) the date and place of the meeting and time called to order
- (2) a statement that a quorum was (or was not) present
- (3) a list of persons in attendance (Members, Participants and others)
- (4) a statement of any identified patent holders, if any
- (5) a document list (see Section 3.3.2)
- (6) actions taken
- (7) significant unresolved issues
- (8) voting records, or the use of "unanimous" or "by acclamation" when applicable
- (9) future meeting schedules
- (10) action items assigned
- (11) time of adjournment
- (12) the following statement as the last entry before any signature(s): "This meeting was conducted in accordance with the TIA Legal Guides and the engineering procedures."

The draft meeting report should be prepared by the Chair or by the Secretary and reviewed by the Chair, then forwarded to the TIA Standards Department for legal review and distribution.

The meeting report should be submitted to the TIA Standards Department as soon as possible after the conclusion of the meeting and within sufficient time to allow for their review, approval and distribution prior to the start of the next regularly scheduled meeting (see Section 3.3.2).

No distribution of a draft meeting report in any form is allowed prior to review and approval by the TIA Standards Department and TIA General Counsel.

Once received by the TIA Standards Department, the TIA General Counsel (or an appointee authorized by the TIA General Counsel) will approve the meeting report,

normally within five (5) business days. If TIA General Counsel requests modifications to the report, the Chair of the Engineering Committee or sub-element is expected to satisfactorily address the requests. Upon such approval, the TIA Standards Department should post, announce and distribute the meeting report, normally within five (5) business days after TIA General Counsel approval.

The meeting report can then be discussed, modified and accepted at a subsequent meeting. If the meeting report approved by TIA General Counsel is modified substantively, the report shall be re-submitted for approval using the same process outlined in this section.

5.0 Participation in Engineering Committees

Participation in TIA Engineering Committees is vested in companies (or comparable bodies) whether TIA Member or Participant.

Companies (or comparable bodies) shall provide the relevant contact information for its representatives. The company (or comparable body) shall designate one representative as its Voting Representative and may designate additional persons, as allowed by the TIA Standards Department, as Supplemental Representatives (see Section 5.2).

Any question regarding participation eligibility shall be referred to and addressed by the TIA Standards Department.

Any observer who desires to participate should be advised to submit a membership application to TIA or contact the TIA Membership Department.

5.1 Requirements for Being in Good Standing

The operations of the Engineering Committees are facilitated by TIA. Accordingly, the participation in, access to working documents of, and voting rights in Engineering Committee meetings requires the company (or comparable body) to be in good standing as a TIA Member or as a TIA Engineering Committee Participant (ECP) as determined by the TIA Standards Department.

5.1.1 Membership

General Members, Affiliate Service Provider Members, Enterprise Members and Associate Members of TIA may request to participate in any Engineering Committee or sub-element. Representatives of such Members should contact the TIA Standards Department for information related to participation.

5.1.2 Participation Fees

The TIA Standards Department will assess a charge per Engineering Committee (or per subcommittee in specific cases) commensurate with costs and other factors to companies (or comparable bodies) that desire to be a Participant of Engineering Committees but are not Members of TIA (see Section 5.1.1). Representatives of such Participants should contact the TIA Standards Department for related onboarding information.

In order to encourage participation in the Engineering Committees by under-represented interest categories (see *TIA Procedures for American National Standards*), the TIA Standards Department may waive or reduce participation fees for such companies (or comparable bodies) belonging to an underrepresented interest category after consultation with the Chair of the Engineering Committee.

Companies (or comparable bodies) having a direct and material interest in the matters being considered for standardization in TIA Engineering Committees who can demonstrate that they would be prevented from participation in the standards formulation process by the imposition of participation fees or special fees may seek partial or complete abatement of the fees on a hardship basis by contacting the TIA Standards Department.

If activities of Engineering Committees become extraordinary and exceed the budgeted resources, then the TIA Standards Department may assess the Engineering Committee Members and Participants an additional fee or ask the Engineering Committee Members and Participants to provide the additional resources internal to the Engineering Committee.

5.1.3 Ancillary Fees

Engineering Committees carrying out special projects which require the retention of outside labs or experts may also levy a voluntary assessment on themselves in order to finance the special expenses. Failure to pay such a voluntary assessment shall not bar a Member or Participant from further participation in the work of the Committee, but may exclude companies (or comparable bodies) who opt out from access to the information from any such special project.

5.1.4 Technical Advisory Group (TAG) and Related Fees

Some TIA Engineering Committees work closely with the U.S. Technical Advisory Groups (US TAGs) for the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and other international entities.

The TIA Standards Department will assess a charge per TAG commensurate with costs and other factors to companies (or comparable bodies) that desire to be a Participant of a TAG.

5.2 Voting Rights and Representation

Voting representation from any company (or comparable body) is limited to one representative on any Engineering Committee, Formulating Group or sub-element.

Engineering Committee Chairs should encourage participating companies (or comparable bodies) to ensure that the Voting Representative is, in fact, the person who attends Engineering Committee and sub-element meetings.

If a company (or comparable body) includes several divisions or subsidiaries, voting representation is limited to one person from that company (or comparable body) unless it can be shown that the operations are so different as to represent different interest categories.

Any question regarding voting representation shall be referred to and addressed by the TIA Standards Department.

5.2.1 Representatives

The TIA Standards Department requires information on company (or comparable body) representatives participating in a TIA Engineering Committee. Such information may be submitted in writing or via e-mail to the TIA Standards Department, who will forward the information to the Chair of the Engineering Committee or sub-element.

In addition to the representatives referred to above, TIA maintains a supplemental mailing list, and individuals whose names appear on this list may receive copies of Engineering Committee correspondence distributed by TIA.

Member companies (or comparable bodies) may place additional names on the supplemental mailing list without charge for up to ten individuals, and may place further additional names on the supplemental mailing list upon payment of a service fee per name, per list, as established by the TIA Standards Department. Deviations from this policy require approval of the head of the TIA Standards Department.

Participants in an Engineering Committee may place additional names on the supplemental mailing list upon payment of a service fee per name, per list, as established by the TIA Standards Department.

5.2.2 Voting Rights: One Company, One Vote

In any situation, vote or ballot, each company (or comparable body) in good standing has one vote. Any employee or duly recognized representative of that company (or comparable body) may cast a vote on behalf of that Member or Participant. In any case, only one such representative may vote.

5.2.2.1 Multiple, Proxy and Absentee Votes

No individual may vote or cast a ballot on behalf of more than one Member or Participant, and no proxy or absentee ballots will be recognized at meetings.

5.2.2.2 New Members and Participants at Established Engineering Committee and Sub-element Meetings

Representatives of new Member and of new Participant companies (or comparable bodies) are granted voting rights after a quorum has been found to be present at the second consecutive meeting attended as a Member or Participant in good standing (see Section 5.1).

5.2.2.3 Meetings of New Engineering Committees and Sub-Elements

For newly-formed Engineering Committees and their sub-elements, voting rights are granted to Members and Participants in good standing when the Engineering Committee or sub-element is established or reorganized.

5.2.2.4 Non-voting Liaison Representatives

Engineering Committee Chairs may appoint volunteers to be non-voting liaison representatives from other trade associations or professional societies when appropriate and approved by the TIA Standards Department.

Liaison arrangements are usually made on a reciprocal basis. Fees may be waived when a reciprocal arrangement is in effect and is approved by the TIA Standards Department.

A liaison representative has full privileges to participate in Engineering Committee activities and receive pertinent mailings but may not vote.

5.2.2.5 Non-voting Observers

Requests from other organizations or individuals for status as an observer at a meeting should be referred to the TIA Standards Department.

A Chair or TIA Standards Department staff may allow any person to observe one meeting without requiring payment of any fees or dues in order to allow the person to

see if their company (or comparable body) is directly and materially interested in the work of the Engineering Committee.

5.2.2.5.1 Non-voting, Non-U.S. Observers

Requests from non-U.S. Standards Developers, individuals, or companies (or comparable bodies) for observer status will be considered on a case-by-case basis by the TIA Standards Department.

Since, in some cases, U.S. export laws and regulations may bar participation in the meetings or bar their receipt of technical information, special rules may apply to non-U.S. participants.

5.2.3 Maintaining Voting Rights

Continuation of voting rights as a company (or comparable body) of any Engineering Committee or sub-element depends upon active participation in the work program.

Active participation is defined, for such purpose, as representation in at least one of the three most recent (consecutive) announced meetings.

Engineering Committee Chairs, with assistance from the TIA Standards Department, are required to enforce the membership continuation rules in order to maintain the ability to raise a quorum at meetings (see Section 4.7.1.1).

Any Member or Participant in default of payment of fees shall have membership rights suspended until such time as the company (or comparable body) returns to good standing (see Section 5.1).

5.2.3.1 Notification

After three successive meetings without representation, the Chair or the TIA Standards Department shall notify the company (or comparable body) of its failure to meet minimum participation requirements and the resulting removal of the company (or comparable body) from the list of voting Members and Participants.

5.2.3.2 Reinstatement of Voting Rights

Reinstatement of voting rights requires a resumption of participation in the Committee's work through participation in two consecutive meetings, with voting rights reinstated after a quorum is declared at the second of those two meetings.

The Chair or the TIA Standards Department shall notify the company (or comparable body) when reinstatement requirements have been met.

6.0 Engineering Committee Leadership

6.1 Responsibilities of Engineering Committee Leadership

The Chair of each TIA Engineering Committee or sub-element is responsible for the following, with the support of the Vice-Chair, Secretary, Editors and TIA Standards Department staff.

- (1) Appointing a Secretary to assist with the meeting reports and other administrative responsibilities for the TIA Standards Department

NOTE: In the absence of a Secretary, these functions are the responsibility of the Chair or Vice-Chair

- (2) Conducting group meetings and activities in accordance with the procedures prescribed in the *TIA Procedures for American National Standards* and this document

NOTE: The elected leaders of Engineering Committees are strongly encouraged to attend training sessions which focus on these procedures

- (3) Communicating the special provisions of the *TIA Procedures for American National Standards* and this document (e.g., the Early Disclosure Request statement, Important Notice of Participation, and compliance with export control regulations) at every meeting (see Section 3.0)

- (4) Conducting meetings in a dignified and professional manner

- (5) Maximizing the effective time spent at a meeting (i.e. following the agenda and keeping the discussion pertinent to the agenda)

- (6) Leading the Group to consensus even when that consensus position is not aligned with the elected official's company (or comparable body) position

- (7) Ensuring that meeting attendance is accurately documented, and that any attendees report any corrections, additions, and reclassifications to the TIA Standards Department

- (8) Ensuring that elections are conducted for Committees, subcommittees, and working groups that have a standards-formulating mission

- (9) Appointing Chairs for working groups, task groups and ad hocs that do not have a standards-formulating mission

- (10) Overseeing sub-elements and ensuring their activities are conducted within the approved scope and in accordance with relevant procedures

- (11) Establishing an appropriate liaison whenever a matter in the work of an Engineering Committee may concern another department, Division, or standing committee within TIA, and establishing a liaison with organizations external to TIA, including domestic and international Standards Developers

- (12) Preparing (or the preparation of) meeting notices, agendas, and meeting reports and providing them to the TIA Standards Department in a timely manner

- (13) Submitting (or the submission of) appropriate forms to the TIA Standards Department
- (14) Submitting and processing ballots in accordance with the *TIA Style Manual*, *TIA Procedures for American National Standards*, and this document on a timely basis
- (15) Providing adequate notice and information to the TIA Standards Department about future meeting dates, locations, and facility requirements
- (16) Involving TIA staff in any modifications to contracts with the hotel or meeting location if TIA has signed such a contract
- (17) Preparing input for periodic and annual reports on activities for the TIA Standards Department and the Technical Committee
- (18) Representing the Engineering Committee at meetings of the Technical Standards Subcommittee (see ANNEX B) and other such meetings as requested by the TIA Standards Department or Chair of the Technical Committee
- (19) Representing the consensus position of the Engineering Committee even when that position is not aligned with the elected official's company (or comparable body) position
- (20) Ensuring prompt and proper handling of correspondence concerning the activities of their group
- (21) Sending copies of all correspondence to the parent body and to TIA Standards Department staff
- (22) Receiving, reviewing and determining appropriate dispositions of external inquiries directed to the Engineering Committee by TIA Standards Department staff

6.2 Terms

The Chair and Vice-Chair shall be elected by the Engineering Committee to serve a two-year term or until their successors are elected.

6.2.1 Term Limits

No individual should serve more than two consecutive terms as Chair, or more than two consecutive terms as Vice-Chair.

Should no eligible candidate come forward seeking election or accept a nomination at the end of a Chair's or Vice-Chair's first two-year term, that Chair or Vice-Chair may continue in office for another consecutive two-year term with approval by more than half of the eligible voters or by acclamation.

Should no eligible candidate come forward seeking election or accept nomination at the end of a Chair's or Vice-Chair's second or subsequent two-year term, that Chair or Vice-

Chair may continue in office for an additional consecutive term with approval by more than 75% of eligible votes or by acclamation.

6.2.2 Incomplete Terms

If the elected Chair resigns, is dismissed, or is unable to serve the remaining term of office, then the Vice-Chair shall act as Chair until an election is held as soon as practical, usually at the next scheduled meeting.

If the elected Vice-Chair resigns, is dismissed, or is unable to serve the remaining term of office, that position shall remain vacant until an election is held as soon as practical, usually at the next scheduled meeting. However, if the remaining term is less than six months, the Chair of the parent body may appoint an individual from a different company (or comparable body) than the Chair who is in good standing to serve out the remaining term.

A Chair or Vice-Chair elected under such conditions shall serve out the remaining term of the vacated position, but that time served shall not be counted towards any term limit for that individual.

When an elected individual changes employers, the support of their new employer is required to retain the position, or the term will be considered as incomplete.

6.2.3 Dismissal of Leadership

If requested by a more than half of the Engineering Committee voting membership (at a meeting or in writing), the TIA Standards Department will conduct a 30-day secret ballot of the voting membership on the proposal to dismiss a Chair or Vice-Chair.

For dismissal at least 75% of the votes cast must be in favor of dismissal.

The Chair of the parent body and Technical Committee Chair shall confirm the dismissal process and notify the dismissed person.

6.3 Election of Leadership

The election to the office of Chair and Vice-Chair is an election of a person, not an election of a person's employer.

TIA and ANSI have balance policies for leadership that prevent the same company (or comparable body) from holding both Chair and Vice-Chair elected positions (see the *TIA Procedures for American National Standards*).

6.3.1 Schedule

Chair and Vice-Chair elections for even-numbered Engineering Committees and sub-elements (e.g., TR-41.2 is considered an even-numbered sub-element) shall be held in even numbered years (i.e., 2000, 2002). Chair and Vice-Chair elections for odd-numbered Engineering Committees and sub-elements shall be held in odd-numbered years (i.e., 2001, 2003).

6.3.2 Notification of Elections

Elections shall be conducted at a regularly scheduled meeting, and shall be announced at least 14 days in advance of that meeting, usually in the previous meeting's report and in the meeting agenda.

6.3.3 Eligibility for Chair and Vice-Chair

Individuals seeking elected positions should ensure that their personal commitments and their employer's priorities will allow them the necessary time and resources to serve effectively (see Section 6.1).

It is TIA Standards Department policy that Chairs and Vice-Chairs be elected from the qualified representatives holding voting status (see Section 5.2).

Serving in an elected leadership position represents a commitment of talent, time, travel and support resources by an employer. Accordingly, the employer of any nominated candidate shall submit a letter of support to the parent body Chair and to the head of TIA Standards Department stating that the candidate and employer will commit the time and resources required to serve in the position.

6.3.4 Nomination of Candidates

Nominations by any Member or Participant in good standing (see Section 5.1) should be submitted in advance of the election to the TIA Standards Department.

Candidates intending to accept nominations are asked to submit a statement of qualifications and letters of company (or comparable body) support to the TIA Standards Department, who will distribute it with the list of the nominees.

Nominations from the floor at the time of the election are permitted at a meeting provided that any such nomination is accompanied by a written letter or a verbal statement (to be followed by a written statement) of support from a suitable representative (e.g., supervisor) of the candidate's company (or comparable body) and a statement of qualifications.

6.3.5 Election of Candidates

The election shall be held at a meeting where a quorum has been found to be present. TIA Standards Department staff, or a TIA-appointed representative if a TIA Standards Department staff member is not available, will conduct the elections.

Each company (or comparable body) with current voting rights in the body holding elections may cast one vote for each election.

The Chair election shall be completed prior to the Vice-Chair election.

Election requires a more than half vote on the ballot. Elections with more than one nominee shall be conducted via secret ballot. If no candidate receives more than half of the votes, a run-off election will be held between the two candidates receiving the highest number of votes on the ballot. This process is repeated until one candidate receives a more than half vote.

Elections with only one nominee may elect the nominee with approval of more than half of the eligible voters or by acclamation (no objection).

6.3.5.1 Announcement of Results

The TIA Standards Department staff member or the appointed representative shall announce the winner, but not the ballot tally, after the ballots have been tallied. Ballots and tally sheets are to be provided to and retained by the TIA Standards Department.

6.3.5.2 Commencement of Service

The term of office begins at the close of the meeting when the elections took place except as outlined below.

If the Vice-Chair is elected to the office of Chair, that individual shall become Chair immediately. The position of Vice-Chair shall be declared vacant, and an election shall be held for the office of Vice-Chair.

6.3.5.3 Review of Results

The TIA Standards Department shall keep both the tally sheets and the ballots for no less than 30 calendar days after the election.

Within 30 calendar days of the election, any nominee may request to review the tally sheets for the purposes of verifying the count. The tally sheets and the ballots shall be retained until this review is complete. This review will take place at the offices of the TIA Standards Department.

7.0 Engineering Committee Sub-elements

There are four recognized types of sub-elements: subcommittees, working groups, task groups and ad hocs.

7.1 Establishment, Operation and Dissolution of Sub-elements

Sub-elements may be established, placed in inactive status, and dissolved with approval of the Engineering Committee.

7.1.1 Subcommittees

Engineering Committee Subcommittees may be formed when it is desirable to divide responsibility for the subject matter falling within the scope of an Engineering Committee.

Subcommittees shall be designated by the TIA Standards Department with the addition of a decimal and a numerical suffix (e.g., *TR-15.1*).

Subcommittees are normally Formulating Groups.

Subcommittees meet formally, thus the same requirements for submitting meeting notices, agenda, and reports shall apply (see Sections 4.3, 4.4, 4.5, 4.6, 4.7 and 4.10).

Subcommittees have no fixed term of existence and are intended to continue to exist until there is no need as determined by the parent Engineering Committee.

7.1.1.1 Scope

Subcommittee scopes must be within the scope of the parent body and shall be approved by the parent Engineering Committee. When so approved, that scope becomes the principal guide for the work of the subcommittee.

All approved subcommittee scopes shall be provided to the TIA Standards Department.

Changes to the scope of an existing Subcommittee shall be approved by the subcommittee and approved by the parent Engineering Committee.

All approved changes to subcommittee scopes shall be provided to the TIA Standards Department.

7.1.1.2 Leadership

Subcommittee Chairs and Vice-Chairs shall be elected by the Subcommittee Membership using the same processes and subject to the same conditions and term limitations as that of Engineering Committee leadership (see Section 6.3).

7.1.1.2.1 Leadership for New Subcommittees

The Chair of the parent Engineering Committee shall appoint a facilitator for each new subcommittee until elections can be conducted. Leadership for new subcommittee leadership shall be elected by the subcommittee membership subject to the same conditions and term limitations as that of newly created Engineering Committees (see Section 4.2). Leadership elections shall be held in accordance with the election procedures (see Section 6.3).

7.1.1.3 Inactivation or Dissolution

The parent body may inactivate (place in a dormant, non-meeting status) or dissolve a Subcommittee with approval by the parent body.

7.1.2 Working Groups

Working Groups may be formed by Engineering Committees and Engineering Subcommittees for specific purposes, such as (but not limited to) developing a draft of a specific standard or specification.

Working Groups shall be designated by the addition of a further decimal or numerical suffix (e.g., TR-15.1.1). Where a working group is directly attached to an Engineering Committee, the numerical suffix "0" (e.g., TR-15.0.1), or an alphabetical suffix (e.g., TR-15 ABC) may be used to identify the Working Group.

Working Groups are not normally Formulating Groups, so the Working Group may meet informally, although an agenda and report should be provided to the parent body.

If the Working Group is a Formulating Group, the same requirements for elections (see Section 6.3), meetings (see Section 4.3), submitting meeting notices/agenda (see Section 4.4), voting (see Section 4.7), and reports (see Section 4.10) shall apply to the Working Group.

7.1.2.1 Scope

The parent body shall approve the scope of the Working Group, which is the specific purpose for which the Working Group was established.

The scope of an approved Working Group shall be provided to the TIA Standards Department.

7.1.2.2 Leadership

The Chair of a non-formulating Working Group can be appointed by the Chair of the parent body. The Vice-Chair of such Working Groups is appointed by the Working Group Chair with the provision that the Vice-Chair is not from the same company (or comparable body) as the Chair of the Working Group.

7.1.2.3 Dissolution

The Chair of the parent body may dissolve a Working Group when the specific purpose for which it was formed has been completed.

7.1.3 Task Groups and Ad Hoc Groups

A Task Group or Ad Hoc Group is formed by an Engineering Committee or Subcommittee to address a specific task or problem.

Each group may be designated with an alphabetical suffix (e.g., TR-15 ABC).

These groups are not Formulating Groups and meet informally, although an agenda and report should be provided to the parent body.

7.1.3.1 Scope

The parent body shall approve the Task Group or Ad Hoc scope, which is the specific purpose for which the Working Group was established.

The scope of an approved Task Group or Ad Hoc shall be provided to the TIA Standards Department.

7.1.3.2 Leadership

The Chair of the parent body shall appoint a Chair of each Task Group or Ad Hoc. The Vice-Chair is appointed by that Chair with the provision that the Vice-Chair is not from the same company (or comparable body) as that Chair.

7.1.3.3 Dissolution

The Chair of the parent body may dissolve the group when the specific task or problem for which it was formed has been completed.

8.0 Engineering Committee Projects

8.1 New Projects

A Formulating Group may initiate a new project with a vote at a meeting.

Alternatively, the Chair may request a ballot to approve the project initiation.

Once a new project is approved, the Chair or the Chair's authorized representative (usually the Secretary or an Editor) shall submit an appropriate project request form or its equivalent to the TIA Standards Department.

A document number will be assigned by the TIA Standards Department, and the Committee will be so informed. The document number will be used to identify the drafts through each stage of the development process.

Notice of the new project and document number assignment shall be appropriately distributed (e.g., posted to web pages used by the TIA Standard Department, included in newsletters, issued in press releases, etc.) so that persons or organizations that may be affected by the finished standard have the opportunity to participate in the development process.

8.2 Standards and Specifications Development Projects

Standards development work in TIA Engineering Committees consists of discussion in an open forum by technical representatives from a wide spectrum of interested groups, leading to a consensus on electrical, mechanical, optical, environmental, quality, reliability and other properties of telecommunications components, equipment and systems. It also includes the drafting, review, approval and issuance of standards based upon that consensus, and the maintenance of standards once issued.

All standards should be prepared using the guidelines described in the *TIA Style Manual*.

As a matter of policy, it is expected that most new standards and specifications projects are intended for submission to ANSI as candidates for recognition as American National Standards (see also the *TIA Procedures for American National Standards*).

8.2.1 American National Standard (ANS) Projects

An Engineering Committee or formulating sub-element may initiate a project and prepare an American National Standard (ANS) on any subject matter within its scope when such a document will satisfy the requirements for standardization. While

procedures in this document may be used for preliminary efforts to prepare an ANS, the TIA *Procedures for American National Standards* shall be followed for the creation, balloting, and publication of any ANS project. Normally, a TIA standard that is upgraded to an ANSI standard will be superseded by that ANSI/TIA standard.

8.2.2 TIA Standard and TIA Specification Projects

An Engineering Committee or formulating sub-element may initiate a project and prepare a TIA specification or a TIA standard on any subject matter within its scope when such a document will satisfy the requirements for standardization.

If not prepared by a Formulating Group, the project and proposed standard or specification must be submitted via a parent body that is a Formulating Group.

8.3 TIA Bulletin (TSB) Projects

A TIA bulletin (referred to as a TSB) may be proposed by Engineering Committees and their formulating sub-elements to publicize material that, although not a published standard or specification, may have significant value to the industry or users.

The defined purpose of a bulletin is to be informative in nature and thus shall not contain any normative elements (e.g., “shall” statements) in the text or in the annexes.

A TSB shall not modify or amend any existing TIA standard or TIA ANS, but may announce planned enhancements or modifications for a particular standard. For example, a bulletin may be used to bring important information to the attention of industry and the public prior to the publication of a standard on the same subject, but a bulletin is not a standard, and must bear a statement to that effect.

8.4 Joint Standard Projects

Where the interests of the industry are served by having TIA Engineering Committees work jointly with other standards developers and external entities to develop Joint Standards Documents (JSD), then the Chair of the Engineering Committee which desires to undertake a joint standards development project should advise the head of the TIA Standards Department of the nature of the technical work plan.

To develop a standard that is of mutual interest to two or more internal or internal/external entities, a joint standards group is formed. Prior to the formation of such a joint standards group with an external entity, a signed agreement shall be reached between TIA and the other organization covering, at least, the following items.

- (1) IPR policies and legal guidelines
- (2) Development costs

- (3) Development timetable
- (4) Selection of Chair(s)
- (5) Meetings and related legal requirements (notices, agendas, motions, meeting minutes, cost, etc.)
- (6) Voting procedure (acceptance criteria, resolution of comments, and disapprovals)
- (7) Distribution and publication rights including copyright, commercial matters and use of organizational logos
- (8) Procedures for future revisions of the standard

The Engineering Committee shall submit an appropriate project request form, or its equivalent. The TIA Standards Department shall notify the TSSC of the project.

8.5 Errata

An Erratum may be issued after publication to correct a manifest mistake, an omission in the original text, or a subsequently discovered error that should have been obvious to the user of the document. Any other substantive changes to a TIA document may be made only by revision or addendum.

An Engineering Committee or its formulating sub-element may approve an erratum to an approved TIA document with a majority vote during an announced meeting where a quorum has been found to be present. No Ballot is required for an erratum.

All errata shall be provided to the TIA Standards Department.

8.6 Other Projects

Engineering Committees and sub-elements may initiate other projects such as the following.

- (1) Adoption of an international standard as TIA American National Standard (see also the *TIA Procedures for American National Standards*)
- (2) Engineering Publications
- (3) Input documents to other standards developing bodies
- (4) Other projects as may be authorized or requested by the Chair of a Division, the Chair of the Technical Committee or TIA Standards Department staff

9.0 Ballots

Ballots may be issued to resolve matters outside of a meeting and to allow votes for all eligible Members or Participants.

The Chair or a designated representative (usually the Secretary or Editor) shall submit a ballot authorization form or its equivalent. The TIA Standards Department staff will then prepare a ballot and transmit it to the eligible voters.

9.1 Ballot Period

The period for voting on TIA ballots shall be 30 days from the date of issuance unless the Chair requests a longer period not to exceed 60 days, or unless the ballot is a procedural matter ballot (see Section 9.6.1).

All responses received within the specified voting period will be provided to the appropriate Chair, Editor, or Secretary as specified.

9.2 Ballot of Draft Documents

Standards shall be produced by consensus. Consensus is achieved through a process of discussion, correspondence, draft contributions, and iteration, all leading to the final result.

9.2.1 Issuing a Draft Document for Ballot

When approved by the Engineering Committee or sub-element, the Chair or an appointed representative (usually the Secretary or Editor) shall forward the text of the candidate TIA document to the TIA Standards Department for issuance as a ballot via a Ballot Authorization Form (or its equivalent).

The TIA Standards Department will issue a notification to the Members and Participants of the Formulating Group. This notification will include the instructions for the review of the draft and for voting on the ballot.

The TIA Standards Department will place a notification on each ballot for a candidate document.

9.2.2 Draft Document Ballot Response Options

Voters responding to ballots of draft documents have four options.

- (1) Approve: Indicates agreement with the proposed text.
- (2) Approve with comments: Indicates general agreement, but that there are enhancements or changes to the proposed text that, if not acted on, would not cause a change in vote.
- (3) Do not approve with comments (comments mandatory): Indicates disagreement with the proposed text for one or more specific technical reasons identified in the comments. Comments shall be specific as to the points or omissions being objected to, and shall state what changes or

actions would resolve the objection. Normally, editorial comments should not be the basis for a “do not approve with comments” vote.

- (4) Abstain (with or without stated reasons for the abstention). A returned ballot indicating abstention shall be counted as a returned ballot, but will not be counted as part of the approval criteria for the matter being balloted (see Section 4.7.1.2).

9.2.3 Resolution of Ballot Comments

Comments submitted with a vote shall be considered during the comment resolution process as follows.

Comments accompanying a “do not approve with comments” vote shall be acknowledged in writing or via electronic communications by the Engineering Committee or formulating sub-element Chair or the TIA Standards Department.

If a voter casting a “do not approve with comments” vote fails to submit comments, submits only nonspecific comments, or fails to provide proposed changes or actions that would resolve the objection(s), the voter shall be contacted by the Chair (or an appointed representative such as an Editor) or the TIA Standards Department. If, after such contact, the voter fails to furnish specific written objections or fails to state what proposed changes or actions would resolve the objections, then the ballot is recorded on the ballot summary as incomplete and no action is taken.

Technical comments (see Section 9.2.4.1) and editorial comments (see Section 9.2.4.2) shall be reviewed by the Engineering Committee during a meeting. The Chair shall lead the attempts to resolve ballot comments in one of the following ways to resolve or remove the objections of the originator.

- (1) Proposing changes which are non-substantive or editorial only and which do not result in changes to the technical requirements of the candidate standard
- (2) Explaining to the originator the rationale of the Engineering Committee in arriving at the candidate standard
- (3) Soliciting a withdrawal of the comment from the voter
- (4) Proposing changes which are substantive (technical) and which result in changes in the technical requirements of the candidate standard

Resolutions of comments shall be approved and documented. The Chair or a designated representative (such as an Editor) shall maintain a detailed record of the resolution of comments, usually in a ballot comment resolution document.

The final document and comment resolution record are reviewed by the full TSSC only if there are continuing objections; otherwise, the TSSC has delegated the review to the TIA Standards Department.

9.2.3.1 Comments accompanying an “Approve with comments” Vote

Comments accompanying an “Approve with comments” vote do not have to be accommodated and may be deferred to the next revision or an addendum (see Section 9.2.4).

9.2.3.2 Comments accompanying a “Do not approve with comments” Vote

Comments accompanying a “do not approve with comments” vote and identified as a reason for the do not approve vote shall be resolved to the satisfaction of the Formulating Group.

Upon completion of comment resolution, the Chair or a designated representative (such as an Editor) shall advise in writing including electronic means those voters casting a “do not approve with comments” vote of the disposition of the comments and the reasons for that disposition. The voter casting the “do not approve with comments” vote shall then have an opportunity to indicate whether the response is satisfactory or not.

If, after a re-ballot or default ballot (see Section 9.3), any comments accompanying a “do not approve with comments” vote remain as continuing objections, then all parties submitting such comments shall be advised in writing, including electronic means, of the efforts of the Engineering Committee to resolve such comments and of their right to file a complaint or appeal (see Section 9.7).

All correspondence and contacts regarding technical comments that accompany a “do not approve with comments” vote shall be documented, retained and shared with the TIA Standards Department.

9.2.3.2.1 Ballot Vote Change

If those voters casting a “do not approve with comments” vote agree to change their vote, they will be requested to submit a Ballot Vote Change Form or its equivalent in a timely manner.

If the voter casting a “do not approve with comments” vote on a ballot does not respond to the request within ten business days to indicate agreement or disagreement with the resolution of the Engineering Committee in arriving at the candidate standard, then a re-ballot or default ballot shall be issued (see Section 9.3).

On a default ballot, if the voter is not satisfied with the resolution or fails to submit a Ballot Vote Change Form or its equivalent in that timeframe, the document may be forwarded for publication with the continuing objection (see Section 9.2.3).

9.2.3.3 Non-Technical and Non-Germane Comments

The following are processes for a non-technical or non-germane comment attached to ballots.

- (1) The Engineering Committee Chair or a designated representative shall advise the person making the comment, in writing or via electronic means for comments accompanying a “do not approve with comments” vote, that non-technical, non-germane comments are outside the purview of the Engineering Committee and may be sent to the Standing Committee on Non- Technical Standards-Related Matters for consideration and recommendation (see Section 9.2.4.3)
- (2) Alternatively, the Chair may inform the submitter that non-technical or non-germane comments may be considered for a new proposal
- (3) The ballot should be counted as incomplete (see Section 9.2.3)

9.2.4 Types of Comment Resolution

The following resolutions should be documented for each comment resolved by the Engineering Committee.

- (1) Accepted
- (2) Accommodated with Edits (with edits documented)
- (3) Rejected (with reasons for the rejection documented)
- (4) Withdrawn

9.2.4.1 Substantive (or “Technical”) Changes

A substantive (or “technical”) change in a standard is one that directly and materially affects the use of the standard. Examples of substantive changes are listed below.

- (1) Changing “shall” to “should”; “should” to “shall”
- (2) Addition, deletion or revision of requirements
- (3) Addition of mandatory compliance with referenced standards or other documents
- (4) Increasing the range of products to which the document applies

9.2.4.2 Editorial Changes

An editorial change in a standard is one that corrects formatting, typographical errors, grammatical errors, or clarifies a concept without making a substantive change.

9.2.4.3 Standing Committee on Non-Technical Standards-Related Matters

In the event that comments accompanying votes are non-technical and are not germane to the balloted document, the Technical Committee has the authority to create a standing committee to address non-technical standards-related matters.

The Technical Committee Chair will act as the Chair of the Standing Committee, which shall be known as "The Standing Committee on Non-Technical Standards-Related Matters."

Such a Committee shall be comprised of the Chair of the Technical Committee, the Chair of a Division, the Chair of the Engineering Committee that referred the comment, TIA Staff, and TIA counsel, where appropriate. Accordingly, the membership of the Standing Committee on Non-Technical Standards-Related Matters will vary depending on which Engineering Committee referred the comment.

Once created, the Standing Committee on Non-Technical Standards-Related Matters should render its decision by majority vote and in writing including electronic means within 30 days of the submittal, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence.

9.3 Re-ballot and Default Ballot of Draft Documents

There are two mechanisms for balloting substantive changes or continuing objections: a re-ballot and a default ballot.

The re-ballot or default ballot shall be sent to Members and Participants who are eligible to vote at the time it is issued.

Unless otherwise requested by the Engineering Committee, a re-ballot or default ballot is issued as a 30-day ballot.

9.3.1 Re-ballot of TIA Standard

The Engineering Committee may approve issuing a re-ballot if there are approved substantive (technical) changes, or if there is a continuing objection.

If the revisions are so broad or are pervasive throughout the document, the document may be re-balloted in its entirety. The identifying number, to be provided by the TIA Standards Department, of such a re-ballot will be that of the original ballot with a suffix.

9.3.2 Default Ballot of a Candidate TIA Standard

A default ballot allows those parties to respond, reaffirm or change their response, based upon the changes made or resolution of the comments. The default ballot is limited to the substantive changes and continuing objections. Thus, comments may not be raised on sections of the document that are not within the subject(s) of the default ballot.

An Engineering Committee may approve issuing a default ballot under one or both of the following conditions.

- (1) There were limited substantive changes made to a candidate standard as a result of comment resolution
- (2) There is at least one continuing objection comment accompanying a “do not approve with comments” vote on a ballot, despite reasonable efforts to resolve them, and a consensus is otherwise believed to exist

If a voter who cast a “do not approve with comments” vote with one or more comments that are on a default ballot fails to submit a Ballot Vote Change Form (or its equivalent) or return a vote on the default ballot, then the recorded vote for that voter will be recorded as the same vote from the prior ballot or re-ballot.

If any objection from a “do not approve with comments” vote remains at the close of the default ballot, documentation of the objections and of the efforts to resolve them shall be provided to the TIA Standards Department for review and consideration by the TSSC. The TSSC shall take action, if it deems appropriate.

9.3.2.1 Documentation for Default Ballots

One or more of the following documents with appropriate information should be included with all default ballots.

- (1) A summary of the substantive changes made to the document (e.g., the ballot comment resolution document)
- (2) The changed pages with the substantive changes clearly marked
- (3) The document in its entirety with the substantive changes clearly marked
- (4) A list of all continuing objections, the attempts at resolution, and the final resolution as approved by the Engineering Committee

9.4 Ballot on Other Matters

For ballots other than for draft documents (e.g., procedural, administrative), the Chair, Secretary or Editor shall provide the exact wording of the issue(s) to be resolved and any attached material and authorize the TIA Standards Department to prepare a ballot and transmit it to the eligible voters.

9.5 Closing a Ballot

To close a ballot, the two following criteria must be met.

- (1) More than half of eligible voters must return a ballot (a returned ballot indicating abstention shall be counted as a returned ballot)
- (2) More than half of those casting ballots (excluding abstentions) must vote to approve (with or without comments)

The Chair may request that the TIA Standards Department extend the ballot for two weeks if these criteria are not met.

9.6 Approving Ballots

9.6.1 Procedural Matters

To approve a procedural matter posed as a question on a ballot, an approve vote of more than half of those casting ballots is required (see Section 9.5). Such a ballot shall not be shorter than the amount of time it takes to ensure approval (see Section 9.5) or be longer than 60 days.

9.6.2 TIA Documents

The Formulating Group can approve a TIA standard or document issued for ballot with an approved vote of more than half of those casting ballots upon closure (see Section 9.5) unless otherwise established in this document (e.g., see Section 4.7.1.2.2).

Publication of TIA standards and documents can be approved in a meeting (see Section 4.7.1.2.1).

9.6.2.1 Review and Publication of Approved Documents

When the TIA Standards Department has verified the proposed text has been prepared, balloted and approved by the Engineering Committee in full compliance with the rules, policies and legal guidelines of this document, the TIA Standards Department shall, after legal review, publish the proposed text as a TIA document.

9.6.3 Other Matters Issued for Ballot

The Chair, Secretary or Editor shall provide the exact wording of the issue(s) to be resolved and any attached material and thus authorize the TIA Standards Department to prepare a ballot and transmit it to the eligible voters.

The Engineering Committee or sub-element can approve a ballot for other matters with an approved vote of more than half of those casting ballots upon closure (see Section 9.5).

9.7 Right to Appeal Notification

The *Appeals to TIA* process in the *TIA Procedures for American National Standards* applies to TIA standards and specifications.

10.0 Published Documents

10.1 General

Some documents are not for distribution beyond the Engineering Committees such as legal requests and Engineering Committee working documents and meeting contributions.

10.2 TIA Standards Department Documents

The following lists the documents that may be published.

10.2.1 Standards & Specifications

- (1) TIA American National Standards (ANS) – see the *TIA Procedures for American National Standards*
- (2) TIA Standards (TIA) – see Section 8.2
- (3) TIA Specifications (TIA) – see Section 8.2

10.2.2 Bulletins

- (1) TIA Bulletins (TIA) – see Section 8.3

10.2.3 Other Documents

Other documents may be created on an as needed basis. While the requirements of these documents are not defined, it should be recognized and noted in the document that these documents are not necessarily subjected to a TIA or industry review process.

- (1) Engineering Publications
- (2) Workshop Proceedings
- (3) Index of Standards and Engineering Publications
- (4) Formal Interpretations of TIA Standards and Specifications

10.2.4 TIA Procedures

The following documents may be prepared and modified as needed for operations and procedures of TIA Engineering Committees.

- (1) Roster of Engineering Committees

- (2) Committee Scope Manual
- (3) *TIA Procedures for American National Standards* – refer to this document for rules regarding modifications
- (4) *TIA Engineering Committee Operating Procedures* – see Section 14.0) for rules regarding modifications
- (5) *TIA Style Manual*
- (6) Listings of project numbers, candidate documents, and published documents

11.0 Subscriptions and Sale of Documents

The TIA Standards Department generally makes the following approved, final, and finished documents available for purchase through approved publishers.

- (1) TIA American National Standards
- (2) TIA Standards
- (3) TIA Specifications
- (4) TIA Bulletins

The TIA Standards Department will make the following draft documents available for purchase through approved publishers.

- (1) Candidate American National Standards during a public review comment period (see *TIA Procedures for American National Standards*)

TIA documents and drafts thereof are not to be distributed free of charge outside of the Engineering Committee or sub-element without the consent of the TIA Standards Department.

A limited number of existing TIA publications may be provided to Engineering Committees as needed to support the work program. Requests should be made directly to the TIA Standards Department.

TIA documents and drafts are only available for sale from TIA's publisher and other TIA-authorized parties. Subscription services (e.g., site licenses) can be arranged through TIA's authorized publishers and TIA-authorized parties.

12.0 Maintenance of TIA Documents

12.1 Revision, Reaffirmation or Withdrawal of Standards

The Engineering Committee or sub-element, or its parent if the former no longer exists, is responsible for the maintenance of TIA documents. Maintenance of a standard takes the form of a periodic review wherein the Engineering Committee shall determine whether the document in question should be reaffirmed, revised, or withdrawn.

Unless otherwise noted, all TIA documents shall remain published unless the formulating group or its parent body initiates one of the following actions.

- (1) Revise the standard (incorporate additional content or delete content)
- (2) Withdraw the standard (determine that the technical content is no longer of value)

12.2 Revision of a TIA Document

Revisions of TIA documents are processed using the current procedures for a new document.

12.3 Withdrawal of a TIA Document

Published TIA documents can be withdrawn at a meeting with approval by the Engineering Committee.

Alternatively, with approval of the Engineering Committee, a ballot may be issued to withdraw any TIA document.

The disposition shall be documented in the Engineering Committee or sub-element meeting report, and the appropriate form shall be submitted to the TIA Standards Department.

13.0 Record Retention

In addition to the TIA Document Retention Policy, TIA has developed the following guidelines to maintain and control important TIA records, eliminate unnecessary or duplicative documents, and save space. The determinative factors in deciding whether to discard documents should be the practical value of the document and any legal reason for keeping it (see also the TIA *Procedures for American National Standards*).

For each document, the following criteria are used.

- (1) There is some practical reason for keeping it (e.g., it may be referred to as part of an on-going project, it has historical value)
- (2) There is a valid legal reason for keeping it. (e.g., it affects the obligations of TIA, it is the official record of action, or it may be discoverable in pending litigation)
- (3) The document falls within a category for which TIA has set retention periods (see Section 13.1)

13.1 Set Retention Periods of Documents by Type

- (1) TIA Printed Publications – maintain at least one copy in the TIA Library (either electronically or in printed form)
- (2) TIA Document Development Records – retain all required documents (e.g., ballots, ballot summaries, response letters, Ballot Vote Change Forms) for five years after the withdrawal of the document
- (3) TIA Document Background – retain all documents required for the issuance of a standard for five years after the withdrawal of the document
- (4) Meeting Reports – discard Engineering Committee and sub-element meeting reports after ten (10) year period
- (5) TIA Standards Department Files - the TIA Standards Department will maintain its files for a period of at least 5 years for meeting announcements, published agenda, and 10 years for meeting reports
- (6) Correspondence, general – maintain correspondence relevant to the development of standard for five years after the withdrawal of the document
- (7) Correspondence, agreements – at signing of agreement, discard all correspondence except that having special significance regarding interpretation of agreement
- (8) Complaints – maintain correspondence relevant to the development of standard for five years after the withdrawal of the document
- (9) Mailing Lists – destroyed when modified, unless the mailing lists are part of Document Development Records (listed above)
- (10) Other Records – contact the TIA General Counsel or an attorney authorized by TIA General Counsel

14.0 Changes to TIA Engineering Committee Operations Procedures

From time to time this document may require modification. Proposed modifications should be brought to the attention of the head of the TIA Standards Department or the Chair of the TIA Technical Committee.

The revised language shall be drafted by such person or ad hoc group as designated by the Chair of the TIA Technical Committee. Proposed text for updating this document shall then be circulated among members of the TSSC for comments and suggestions and approved by the TSSC to implement the revisions.

Upon such approval, the update shall be effective within TIA.

ANNEX A Definitions and Terms

In addition to the definitions and terms in the TIA *Procedures for American National Standards*, an understanding of the terms below will be helpful in following the text of this document.

Definitions in the TIA *Procedures for American National Standards* related to an ANS also apply to TIA documents for the purposes of this document.

Ballot – a formal vote conducted outside a meeting

Bulletin (a.k.a. TSB) - technical information that may have significant value to industry or users, but is not a standard

Contribution - any expression in tangible form that is intended to or may be incorporated in whole or in part in any TIA publication or in the work product of any TIA Engineering Committee or any sub-element thereof

Division - an affinity grouping of TIA member companies by product category

Normative (alternate) elements - those elements of a standard, any one or more of which may be complied with in order to claim conformity with the standard

Normative (mandatory) elements - those elements of a standard which must always be complied with in order to claim conformity with the standard

Normative (optional) elements - those elements of a standard which may be selected in order to claim conformity with the standard and which if selected, must be implemented as specified in the standard

Informative elements - those elements of a standard which are not required in order to claim conformity with the standard

TR-XX Committee – the nomenclature for an Engineering Committee where “XX” is a one- or two-digit number

ANNEX B Technical Standards Subcommittee (TSSC)

B.1 Scope

The Technical Standards Subcommittee (TSSC) monitors the overall Engineering Committee work program at TIA for the Technical Committee, oversees the manner in which the various Engineering Committees carry out their programs, acts as a final procedural review body in the development of a TIA standard or specification and provides guidance as necessary.

B.2 Leadership

The Chair of the Technical Committee will serve as Chair of the TSSC. The Vice-Chair of the TIA Technical Committee, is also the Vice-Chair of the TSSC, and will act in the Chair's absence.

The Chair may designate a presiding officer pro tempore for a meeting if neither the Chair nor the Vice-Chair will be present.

The head of TIA's Standards Department or a delegated representative is the Secretary of the TSSC.

B.3 Membership & Voting Rights

The membership of the TSSC consists of the following and each of the following individuals may exercise the right to vote if the requirements to maintain voting rights have been satisfied (see Section B.3.2).

- (1) The Chair of the TIA Technical Committee (see Section B.2)
- (2) The Vice-Chair of the TIA Technical Committee
- (3) The head of the TIA Standards Department
- (4) The Chair of each Division, or in that Chair's absence the Vice-Chair of the Division or duly delegated representative
- (5) The Chair of each Engineering Committee, or in that Chair's absence the Vice-Chair or duly delegated representative
- (6) Up to six Members-at-Large, each serving for a term of one year, appointed by the Chair of the TSSC (NOTE: Members-at-Large should be of such national distinction or experience as to aid and complement the TSSC in its procedural reviews and managerial functions)

A TSSC member may designate a representative to vote in his or her behalf via a written or electronic message to the TSSC Chair and Secretary.

B.3.1 Obtaining Voting Rights

A new member of the TSSC is given voting rights after a quorum is verified to be present at his or her first meeting.

B.3.2 Maintaining Voting Rights

Failure to attend, be represented, or be excused at two consecutive TSSC meetings shall cause loss of voting status. The Chair of the TSSC may excuse an absence in advance of the meeting and should inform the TSSC Secretary of any excused absences.

If voting rights are lost, voting rights are restored after a quorum is found to be present at the next meeting attended.

B.4 Participation

All other Members and Participants of TIA and its Engineering Committees may participate in TSSC meetings, but may not vote at TSSC meetings.

However, the Chair may restrict attendance at all or part of a meeting to TSSC members.

B.5 Responsibilities

The TSSC is specifically responsible for the following functions.

- (1) To act as a procedural review body
- (2) The use and maintenance of the TIA *Engineering Committee Operating Procedures*
- (3) To ensure there is liaison internally and externally so that TIA standards activities remain within assigned scopes
- (4) To resolve disputes and conflicts between Engineering Committees, if possible and, failing a resolution, shall escalate the matter to the Chair of the Technical Committee for appropriate action
- (5) To approve all titles and scopes of new Engineering Committees and any revisions to previously approved scopes shall be approved by the TSSC.
- (6) To review the scope for any requested standards project
- (7) To review the comment resolution action on ballots of draft documents that have continuing objections for consideration and action as deemed appropriate
- (8) Withdraw a standard if notice is given of an Essential Patent(s) that may be required for the practice of any or all of the Normative portions of a standard, and such Patent Holders do not respond to requests to provide the Patent Holder Statement unless such Patent Holder Statement was previously given

- (9) To oversee the relations between the TIA Standards Department and its Engineering Committees
- (10) To oversee the relations between the TIA Standards Department and other trade associations, technical societies, national standards developers, international standards developers, and governmental bodies

B.6 Operation

The TSSC shall operate through meetings and, as needed, through distribution of documents and ballots.

B.6.1 Meetings

The TSSC shall hold at least one meeting per year at such time and place as directed by the Chair. The Chair (see Section B.2) shall preside, and the Secretary shall prepare and maintain the reports.

As many additional meetings as shall be deemed necessary in the judgment of the Chair and the head of the TIA Standards Department may be called by the Chair to carry out the responsibilities of the TSSC.

B.6.1.1 Notice and Agenda

A meeting notice and agenda for each meeting shall be issued by the Secretary to each Member of the TSSC normally not less than one month prior to the meeting date.

The notice (date, location and time) of the meeting may be posted on the TIA website.

In situations as deemed by the Chair, the time requirements may be waived.

B.6.1.2 Documents

The Secretary is responsible for the posting or circulation of all documents and ballots that come to the TSSC in the conduct of its business.

The Secretary has the authority to delegate the responsibility of circulation of ballots to a member of the TIA Standards Department.

B.6.1.3 Quorum

A quorum of the TSSC is found to be present when more than half of the voting TSSC members (see Section B.3) or their designated representatives are attending.

A vote by more than half of those eligible to vote shall be adequate for taking action on all matters.

B.6.1.4 Ballots

When matters are referred to the TSSC for action by ballot, approval by more than two-thirds of the eligible voters is required to take action except as otherwise provided.

B.6.1.5 Task Groups

The TSSC may authorize, or the Chair may appoint, special Task Groups as the responsibilities of the TSSC may require.

B.6.2 Conflicts

If the TIA Standards Department receives or identifies notification of projects from other SDs of particular interest to TIA, then the information shall be forwarded to the appropriate Engineering Committee Chair(s) and to the TSSC to review for duplication with TIA standards activities. See also the TIA *Procedures for American National Standards* for ANS projects.

B.6.3 Review of Proposals

For documents with continuing objections, the TSSC shall act in a procedural and policy review capacity only, without regard to technical subject matters, to ensure the following.

- (1) The proposal has been prepared in accordance within the rules and procedures of the TIA Standards Department and in accordance with the Legal Guides
- (2) The proposal includes a valid justification of need
- (3) All parties within TIA having a substantial interest in the subject have been given a fair opportunity to be heard and to express approval or disapproval or comment including, if warranted, an opportunity to briefly present their views directly to the TSSC
- (4) A proper tabulation of approve, approve with comment, do not approve with comment, and abstain votes has been prepared
- (5) All unfavorable comments submitted with substantive technical reasons have been considered by the responsible Committee, and that its Chair has diligently attempted to resolve such comment(s) either through personal meeting or correspondence
- (6) There is evidence of consensus of all parties of interest (NOTE: unanimity of opinion is not required)

ANNEX C TIA Standards Department Forms and Documents

Most TIA forms are on-line and available to Engineering Committee Leadership. Other forms may be available from the TIA Standards Department. Alternatively, the forms can be prepared by TIA Standards Department staff.

The TIA Standards Department retains the right to create and modify forms as necessary to support the operations of the Engineering Committees and to maintain compliance with procedures.

A partial list of forms follows.

- (1) New Project Request and Authorization Form
- (2) Existing Project Request and Authorization Form
- (3) Extension Form
- (4) Status Change Form
- (5) Ballot Authorization Form
- (6) TIA Publication Authorization Form
- (7) TIA Change Vote Form (a.k.a. "Blue Card")

C.1 Other Documents

The TIA Standards Department also provides templates and other forms that may be useful for the purposes of conducting Engineering Committee activities.

Other examples include the following.

- (1) Contribution Template for Presentations
- (2) Contribution Template for Text
- (3) Contribution Template for Spreadsheets
- (4) Meeting Agenda Template
- (5) Meeting Notice Template
- (6) Meeting Report Template
- (7) Document Register Template
- (8) Copyright Holder Statement
- (9) Patent Holder Statement
- (10) Software Evaluation License

ANNEX D NUMBERING OF DOCUMENTS

The following guidelines and notes shall be applied for projects, ballots, addenda, revisions, enhanced addenda and reaffirmations.

TIA (only) Documents for Document Number 1234		
Project Number (PN)	Explanation	Published Standard Number
TIA-PN-1234	1 st Ballot	TIA-1234
TIA-PN-1234-D1	1 st Default Ballot, subsequent default ballots are designated in a numerical, sequential manner (e.g., TIA-PN-1234-D2)	TIA-1234
TIA-PN-1234-R1	1 st Re-ballot, subsequent re-ballots are designated in a numerical, sequential manner (e.g., TIA-PN-1234-R2)	TIA-1234
TIA-PN-1234-1	Addendum 1 to TIA-1234	TIA-1234-1
TIA-PN-1234-2	Addendum 2 to TIA-1234	TIA-1234-2
TIA-PN-1234-A	Revision 1 of TIA-1234	TIA-1234-A
TIA-PN-1234-B	Revision 2 of TIA-1234	TIA-1234-B
TIA-PN-1234-A-1	Addendum 1 to TIA-1234-A	TIA-1234-A-1
TIA-PN-1234-A-2	Addendum 2 to TIA-1234-A	TIA-1234-A-2
TIA-PN-1234-B-1	Addendum 1 to TIA-1234-B	TIA-1234-B-1
TIA-PN-1234-B-2	Addendum 2 to TIA-1234-B	TIA-1234-B-2
TIA-PN-1234-B-3 [E]	Enhanced Addendum 3 to TIA-1234-B (see Note (2))	TIA-1234-B-3 [E]
TIA-PN-1234.001	Part/chapter 1 of TIA-PN-TIA-1234	TIA-1234.001
TIA-PN-1234-RF1	1 st Re-affirmation of TIA-1234	TIA-1234 (see note (1))

ANSI/TIA Documents for Document Number 1234		
Project Number (PN)	Explanation	Published Standard Number
ANSI/TIA-PN-1234	1 st Ballot	ANSI/TIA-1234-<year>
ANSI/TIA-PN-1234-D1	1 st Default Ballot, subsequent default ballots are designated in a numerical, sequential manner (e.g., ANSI/TIA-PN-1234-D2)	ANSI/TIA-1234-<year>
ANSI/TIA-PN-1234-R1	1 st Re-ballot, subsequent re-ballots are designated in a numeric, sequential manner (e.g., ANSI/TIA-PN-1234-R2)	ANSI/TIA-1234-<year>
ANSI/TIA-PN-1234-1	Addendum 1 to ANSI/TIA-1234	ANSI/TIA-1234-1-<year>
ANSI/TIA-PN-1234-2	Addendum 2 to ANSI/TIA-1234	ANSI/TIA-1234-2-<year>
ANSI/TIA-PN-1234-A	Revision 1 of ANSI/TIA-1234	ANSI/TIA-1234-A-<year>
ANSI/TIA-PN-1234-B	Revision 2 of ANSI/TIA-1234	ANSI/TIA-1234-B-<year>
ANSI/TIA-PN-1234-A-1	Addendum 1 to ANSI/TIA-1234-A	ANSI/TIA-1234-A-1-<year>
ANSI/TIA-PN-1234-A-2	Addendum 2 to ANSI/TIA-1234-A	ANSI/TIA-1234-A-2-<year>
ANSI/TIA-PN-1234-B-1	Addendum 1 to ANSI/TIA-1234-B	ANSI/TIA-1234-B-1-<year>
ANSI/TIA-PN-1234-B-2	Addendum 2 to ANSI/TIA-1234-B	ANSI/TIA-1234-B-2-<year>
ANSI/TIA-PN-1234.001	Part/chapter 001 of ANSI/TIA-PN-TIA-1234	ANSI/TIA-1234.001-<year>
ANSI/TIA-PN-1234-RF1	1 st Re-affirmation of ANSI/TIA-1234	ANSI/TIA-1234-<year> (see note (1))
ANSI/TIA-PN-1234-B-3 [E]	Enhanced Addendum 3 to ANSI/TIA-1234-B (see Note (2))	ANSI/TIA-1234-B-3 [E]-<year>

TABLE NOTES:

- (1) A published standard that is reaffirmed retains the original publication year in the “<year>” field. A separate notation on the cover page indicates the reaffirmation date.
- (2) An enhanced addendum is an addendum created from the full text of the base document with the change marks shown.

OTHER NOTES:

- (1) When a published standard is revised, it incorporates all addenda from the previous revision, as well as any additional approved changes. For example, if TIA-1234 has two (2) addenda (TIA-1234-1 and TIA-1234-2), TIA-1234-A includes content from the two addenda and any approved additional changes.
- (2) A multi-part document standard has a core document standard against which chapters/parts are published. This core document has the suffix “.000” (e.g., TIA-1234.000). Each part can be balloted separately and revised separately; however, when any other part is updated, the core document (“.000” document) is also updated appropriately to reflect the changes made to the other part(s) (see also Note 5 below).
- (3) Published standards retain the assigned document number.
- (4) Standards added to a published (as of February 2011) series retain the assigned alphanumeric numbering (including dots and dashes) in that series. (e.g., the TIA-102 series standards retain the four-character, alphabetic extension for new standards in the series rather than changing to the decimal/three digit extension).
- (5) All standards have the same document number (e.g. 1234 in the tables above) throughout its lifecycle, from project inception through publication, addenda and updates.
- (6) Bulletins (TSBs) follow the same single-designation numbering for TIA (only) documents, except “TIA” is replaced with “TSB” in all instances.
- (7) Software distribution standards include “[SF]” at the end of the Project Number and at the end of the Published Standard Number. (For example, TIA-PN-1234 [SF] / TIA-1234 [SF]).
- (8) Project numbers for a Joint Standard (J-STD) follow the same single-designation numbering using “J-STD” in place of “TIA” in all instances. When another standards developer is the lead developer, the alphanumeric numbering of that developer will be used (for example, Joint Standards where ATIS has the lead use a lower case alphabetic rather than numeric indicator for an addendum, e.g., the first addendum to the ATIS J-STD-101 is designated as J-STD-101a).
- (9) Projects initiated prior to February 2011 keep their multiple designation numbers until the documents are published.