



## **Engineering Manual**

- Description of the organization of the Standards and Technology Department of the Telecommunications Industry Association and its Engineering Committees
- Rules for operation of the Engineering Committees
- Intellectual Property Policy
- Rules for operation of the Technical Standards Subcommittee
- Legal Guidelines

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## Introduction

A major function of the Telecommunications Industry Association (TIA) is the writing and maintenance of voluntary industry Standards and Specifications, the formulation of positions for presentation on behalf of the United States in international standards fora, and the preparation of technical information and reports for use by industry and government. These activities are carried out by the volunteer Members of TIA Engineering Committees, operating under the authority of the TIA Technical Committee, a Special Committee created by the TIA Board of Directors. The TIA Standards and Technology Department administers and supports the activities of the Engineering Committees.

This Manual describes the manner in which the Standards activities of the Telecommunications Industry Association are organized and the manner in which its activities are conducted.

Specific responsibility for overseeing the Standards and Technology Department and the Engineering Committees has been assigned by the TIA Board of Directors to the TIA Technical Committee, one of the standing committees established by the Board under the provisions of the bylaws of the Association. The product Divisions of the Association sponsor the Engineering Committees working in their product areas by providing guidance, direction, and administrative funding.

Special legal requirements apply to Standards writing. Because of this, Standards and Specification writing are administered and supported by the Standards and Technology Department, which also coordinates the technical program and provides a unified interface with the American National Standards Institute (ANSI) and other Standards Development Organizations (SDOs).

A further purpose of this Manual is to provide legal and policy guidelines for the formulation and conduct of Engineering Committees, Subcommittees, and Working Groups. 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 SDOs; and the responsibilities of the Chairs.

## **Statements of Policy of the Standards and Technology Department**

### **Relationship with Other Elements of the TIA**

The TIA Engineering Committees shall confine their activities to the preparation of Standards and Specifications, and to other documents and technical matters, as further defined in this Manual. The Engineering Committees shall conduct their activities in strict compliance with the policies, rules and procedures set forth in this Manual, and with the Legal Guides in Annex B to this Manual.

It is intended that the other standing and special committees, and the TIA Product Divisions shall confine their activities to other than Standards, Specifications, and technical matters, and shall refer such technical matters to the Standards and Technology Department and appropriate Engineering Committees.

The Product Divisions may recommend work programs and guide the efforts of the Engineering Committees that they sponsor within the Standards and Technology Department, but shall not themselves engage in the preparation of Standards or Specifications.

### **Relationship with ANSI**

The TIA is a member of the American National Standards Institute which recognizes TIA as a National Standards Body for the United States.

As a matter of policy, it is expected that most new TIA Standards and Specifications are intended for submission to ANSI as candidates for recognition as American National Standards. Some areas of technical work may first be defined as TIA Standards, for a period of five years, before consideration of advancing the document to the status of American National Standard.

### **International Cooperation and Harmonization**

The TIA'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, the TIA encourages its Committees and Staff to work cooperatively with other Members of the ANSI confederation, international standards bodies and counterpart national and regional Standards bodies outside the United States to harmonize telecommunications equipment Standards and to avoid unnecessary duplication of effort. To this end, the TIA will 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. The TIA will also allow non-voting international observers representing international, regional and national SDOs to participate in TIA Formulating Group meetings and activities unless contrary to U.S. law or regulation.

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 Formulating Group activities, subject to any applicable laws and government regulations.

## **Patent Policy**

When an Essential Patent has been identified in any proposed TIA Publication, TIA will follow a policy based upon that of the American National Standards Institute (ANSI). ([www.ansi.org](http://www.ansi.org))

### **(1) Inclusion of Patents in TIA Publications**

There is no objection in principle to drafting a TIA Publication in terms that include the use of a patented item, if it is considered that technical reasons justify this approach. Not all TSBs encompass Essential Patent(s) or published pending patent application(s). However, if there are normative elements in a TSB which include use of a patented item, then the same policy applies to TSBs. If TIA receives notice that a proposed TIA Publication may require the use of a patent, then the procedures stated below in Sections (2) through (5) shall be followed.

Any discussion regarding terms and/or conditions of a license are not permitted in any TIA activity.

### **(2) Statement from the Patent Holder**

Prior to approval of each such proposed TIA Publication, TIA shall receive a statement from the identified party or patent holder. The statement must be in the words of the TIA-approved form entitled "Statement from the Patent Holder", attached hereto as ANNEX H. If a patent holder statement is received by TIA which is deemed not to be in accordance with this Patent Policy by the Standards and Technology Department, TIA will advise the Chair of the Formulating Group of any Essential Patents or published pending patent applications identified therein, but not other contents of such statement.

Whenever a proposed TIA Publication undergoes a revision necessitating a new ballot, new patent holder statements will be requested from each identified party or patent holder.

(3) Record of Statement

Prior to approval of a proposed TIA Publication, a record of the patent holder's statement shall be placed and retained in the files of TIA. TIA will forward a copy of the statement to ANSI when the document in process is related to the development of an American National Standard.

(4) Notice

When TIA receives from a patent holder the assurance set forth in Sections (2a) or (2b) of Annex H, the TIA Publication shall include a note as follows:

NOTE: The user's attention is called to the possibility that compliance with this document may require use of one or more inventions covered by patent rights.

By publication of this TIA Publication, no position is taken with respect to the validity of those claims of rights or of any patent rights in connection with this document. The patent holder(s) so far identified to TIA have, however, filed statements of willingness to grant licenses under those rights either without compensation or on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such licenses for the purpose of implementing this TIA Publication. Details regarding the filed statements may be obtained from the TIA.

(5) Responsibility for Identifying Patents

The following statement will appear on every 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.

**Metric Policy**

As shown in the *TIA Style Manual (Section 4.8)*, the International System of Units (SI), as specified in *ANSI/IEEE-268* or its subsequent revisions, shall be used in TIA Standards. If necessary, dual dimensioning can be used but the policy requires that any variation from the policy be explained in the foreword or introduction.

## Definitions and Terms

An understanding of the terms below will be helpful in following the text of this Manual.

- i. Adds technical requirements to an existing standard that do not change previously published requirements; or
- ii. Revises one or two portions of a large existing standard.

**Advisory Note** - text to change or modify the current Engineering Manual until revised and approved by ANSI. The proposed text must be approved by the Technical Committee prior to release, and is withdrawn after it has been incorporated into the next version of the Manual. (See Section 14)

**American National Standard** - a standard developed by an ANSI-accredited standards developer and approved by the ANSI Board of Standards Review.

**American National Standards Institute or ANSI** – serves as administrator and coordinator of the United States private sector voluntary standardization system. Founded in 1918 by five engineering societies and three government agencies, the Institute remains a private, non-profit membership organization supported by a diverse constituency of private and public sector organizations and accredits standards developers in the United States.

ANSI does not itself develop American National Standards; rather it facilitates development by establishing consensus among qualified groups. The Institute ensures that its guiding principles – consensus, due process and openness – are followed by the more than 175 distinct entities currently accredited under one of the Federation's three methods of accreditation (organization, committee or canvass).

**Association** - (when capitalized) The Telecommunications Industry Association.

**Ballot** – as used in this Manual, there are two types of ballots: Letter Ballot and Standards Proposal Ballot (See specific definitions).

**Bulletin** - although not a Standard, contains technical information that may have significant value to industry or users. Most often TIA publishes Telecommunications Systems Bulletin (TSB); however, other types of Bulletins exist. (See Section 8.2)

**Consensus** – established when those participating in the consideration of the subject at hand have reached substantial agreement. Substantial agreement means more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. Consensus may also be achieved when the minority no longer wishes to articulate its objection. The opinions of the minority should be recorded with the report of the substantial agreement (consensus) of the majority.

**Division** - an affinity grouping of TIA Member companies by product category. (See Section 2.1)

**Engineering Committee** - a Committee of volunteer members, established under the authority of the TIA Technical Committee to formulate Standards and provide other engineering functions in support of the TIA. (See Section 3.1)

**Erratum**— a document which corrects a manifest mistake or omission in the original text of the Standard or an error subsequently discovered.

**Essential Patent** - a patent which is necessarily infringed by the practice of a TIA Publication.

**FO- Committee** - an Engineering Committee sponsored by the TIA Fiber Optics Division.

**Formulating Group** - Engineering Committee, Subcommittee, or Working Group that specifically has been delegated formulating authority to develop standards. It elects its leadership and conducts all of its meetings with the same formality (e.g., notice of meetings, meeting reports, voting lists, recorded votes, etc.), and within the authority granted by its parent body. Such term does not include a Task Group. (See Section 3.1)

**Interim Standard or IS** - a term used until 2001 to indicate a standard released for a limited period, prior to its being submitted for approval as an American National Standard. All interim standards in effect *upon the date* of the adoption of this manual shall be governed by the TIA Engineering Manual dated 1991.

**Joint Standards Document or JSD** - standard developed by a Joint Standards Group comprised of two or more internal or internal/external entities of Standards Developing Organizations. (See Section 6.1.1).

**Interest Category** – classification of the respondents to a Standards Proposal Ballot is required by the ANSI. The categories used by TIA are (See Section 3.2.2):

**Producer** (of the product or device being standardized);

**User** (of the product or device being standardized);

**Producer/User** (company that may be both); and

**General Interest** (any interested party not defined in the other listed categories).

**Letter Ballot** – submitted to the TIA Standards Secretariat for distribution to specified TIA Formulating Group(s). It is issued for no less than 30 days, but at the Chair's discretion can be issued for a longer period of time. It can also be extended if it is determined that a simple majority of formulating group member ballots have not been returned.

**Member (of the TIA)** - a company holding general class membership in the TIA. (See Section 2.1.)

**Member (Formulating Group)** - a company or organization which holds voting status in a TIA Formulating Group, but not necessarily a TIA Member. (See Section 3.2)

**Normative Elements** - those elements of a Standard setting the provisions with which it is necessary to comply in order to be able to claim conformity with the Standard. (See Section 2.1 of the *TIA Style Manual*).

**Public Review Document** – a Standards Proposal announced in the *ANSI Standards Action* for a 45 or 60-day review and comment period.

**Publication** - any TIA Standard and Technology Department document that is published by the department and available for sale or distribution to the general public. It does not include documents intended for distribution to only members of Formulating Groups.

Quorum – a simple majority of the listed voting member companies in a formulating group (See Section 5.3.2)

**Sub-Element** – any Subcommittee, working group or ad hoc group under the auspices of a Formulating Group

**Simple Majority** - 50% of those eligible to vote, rounded down to an integer value plus 1

**Specification (TIA)** - as used in this Manual, a document prepared specifically to facilitate procurement that clearly and accurately describes the essential technical requirements for purchased material. Procedures necessary to determine that the requirements for the purchased material covered by the Specification has been met are also referenced or included. (See Section 6.2.)

**Standard (TIA)** - as used in this Manual, a document that establishes engineering and technical requirements for processes, procedures, practices and methods that have been adopted by consensus. Standards may also be established for selection, application and design criteria for material. (See Section 6.2)

***Note:** Unless indicated otherwise, the word "Standard" in this Manual applies equally to TIA Standards and Specifications.*

There are two general categories of **Standards**:

- (1) **TIA Standards** – a Standard or Bulletin developed through the consensus process of a TIA Formulating Group that is submitted as a Letter Ballot to the TIA Standards Secretariat. The relevant documentation is approved by TSSC before it is issued as a TIA Standard. It is not necessary for the document to be

submitted for the ANSI public review period because the standard is not designated as an American National Standard. (See Section 6.2)

- (2) **ANSI/TIA (ANS) Standards** – a TIA Standard developed through the consensus process of a TIA Formulating Group that is submitted as a Standards Proposal Ballot to ANSI for a public review period. At the close of the public review period, the TSSC must approve the relevant documentation. In addition, the voting record and relevant documentation must be approved by the ANSI Board of Standards Review before it is designated as an American National Standard developed by TIA. (See Section 6.2.)

**Standards Development Organization (SDO)** – an entity in the United States accredited by ANSI that uses a method of consensus development in which the standards developer must develop its own operating procedures. The procedures must meet the general requirements of Section 2.2 of the ANSI Procedures. By choosing to use this method, flexibility is provided, allowing the standards developer to utilize a system that accommodates its particular structure and practices. Entities outside the United States are also referred to as SDOs, but the body that accredits or authorizes the operating procedures is unique to a particular country or region.

**Standards Proposal Ballot** – used for approving the creation, revision, or withdrawal of an ANS standard. It is submitted to the TIA Standards Secretariat with the appropriate Ballot Authorization form by the Formulating Group for distribution to the predetermined voting panel for the subject standard. The ballot is issued for no less than 45 days. A ballot shall be extended if it is determined that an insufficient number of ballots have been returned. The formulating group may request a 45-day Public Review instead of the normal 60-day Public Review if the document meets the ANSI guidelines for 45-day Public Review. All Standards Proposal Ballots designated for 45-day Public Review must be available electronically to the requestor. The availability of the document must be announced in ANSI's Standards Action.

**Supplemental Representative** - an individual designated by a company or organization which is a Member of a Formulating Group, to receive Committee mailings, but is not the Voting Representative. (See Section 3.2.3.3.)

**Technical Committee** - one of the special committees created by the Board of Directors of the TIA to set policy for the operation of the TIA engineering program. (The Technical Committee is not to be confused with "Engineering Committee"). (See Section 2.4.1)

**Technical Standards Subcommittee (TSSC)** - a Subcommittee of the Technical Committee, which performs a specific role in the Standards approval process. (See Section 2.4.2 and Annex A)

**Telecommunications Systems Bulletin or TSB** - a document proposed by a Formulating Group to publicize material which, although not a published Standard, may

have significant value to industry or users. A TSB cannot be used to modify or amend a Standard, but may announce planned enhancements or modifications for a particular Standard.

**TR- Committee** - an Engineering Committee sponsored by one of the TIA's product-oriented Divisions, other than the Fiber Optics Division. The designator "TR" is historic, and probably refers to "transmitters", although a modern definition would be "Telecommunications Requirements."

**Voting Panel** –The Formulating Group membership and additional parties who respond to the solicitation for registration by the registration close date will form the voting panel for that particular SP ballot and be eligible to vote. (See Section 6.6.2.1)

**Voting Representative** - an individual designated by a member company that is a Member of a Formulating Group, to vote on its behalf at meetings. (See Section 3.2.3.1.)

## **1 Objective**

The engineering activities of the TIA are organized to conduct standardization programs and to provide other appropriate technical and engineering services within the scope of the Association, subject to policies established by the Board of Directors. All activities must be conducted within the Legal Guides established by the Association (See Annex B).

## **2 Organization**

### **2.1 General**

The TIA is a national trade association serving manufacturers, suppliers, distributors, and users of telecommunications equipment and systems. General members are companies (or a division of a company) formed under the laws of the United States engaged in the business of developing, manufacturing, distributing, selling, installing, launching or consulting in respect to, communications or information technology products (including software) or services other than common carrier services. TIA publishes an Annual Report that is available upon request that describes TIA's organization and accomplishments. In addition, TIA publishes a *Standards and Technology Annual Report (STAR)* that covers the activities of the Standards and Technology Department and the Engineering Committees. Both documents are available on the TIA website.

The affairs of the Association are managed by the Board of Directors elected from the TIA Membership. The general operations of the Association and its Staff are under the direction of the President who is also a member of the Board. The Board has created standing committees to establish policy and carry out specialized programs within the scope of the standing committee.

In addition to the general activities of the Association, Member companies have the option of associating with one or more of the TIA's product-oriented Divisions in such product areas as: Fiber Optics, Wireless Communications, Network Equipment, Satellite Communications, and User Premises Equipment.

### **2.2 Standards and Technology Department**

The Standards and Technology Department is one of many departments of the TIA and provides services to the various TIA product-oriented Divisions, the standing committees, and the TIA general membership. All TIA Engineering Committees fall under the jurisdiction of the TIA Technical Committee of the TIA Board of Directors. TIA product-oriented Divisions and other trade associations often outline technical needs to the Standards and Technology 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. ANSI requires open membership in the Formulating Groups to all interested parties when developing American National Standards. Since the product-oriented Divisions are only open to general members, direction and guidance from the Division on technical matters within the scope of the Formulating Groups is advisory and not mandatory.

## **2.3 Administration**

The Standards and Technology Department is headed by the Vice President, Standards and Technology who reports to the President and is responsible for carrying out the engineering activities of the Department. The responsibilities include the management of the Standards and Technology Department Staff and facilities, and general guidance of the activities of the Committees.

Any of the Standards staff may assist the Vice President, Standards and Technology in the conduct of work of the Standards and Technology Department.

## **2.4 Structure**

At the highest level, the TIA Board of Directors oversees the affairs of the Association and directs its President and professional staff. The technical affairs of the Association are under the TIA Technical Committee. The Standards and Technology Department staff provide administrative support to the Technical Committee and its sub-elements, the product-oriented Divisions and their sub-elements, and the Engineering Committees and their sub-elements. A current organizational chart can be found in *the Standards and Technology Annual Report*.

### *2.4.1 TIA Technical Committee*

The Technical Committee is one of the special committees created by the Board of Directors and chaired by a member of the Board to oversee the Standards and Technology Department and the standards program. The Technical Committee has overall responsibility for establishing the broad technical policy of the Association, including the organization and operating policies of the Standards and Technology Department and Engineering Committees, and advises the Board of Directors on technical issues. The Technical Committee monitors the activities of TIA's Formulating Groups and TIA's liaison and coordination with ANSI and domestic and international standards-setting organizations. The Committee also serves as liaison to EIA's Engineering Department. From time to time the Technical Committee may create Subcommittees or Working Groups to address specific issues as necessary. All Engineering Committees are under the authority and jurisdiction of the Technical Committee. The Technical Committee acts as the contact point for members' technical concerns.

#### *2.4.2 TIA Technical Standards Subcommittee (TSSC)*

The Technical Standards Subcommittee (TSSC) is a special Subcommittee of the TIA Technical Committee. The TSSC provides the initial approval of all projects requested by TIA Formulating Groups and monitors for duplication of work between Formulating Groups. In addition, the TSSC reviews projects being undertaken by other Standards Development Organizations (SDO) to determine if there is overlap of projects between TIA and other SDOs.

TSSC ensures there is liaison internally and externally so that TIA Standards activities remain within assigned Scopes. The TSSC approves all Scopes of new Engineering Committees and revisions to those Scopes. The TSSC monitors the overall Engineering Committee work program at TIA and provides guidance as necessary.

When conflicts develop between Formulating Groups, the TSSC will attempt to resolve the conflict, and failing a resolution will escalate the matter to the Chair of the Technical Committee for appropriate action.

The TSSC reviews all new Standards Proposals recommended by Formulating Groups. The TSSC does not review Standards Proposals for technical content. This review verifies that the Standards Proposal has been prepared in full compliance with the rules and procedures of TIA for such programs and further verifies that the balloting process has met the requirements of TIA and ANSI, where appropriate. The TSSC has given the Standards Secretariat the authority to review and approve Standards Proposals for creation, reaffirmation, revision, and withdrawal of a proposed document that has no unresolved comments. The full membership of the TSSC will review all Standards Proposals that have unresolved comments before recommending the document for publication to ANSI. In the case of documents that are not Standards Proposals, only the Chair of the TSSC reviews documents recommended by Formulating Groups and approves the document for publication.

The membership and operating procedures for the TSSC are set forth in Annex A.

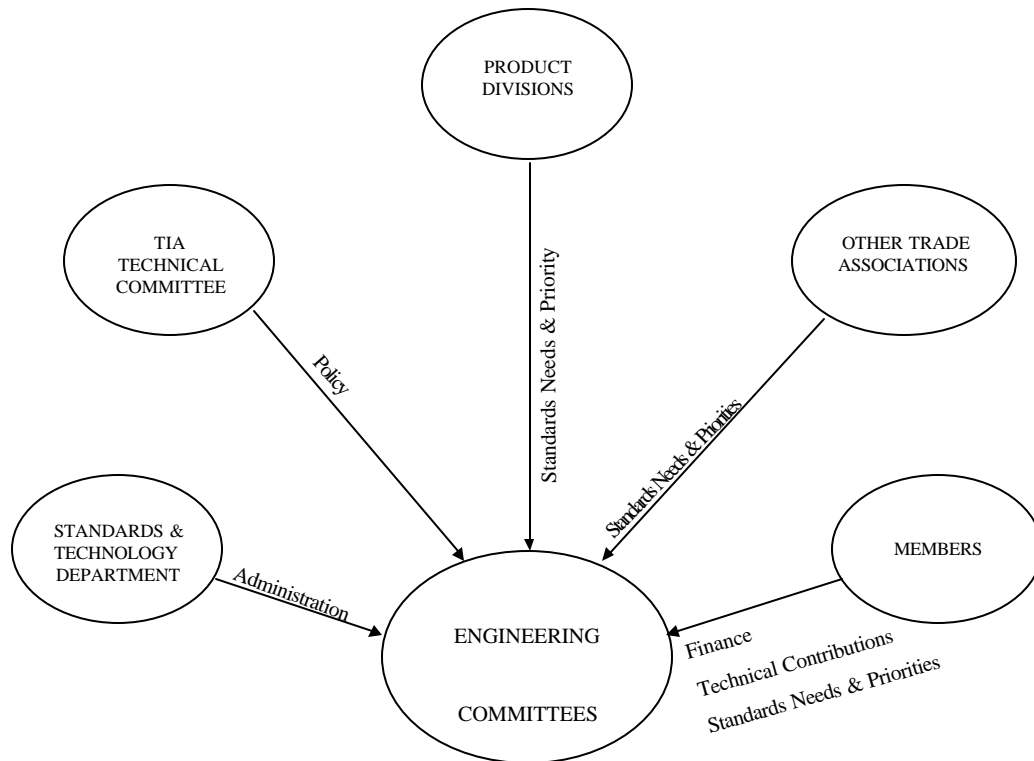
### **3 Engineering Committees**

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

#### **3.1 Establishment and Dissolution of Engineering Committees**

The Chair of the Technical Committee has authority to create Engineering Committees and to dissolve those that are no longer needed, subject to the approval of the Technical Committee membership. Such Engineering Committees normally will be organized to correspond to the appropriate product structures of the TIA product-oriented Divisions. Engineering Committees also may be organized directly under the

auspices of the TIA Technical Committee when the planned work is interdisciplinary or when other circumstances dictate (as shown below).



### 3.1.1 Election of Leadership

The election to the office of Chair and Vice Chair of an Engineering Committee is a personal one, not directly tied to a person's employer. However, TIA and ANSI have policies that require balance in Committee structures. No one company should dominate a Committee's leadership positions. In addition, when an individual is initially a candidate for a leadership position or when that individual changes employers, the support of their company or organization is required.

The Chair of the Technical Committee shall appoint a facilitator for any newly organized Engineering Committee. A new Engineering Committee shall elect a candidate by the end of its second meeting to serve a two-year term, and the term of office shall begin at the close of the meeting at which they are elected. Leadership elections shall be held in accordance with the election procedures described in Section 4.

The new Engineering Committee shall forward the elected candidate's name to the Chair of the Technical Committee and TIA Standards Secretariat for confirmation.

The Chair of the Technical Committee in consultation with the Standards Secretariat shall review the candidate's eligibility requirements as herein (See Section 4.1) provided. If the candidate is eligible, the Chair of the Technical Committee shall confirm the candidate to the office to which he/she was elected. If the candidate is ineligible, the Chair of the Technical Committee shall so advise the Engineering Committee in question and re-initiate the election procedure by appointing a facilitator.

The Chair of an Engineering Committee shall appoint a facilitator for any newly organized sub-element. A new sub-element shall elect a candidate by the end of its second meeting to serve a two-year term, and the term of office shall begin at the close of the meeting at which they are elected. New leadership elections shall be held in accordance with the election procedures described in Section 4.

The Chair of the Engineering Committee shall forward the elected candidate's name to the Chair of the Technical Committee and TIA Standards Secretariat for confirmation. The Chair of the Technical Committee in consultation with the Standards Secretariat shall review the candidate's eligibility requirements as herein provided. If the candidate is eligible, the Chair of the Technical Committee shall confirm the candidate to the office to which he/she was elected. If the candidate is ineligible, the Chair of the Technical Committee shall so advise the Engineering Committee in question and re-initiate the election procedure by appointing a facilitator.

Chairs and Vice Chairs of even numbered Formulating Groups shall stand for re-election in even numbered years (i.e., 2000, 2002), Chairs and Vice Chairs of odd numbered Formulating Groups shall stand for re-election in odd numbered years (i.e., 2001, 2003). This will ensure continuity when leadership changes.

### *3.1.2 Dismissal of Leadership*

If requested by a simple majority of the Formulating Group voting membership (at a meeting or in writing) a 30-day secret Letter Ballot of the voting membership shall be conducted for 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 parent Committee Chair and Technical Committee Chair shall confirm the dismissal process.

### *3.1.3 Establishment and Dissolution of Subcommittees, Working Groups, or Task Groups*

Subcommittees, Working Groups, or Task Groups may be established by an Engineering Committee if deemed necessary to carry out its mission.

- (1) **Subcommittees** normally will be formed when it is desirable to divide responsibility for the subject matter falling within the scope of an Engineering Committee. Subcommittees, like their parent Committees, have no fixed term of existence and are intended to continue to exist until there is no need. Subcommittee Chairs and Vice Chairs shall be elected by the Subcommittee

Membership, using the same processes and subject to the same term limitations as that of Engineering Committee leadership. The Chair of the parent Engineering Committee may dissolve the Subcommittee, with the approval of the Engineering Committee when it is no longer required.

- (2) **Working Groups** are established by an Engineering Committee or Subcommittee for specific purposes, such as (but not limited to) developing a draft of a specific Standard or Specification, and may be dissolved by the Chair of the parent body when their function is no longer required. The Chair of the Working Group is appointed by the Chair of the parent body except when the Working Group is a formulating body. If a Working Group is granted formulating authority, its leadership shall be elected as described for Formulating Groups and it must follow all procedures for submitting meeting notices, agenda and reports. The Vice Chair is appointed by the Chair of the Working Group with the provision that the Vice Chair is not from the same company as the Chair.
- (3) **Task Groups or ad hoc groups** are bodies that are established by an Engineering Committee, Subcommittee, or Working Group to address a specific problem as part of the larger body. Task Groups meet informally and do not have a standard-formulating mission. The Chair of the parent body shall dissolve the task or ad hoc group when the purpose for which it was formed has been completed. Appointment of a Task Group Chair (where appropriate) and dissolution of the Task Group are functions of the Chair of the parent body. The Vice Chair is appointed by the Chair of the Task Group or Ad Hoc Group with the provision that the Vice Chair is not from the same company as the Chair.

An alphanumeric designation of the pattern *TRXX* (or *FOXX*) (e.g., *TR-15*) will be assigned to each Engineering Committee by the TIA Standards and Technology Department. Subcommittees shall be designated by the addition of a decimal and a numerical suffix; e.g., *TR15.1*, and Working Groups shall be designated by the addition of a further decimal and numerical suffix; e.g., *TR15.1.1*. Where a Working Group or an ad hoc group is directly attached to an Engineering Committee, the numerical suffix 0 (i.e., *TR15.0.1*) or an alphabetical suffix (i.e. *TR15ABC*) may be used to so indicate.

#### *3.1.4 Establishment and Revision of Formulating Group Scope*

When a new Engineering Committee has been established, the elected Committee Chair shall be required to submit a proposed Committee Scope, defining the technical area of responsibility, for the review and approval of the TIA Vice President, Standards and Technology and the TSSC. When approved and published, that scope becomes the principal guide for the work of the Committee. Subcommittee Scopes must be within the parent Engineering Committee Scope and should be forwarded to the parent Engineering Committee for initial approval. The Scope approved by the parent Engineering Committee shall then be transmitted to the TSSC for final approval and publication. Formulating Group Scopes do not require ANSI approval.

Scopes of all Engineering Committees and Subcommittees are published by the Standards and Technology Department in a Committee Scope Manual supplied to all

Engineering Formulating Group Chairs. The Scope Manual is posted on the TIA web site.

### *3.1.5 Formulating Group Functions*

TIA Formulating Groups shall develop projects listed in Section 6.1, as well as contribute to the development and coordination of U.S. positions (See Section 3.2.1) on technical matters related to international, regional, and other national Standards bodies. The TIA Formulating Groups may also provide assistance, information, and recommendations on engineering matters to the product-oriented Divisions, the standing and special committees, the officers, and the Board of Directors of the TIA. The Formulating Groups may also select delegates that will represent the group in meetings with other standards groups. In addition, at the suggestion of their sponsoring Divisions or the Standards and Technology Department, they may engage in other engineering-related activities in keeping with their scopes and the TIA Legal Guides.

## **3.2 Application for Membership to Formulating Groups**

Application for membership on a TIA Formulating Group shall be submitted either in writing or via e-mail to the TIA Standards Secretariat who will forward a copy to the Chair of the Formulating Group. An organization requesting membership shall state its reason(s) for seeking membership and the relevant contact information for its designated representatives. The organization shall designate one such representative as its Voting Representative and may designate additional parties as Supplemental Representatives. The TIA Standards Secretariat will inform the party of the fees involved, if any, and the rules for participation. The Secretariat will also inform the requester of the requirement to attend two meetings to demonstrate an active interest and to obtain meeting voting rights. The requirements to maintain meeting voting rights will also be provided. The TIA Standards Secretariat will advise the Formulating Group Chair on the verification of status and whether all TIA general class member dues or non-member fees have been paid. (See Section 3.2.9)

### *3.2.1 Eligibility for Participation in Formulating Groups*

Participation in Engineering Committees and their sub-elements is open to any company (or comparable body)<sup>1</sup> that has a direct and material interest within the respective jurisdiction of the Formulating Groups. TIA Membership is not a prerequisite to participation. (See Section 3.2.4 for government participation.)

The working language for all such Committees and sub-elements shall be English.

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<sup>1</sup> A company (or comparable body) is a corporation, other legal entity, partnership, or sole proprietorship organized under the laws of a specific country or countries. Comparable bodies include organizations; associations; trade unions; and institutions, including government agencies and international organizations.

Persons participating in such programs should be technical personnel. Under some circumstances, eligibility for Membership may be limited by circumstances beyond the TIA's control, such as government regulations, the need for security clearances, etc. Any question as to eligibility shall be referred to the TIA Standards and Technology staff person assigned to a respective Formulating Group. Whenever government regulations or government policies require, or the need to develop a USA-only position or recommendation arises, that portion of a meeting may be limited to USA participants<sup>2</sup> only.

### 3.2.2 *Formulating Group Balance*

All appropriate interests that might be directly and materially affected by the standards activity of the committee shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall designate its own interest category as appropriate and in accordance with the committee's already established categories. Interest categories appropriate to the development of consensus in any given standards activity are functions of the nature of the standards being developed. In defining the interest categories appropriate to a standards activity, consideration shall be given to at least the following: (a) Producer, (b) User, (c) Producer/User, and (d) General Interest.

The standards developer shall have a balance of interests and shall not be dominated by any single interest category.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. The requirement implicit in the phrase "shall not be dominated by any single interest category" normally will be satisfied by the historical criteria for balance that is: a) no single interest category constitutes more than one-third of the membership of a committee dealing with safety or b) no single interest category constitutes a majority of the membership of a committee dealing with product standards.

Unless a directly or materially affected person claims that a single interest category dominated, the absence of dominance is presumed.

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<sup>2</sup> A USA Participant is a company or comparable body organized under the laws of any state of the United States of America.

### 3.2.3 *Company or Organizational Representation in Formulating Groups*

#### 3.2.3.1 *Voting Representative – One Company, One Vote*

Membership in TIA Formulating Groups is vested in companies (or comparable bodies) whether TIA Member or non-Member<sup>3</sup>. An individual designated by the company is placed on the list of Voting Representatives and exercises full Membership privileges after the company has been represented at two consecutive meetings and such voting right vests after quorum (See Section 5.3.2) has been established at the second meeting attended<sup>4</sup>. (See Section 3.2.5 below for Membership voting continuation requirements.)

Representatives on Engineering Committees and sub-elements are considered to be acting for their respective companies or organizations in developing an industry position on issues before such Formulating Groups. Voting representation from any company or organization is limited to one representative on any Formulating Group or sub-element<sup>5</sup>. Where a company includes several divisions or subsidiaries, voting representation is limited to one person from that company unless it can be shown that the operations are so different as to represent different interest categories (i.e., one company, one vote).

#### 3.2.3.2 *Alternate Voting*

When the designated Voting Representative is not present at a Formulating Group meeting or is unavailable to respond to a ballot, any other employee or representative of that company may be designated by it to exercise Formulating Group Membership privileges, including voting, on behalf of that Member. In such case, only one such company representative may vote, per the requirements of 3.2.3.1, above.

#### 3.2.3.3 *Supplemental Representative*

In addition to the Voting Representatives list referred to above, the TIA maintains a supplemental mailing list, and individuals whose names appear on this list receive copies of all Formulating Group correspondence distributed by the TIA.

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<sup>3</sup> Non-Member participation fees may be charged. See Section 3.2.9. Further details are available from the Standards and Technology Department.

<sup>4</sup> This two-meeting requirement applies in the case of joining an existing Formulating Group, and does not apply when a new Formulating Group is being established or reorganized.

<sup>5</sup> Some TIA Engineering Committees have traditionally chosen to operate as administrative groups coordinating the work of their Subcommittees, which function as the Formulating Groups. The Members of such Committees are often the Subcommittee Chairs, and are representing the Membership of the Subcommittees, rather than their individual companies. It may occur that two or more of the Subcommittee Chairs are employees of the same company. In such case, the TSSC may waive the one company, one vote provision of 3.2.3.1.



Non-members of the TIA holding voting Membership status in a Formulating Group may place additional names on the supplemental mailing list upon payment of a service fee per name, per list.

Member companies of the TIA may place additional names on the supplemental mailing list without charge for up to 10 individuals, and may place further additional names on the supplemental mailing list upon payment of a service fee per name, per list. Deviations from this policy require approval of the TIA Vice President, Standards and Technology.

Persons whose names appear on the supplemental mailing list are not recognized as the Voting Representative, but when a vote is cast in the absence of the regular Voting Representative (Section 3.2.3.1), it is desirable that the vote be cast by an individual who has been receiving Formulating Group correspondence through the supplemental mailing list and who has been participating regularly in Formulating Group meetings.

#### *3.2.3.4 Multiple Votes*

No individual may vote or cast a ballot on behalf of more than one Member. No proxy or absentee ballots will be recognized.

#### *3.2.4 Government Participation*

The TIA, through its Standards and Technology Department, provides a forum for the writing and maintenance of voluntary industry Standards and Specifications that relate to the products and services its Members and others provide. The TIA desires and encourages the active participation in its Standards-developing activities of all parties having a direct and material interest in its Standards, including U.S. or other federal, state, and local government entities when they have such a direct and material interest. Contribution to the Standards-making process may take the form of liaison with appropriate Formulating Groups, participation in the open industry balloting of Standards Proposals, or active participation in Formulating Groups. Because Standards-making depends on consensus rather than the will of a simple majority, participation in the consensus-building process, in any of the forms described above, is of far greater significance than the final act of voting in a Committee.

Agencies at all levels of federal, state, and local government are encouraged to participate in TIA Standards-making activities when they have a direct and material interest in the Standards work and are willing and able to commit to full and consistent participation at any of the levels described above.

TIA provides many alternatives to encourage government entity participation:

1. If a government entity chooses to participate in a Formulating Group on a non-voting basis, all fees are waived. The names of the participants will be entered on the supplemental mailing list of the Formulating Groups, entitling those representatives to all Formulating Group-related correspondence distributed by the TIA.

2. If a government entity chooses to participate in a Formulating Group on a voting basis, active participation is required by such government designees (See Section 3.2.5) and a participation fee is assessed (See Section 3.2.9). State and local jurisdictions in particular may find it more practical to be represented by their respective national associations which can consolidate their inputs.
3. Recognizing the limited resources of many government agencies, TIA offers an additional *optional* fee waiver provision that will provide voting rights:
  - a) If all branches and agencies of a **federal** government who have requested to participate in a Formulating Group on a voting basis designate one representative to represent the interests of all such branches and agencies, then the normal non-member participation fees will be waived as respects participation by such designee. (See Section 3.2.9 and paragraph 2 above.)
  - b) If all branches and agencies of a **state** government who have requested to participate in a Formulating Group on a voting basis designate one representative to represent the interests of all such branches and agencies, then the normal non-member participation fees will be waived as respects participation by such designee. (See Section 3.2.9 and paragraph 2 above.)
  - c) If all branches and agencies of a **local** government who have requested to participate in a Formulating Group on a voting basis designate one representative to represent the interests of all such branches and agencies, then the normal non-member participation fees will be waived as respects participation by such designee. (See Section 3.2.9 and paragraph 2 above.)

### 3.2.5 Membership Voting Continuation

Continuation of voting status as a Member of any Formulating Group or sub-element depends upon active participation in the work program. There are two types of participation: attendance at meetings and responding to ballots.

Option A (includes ballots)

The criterion for removal of a company (or organization) from voting status in a Formulating Group is absence from three consecutive meetings. If a Member of a Formulating Group does not respond to any Formulating Group ballots that close between any two consecutive meetings of the Formulating Group, then it shall be counted as a single absence for the purpose of maintaining voting status.

When a company holding voting status in a Formulating Group has gone unrepresented for three successive meetings or does not respond to at least 50% of the Formulating Group ballots between successive meetings, the Chair shall so advise the Staff unless, on a case-by-case basis, failure to attend or vote on ballots are excused. The Chair shall notify the company of its failure to meet minimum participation requirements and shall remove the company and its representatives from the list of voting Members.

Reinstatement requires a resumption of participation in the Committee's work, and participation in two consecutive meetings.

If a member of a Formulating Group votes on ballots between any two consecutive meetings of the Formulating Group, then it shall be counted as a single attendance for the purposes of maintaining voting status.

The Chair shall notify the Staff when reinstatement requirements have been met.

Formulating Group Chairs are required to enforce the Membership continuation rules in order to maintain their ability to raise a quorum at meetings. (See Section 5.3.2.) In addition, any participant in default of payment of fees may have membership rights dropped or suspended (See Section 3.2.9)

Formulating Group Chairs should also encourage Member companies to ensure that the person shown on the distribution lists as their Voting Representative is in fact the person who attends Formulating Group meetings.

Formulating Group Chairs shall be responsible for notifying the TIA Standards Secretariat of who the eligible member companies are when the ballot authorization form is submitted under this option.

Option B (excludes ballots)

The criterion for removal of a company (or organization) from voting status in a Formulating Group is absence from three consecutive meetings.

When a company holding voting status in a Formulating Group has gone unrepresented for three successive meetings, the Chair shall so advise the Staff unless, on a case-by-case basis, failure to participate or attend is excused. The Chair shall notify the company of its failure to meet minimum participation requirements and shall remove the company and its representatives from the list of voting Members. Reinstatement requires a resumption of participation in the Committee's work, and participation in two consecutive meetings. The Chair shall notify the Staff when reinstatement requirements have been met.

Formulating Group Chairs are required to enforce the Membership continuation rules in order to maintain their ability to raise a quorum at meetings. (See Section 5.3.2.) In addition, any participant in default of payment of fees may have membership rights dropped or suspended (See Section 3.2.9)

Formulating Group Chairs should also encourage Member companies to ensure that the person shown on the distribution lists as their Voting Representative is in fact the person who attends Formulating Group meetings.

### *3.2.6 Liaison Representatives*

Formulating Group Chairs may appoint non-voting liaison representatives from other trade associations or professional societies when appropriate. Liaison arrangements

are usually made on a reciprocal basis. A liaison representative has full privileges of participation in Formulating Group activities and will receive Committee mailings but may not vote. Fees will be waived when a reciprocal arrangement exists. Requests or recommendations for liaison arrangements with non-U.S. counterpart or regional or international Standards bodies should be referred to the Standards and Technology Department.

### 3.2.7 *Observers*

Requests for status as an Observer at a meeting from other organizations or individuals should be referred to the Standards and Technology Department. A Chair or Staff may allow any person to observe one meeting without the payment of any fees or dues, in order to allow the person to see if their company or organization is directly and materially interested in the work of the Formulating Group.

### 3.2.8 *Non-U.S. Observers*

Requests from non-U.S. Standards Development Organizations, individuals, or companies for observer status will be considered on a case-by-case basis, and should be referred to the Standards and Technology Department. Since in some cases U.S. export laws and regulations may bar participation in the meetings or receipt of technical information, special rules apply to non-U.S. participants.

### 3.2.9 *Fees*

Since the operations of the Engineering Committees and the Standards and Technology Department are heavily subsidized from the dues paid by Association Members, a charge per planned meeting commensurate with costs is assessed to companies that desire to be Members of Engineering Committees but are not general class Members of the TIA. In order to encourage participation in the Engineering Committees by underrepresented interest categories, this fee may be waived or reduced for such individuals belonging to an underrepresented interest category. After consultation with the Chair of the Formulating Group, the Standards & Technology Staff person assigned to oversee the Formulating Group will make the decision to waive or reduce fees based on the interest category represented.

Companies having a direct and material interest in the matters being considered for standardization in TIA Committees, who can demonstrate that they would be prevented from participation in the Standards formulation process by imposition of participation fees or special fees may seek partial or complete abatement of the fees on a hardship basis by contacting the Standards and Technology staff person assigned to oversee the Formulating Group. Since the cost of travel to attend meetings usually far outweighs the fees, such companies should also consider the alternative of participation in the pool of persons agreeing to receive unsolicited documents during the public review period, since this does not require meeting attendance. (See Section 6.6.2.)

In providing information dissemination, meeting room arrangement, and other administrative expenses to Formulating Groups, TIA undertakes a major financial commitment. Like any trade association, TIA's resources are finite. TIA will budget Standards activities based on historical information and revenue sources available to TIA. This budget will provide a finite amount of support. If Standards activities of Formulating Groups become extraordinary and exceed the budgeted resources, then the Formulating Group may be assessed an additional fee or asked to provide the additional resources internal to the Formulating Group.

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 from further participation in the work of the Committee.

Some domestic Formulating Groups work closely with the U.S. Technical Advisory Groups (US TAGs) for the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Voting members may be assessed an International Participation Fees (IPF). Some TAG Administrators may also charge a TAG Administration fee. TIA Standards and Technology Department is not responsible for the assessment or collection of such IPF and TAG administrative fees, but it has agreed to provide lists of voting members of Formulating Groups when such Group's activities are closely supportive of related international work conducted in ISO or IEC.

### **3.3 Responsibilities of Formulating Group Leadership**

The Chair and Vice Chair of each TIA Engineering Committee or sub-element is responsible to:

- (1) Conduct group activities in accordance with the procedures prescribed in this Manual, especially Section 5, and the TIA Legal Guides as the presiding official to ensure a meeting that is prompt, efficient, and effective.
- (2) Prepare (or have a Committee Secretary prepare) meeting notices and agendas and meeting reports and have them sent to the TIA Standards Secretariat in time to provide adequate notice of upcoming meetings.
- (3) Request and prepare Project Initiation Notification System (PINS) and other authorization forms for transmittal to TIA Standards Secretariat.
- (4) Submit ballots in accordance with the Style Manual and Engineering Manual on a timely basis.
- (5) Provide adequate notice and information to the TIA Meeting Planner about future meeting dates, locations, and facility requirements if TIA is to contract for the arrangements. If TIA has signed a hotel contract, then TIA staff must be involved in any modifications to requirements with the hotel or meeting location.
- (6) Ensure that, when requested by the TIA Meeting Planner, attendance rosters are transmitted to the TIA Meeting Planner for room pick-up verification. If TIA staff

is present during the full duration of the meeting, the Meeting Planner shall request TIA staff to make the transmittal.

- (7) Ensure special provisions of the Engineering Manual such as the Early Disclosure Request Statement of the Patent Policy and compliance with Export Control regulations are communicated. (See Section 6.5.1).
- (8) Establish appropriate liaison whenever a matter in the work of an Engineering Committee or Formulating Group may concern another Department, Division, or standing committee within the Association. Liaison should also be established to organizations external to TIA including domestic and international Standards Development Organizations.
- (9) Ensure that elections are conducted for Chairs for Subcommittees and Working Groups when they have a standard-formulating mission. The election should follow the process and criteria set forth in Sections 3.1.1 and 4.
- (10) Appoint Chairs for Working Groups and Task Groups that do not have a standard-formulating mission.
- (11) Provide the Standards and Technology Department with current information for the maintenance of lists of Members, Voting Representatives, and Supplemental Representatives.
- (12) Oversee subordinate Subcommittees and Working Groups, ensure their activities are conducted in accordance with the agreed scope and in accordance with relevant procedures prescribed in this Manual, and prepare periodic and annual reports on Committee activities to be furnished to the Standards and Technology Department and the Technical Committee.
- (13) Conduct the meeting in a dignified and professional manner.
- (14) Elect a Vice Chair from among eligible candidates proposed by the Committee Membership and to create a Committee Secretary position to assist with the meeting reports and other administrative interfaces with the TIA Standards Secretariat. In the absence of a Committee Secretary, these functions are the responsibility of the Chair.
- (15) Represent the consensus of the Group even when said position is not aligned with the person's company position.
- (16) Lead the Group to consensus even when the consensus position is not aligned with the person's company position.

## **4 Election Procedures**

The Chair and Vice Chair shall be elected by the Formulating Group to serve a two-year term or until their successors are elected. The terms of office shall begin at the close of the meeting at which they are elected. The anniversary of the election meeting shall be determined by each Formulating Group.

This election shall be conducted at a regularly scheduled meeting of the Formulating Group, and shall be announced in writing, to the Formulating Group, at least 30 days in advance of the meeting. When an election is held to fill the office of Chair, the announcement shall also indicate that there will be an election to fill the position of Vice Chair in the case where the Vice Chair may be elected to the office of Chair. If, at the election, the Vice Chair is elected to the office of Chair, that individual shall become Chair immediately, the position of Vice Chair shall be assumed vacant, and an election shall be held for the office of Vice Chair. If, as a result of the election, the Vice Chair is not elected to the office of Chair, that individual shall remain Vice Chair and stand for re-election. In all other cases, the individual(s) elected shall assume office at the close of the meeting at which they are elected.

### **4.1 Eligibility for Formulating Group Chair and Vice Chair**

Acceptance of the Chair of a TIA Formulating Group represents a major commitment of talent and support resources by an employer. In order to ensure that such a commitment exists and will be ongoing, it is the TIA's policy that Chairs of Formulating Groups be elected from among qualified representatives of organizations holding voting status in the Formulating Group.

Maintaining a leadership position on a Formulating Group can require a significant amount of time and travel. Individuals seeking such positions should ensure that their personal commitments and their employer's priorities will allow them the necessary resources to serve effectively and review the responsibilities required in Section 3.3. Candidates' employers shall submit a letter of support to the parent Committee Chair and the TIA Vice President, Standards & Technology that the candidate and employer will commit the time and resources required in fulfilling the position.

Vice Chairs are recommended because it is desirable to have continuity of leadership within Formulating Groups. Vice Chairs are to be elected using the same process as that used for Chair, and shall not be from the same member company as the Chair.

No individual shall serve more than two consecutive terms as Chair, or more than two consecutive terms as Vice-Chair. Should no candidate come forward seeking election 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 term.

For a Chair or Vice Chair to serve more than two consecutive terms, a waiver must allow the Chair or Vice Chair to run for reelection. To obtain such waiver, at least 75% of organizations in good standing listed on the quorum list of the Formulating Group

must be in favor of the waiver. It is the expectation but not the requirement that waivers will be granted in exceptional circumstances.

Whenever a vacancy exists in the office of Chair or Vice-Chair, the successor shall be elected for a full term of two years. This election shall be conducted at a regularly scheduled meeting of the Committee, shall be announced, in writing, to the Committee consistent with meeting notice guidelines (Section 5.2) with an additional seven days, and shall be conducted by secret letter ballot. When an election is held to fill the office of Chair, the announcement shall also indicate that there may be an election to fill the position of Vice-Chair in the case where the Vice-Chair may be elected to the office of Chair. If, at the election, the Vice-Chair is elected to the office of Chair, that individual shall become Chair immediately, the position of Vice-Chair shall be assumed vacant and an election should be held for the office of Vice-Chair. In all other cases, the individual(s) elected shall assume office at the close of the meeting at which they are elected or upon the occurrence of the vacancy, whichever is later.

#### **4.2 Nomination of Candidates**

The following process will be used by a Formulating Group to receive nominations for candidates:

- (1) Nomination letters and letters of support for Chair and Vice-Chair shall be sent to the Vice President, Standards and Technology and copied to the current Formulating Group leadership.
- (2) Candidates are asked to submit a statement of interest, qualifications and objectives to the Standards Secretariat who will distribute it with the name of the nominees.
- (3) At least 30-days before the designated election meeting, the names of nominees for Chair and Vice Chair will be sent by the Standards Secretariat to the organizations in good standing listed on the quorum list of the Formulating Group.
- (4) Before the election, additional nominations from the floor shall be permitted. Each nomination from the floor shall be accompanied by a written letter of support from the employer of the candidate and a statement of interest, qualifications and objectives for their proposed administration.

#### **4.3 Election of Candidates**

Voting for the Chair and Vice Chair shall be by the organizations in good standing listed on the quorum list of the Formulating Group. Elections shall be conducted via secret ballot. Official ballots shall be provided to the Formulating Group by the Standards Secretariat.



The election will be conducted by the current Chair or duly appointed neutral party (preferably TIA staff) at a plenary meeting of the Formulating Group. Election for Chair shall be by a majority on the first ballot. If no candidate receives a majority, a run-off election will be held among the candidates receiving the two highest number of votes on the first ballot. This process is repeated until one candidate receives a majority vote. At the conclusion of the election of a Chair, the election of the Vice Chair will be conducted in the same manner prescribed for the election of the Chair. The appointed neutral party shall forward all ballots to the Standards Secretariat for archiving.

#### **4.4 Announcement of Results**

The result of the election of the Chair and Vice Chair shall be reported in the following manner:

- (1) The current Chair shall announce the winner of both the Chair and Vice Chair positions after the ballots have been tallied by the appointed neutral party.
- (2) The Chair shall not announce the ballot tally figures at the plenary.
- (3) Any candidate shall be able to review the tally sheets by making their request known to the Standards Secretariat. This review will take place at the headquarters of the Secretariat. Request for review of said documents shall be made within 180 days after the election meeting.
- (4) The Secretariat shall keep both the tally sheets and the ballots for no less than 180 days after the election meeting where the election was held.

Newly elected officers will assume office immediately following the election meeting.

## **5 Meetings**

### **5.1 Meeting Location and Facilities**

Formulating Group Chairs should consider convenience and travel costs for Members, costs to the TIA, and appropriateness of facilities when selecting meeting locations. The TIA has some conference rooms available for meetings and these can be used on a space-available basis. The TIA Staff can also provide assistance in locating and negotiating with commercial meeting facilities such as hotels and conference centers. When it is necessary to schedule a meeting at a location that will involve costs to the TIA, arrangements shall be made only by the TIA Staff, in recognition of the budget constraints for such activities.

Meetings also may be scheduled at company facilities provided by Formulating Group Members or underwritten by Members at commercial facilities, subject to the following guidelines:

- (1) Host companies are requested to avoid inappropriate or elaborate hospitality actions.
- (2) Attendees should not be subjected to sales or product presentations unless the Formulating Group requested such a presentation for reasons related to their deliberations. Any product presentation should not include pricing information or other commercial terms and should be done in a manner fair to all presenters.
- (3) Gifts or other promotional items of significant value should not be given to attendees.
- (4) The requirement for security clearances for attendees should be avoided.
- (5) Expenses to be paid by the TIA shall be pre-authorized by Standards and Technology staff assigned to the Formulating Group, and shall be within budget constraints for such activities. TIA staff shall coordinate closely with the Chair to determine what additional requirements are necessary for the meeting (e.g. audio visual equipment, computer services, LANs, and copying services).
- (6) Meetings may be held outside the United States if agreed to by the Members of the Formulating Group.
- (7) The Formulating Group shall maintain a set of general 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.

## **5.2 Meeting Notices, Agenda and Reports**

### *5.2.1 Meeting Notices, Notices of Cancellation*

Chairs shall coordinate meeting arrangements with the TIA Standards and Technology Department and shall electronically forward the meeting notice to the TIA Standards Secretariat at least 24 days prior to the first day of the scheduled meeting. Agendas should accompany the meeting notice, but will be accepted until two weeks prior to the first day of the meeting. (See Section 5.2.2.) Unless the Chair requests earlier transmittal, the TIA shall send out the meeting notices electronically at least 14 days before the meeting to the list(s) designated by the Chair, and post the information on TIA's web and File Transfer Protocol (FTP) sites.

Once meeting dates and locations are established, Chairs shall use preliminary announcements to allow participants ample time for travel arrangements. Chairs shall coordinate meeting arrangements with the TIA Meeting Planner (if applicable) and forward to the Standards Secretariat an electronic copy of the meeting notice at least 24-days prior to the first day of the scheduled meeting. The draft agenda shall accompany the meeting notice. If meetings are less than four weeks apart, the

committee shall send the meeting notice to the TIA Standards Secretariat at the conclusion of the previous meeting. When the Chair requests earlier transmittal, the TIA shall send the meeting notices to the list(s) designated by the Chair, and post the information on TIA's web and File Transfer Protocol (FTP) sites within 48 hours of receipt. It is suggested that the notification of the next meeting be placed at the end of the meeting agenda of the previous meeting.

Meetings that do not fulfill the notification requirements can still be held, however, the results of the meeting are advisory and shall be contributed to the next meeting that fulfills the notification requirements.

Meeting reports are to be filed within six weeks of the meeting close date. Once received by the TIA Standards Secretariat, the TIA General Counsel or an attorney authorized by the TIA General Counsel is to approve the meeting report within five (5) business days. Upon approval, the TIA has five (5) business days to distribute the meeting report.

Meetings may be cancelled if it is anticipated, with cause, that there will be no quorum for conducting business at the meeting, no Chair or Vice Chair will be present to conduct the meeting, or an emergency or other act of nature precludes attendance at the meeting (e.g., hurricane). A notice of cancellation will be sent as soon as possible to provide the most time to the possible participants. A substitute meeting may be scheduled in order to continue the progress of a Formulating Group in the event a meeting is canceled. Notification requirements for substitute meetings shall be the same as for any other meetings of the Formulating Group.

### 5.2.2 Meeting Agenda

A detailed meeting agenda should be forwarded electronically to TIA Standards Secretariat concurrently with the meeting notice information. In all cases, the agenda shall be available at least two weeks prior to the first day of the meeting. If more than one Formulating Group is meeting concurrently at the same place, the Chair of the senior group should submit the agenda for all such groups.

The agenda should list the items to be discussed, and shall clearly indicate any substantive items to be voted upon at the meeting. Examples of such items are:

- (1) approval of Standards proposals for industry ballot (including issuing ballots for the reaffirmation, revision or withdrawal of existing Standards);
- (2) adoption or revision of Formulating Group procedures;
- (3) changes in Formulating Group scope;
- (4) termination of the Formulating Group, or
- (5) election of the leadership of the Formulating Group.

If so requested by a Formulating Group member, the Chair, with concurrence of the Group, may defer action on substantive items that have not been the subject of prior notification on the published agenda. Action may be deferred to a subsequent meeting or a Letter Ballot may be issued.

Reference in the agenda to any document should be specific, using project or publication numbers, to avoid confusion and misunderstanding. Well-prepared agenda expedite the work of the Formulating Group. A typical agenda is included in Annex D.

### 5.2.3 Meeting Reports

Each Chair of a Formulating Group is encouraged to appoint a Secretary to record and prepare a meeting report for each meeting. In the absence of the Secretary, the Chair is responsible for preparation of the report.

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:

- (1) the date and place of the meeting;
- (2) a list of persons in attendance (members and nonmembers);
- (3) a statement that a quorum was (or was not) present;
- (4) actions taken;
- (5) significant unresolved issues;
- (6) voting records (the use of "unanimous" when applicable or the notation by member name of negative and abstaining votes cast);
- (7) a document list (See Section 5.2.3.1);
- (8) future meeting schedules (if applicable);
- (9) action items assigned;
- (10) time of adjournment.

Meeting reports shall contain the following statement as the last paragraph before the signature(s):

"This meeting was conducted in accordance with the TIA Legal Guides and the Engineering Manual."

The Secretary shall prepare the meeting report in accordance with the format contained in Annex E. The draft meeting report shall be signed by the Secretary or the Chair and forwarded to the TIA Standards and Technology Department for review and distribution. *No distribution of the draft meeting report may be made in any form prior to review and*

*approval by the TIA Standards and Technology Department and Legal Counsel for TIA.* (See Section 5.2.3.2.) After legal approval is received, the draft meeting report can be discussed, accepted or modified at a subsequent meeting, and any changes recorded in the report of that subsequent meeting. If the Legal Counsel-approved draft meeting report is modified substantially at the subsequent meeting, the entire report should be re-submitted for approval by Legal Counsel.

The Chair of the Formulating Group shall ensure corrections, additions, and reclassification from voting to non-voting and vice-versa are legibly marked on the forms provided by the TIA and are returned immediately following the meeting to the Standards and Technology Department for database maintenance.

The original attendance list may be sent separately when the meeting report is sent to the Standards Secretariat electronically. The attendance list may be attached to the meeting report and serve in lieu of the list of persons in attendance if all names are clearly legible when reproduced<sup>6</sup>. Short working documents not available at the meeting may be appended to the meeting report. When a large document falls into that category, its pertinent material should be abstracted.

Subcommittee and Working Group reports may optionally be included with the meeting report of the parent Committee or Subcommittee if the meeting took place in conjunction with a meeting of the parent Committee.

The TIA Standards and Technology Department normally circulates meeting reports to:

- (1) Members of the Formulating Group;
- (2) Individuals listed on the supplemental mailing list;
- (3) "Others Present" when their complete mailing addresses are supplied by the Chair or Secretary to the Standards and Technology Department, and the Chair requests such distribution.

Availability of accurate meeting reports from previous meetings is essential to the orderly conduct of meetings. It is the responsibility of the Chair and the Secretary of the Formulating Group to submit meeting reports to the TIA in sufficient time to allow for their approval and distribution prior to the next regularly scheduled meeting. Once received by the TIA Standards Secretariat, the TIA General Counsel or an attorney authorized by the TIA General Counsel is to approve the meeting report within five (5) business days. Upon approval, the TIA has five (5) business days to distribute the meeting report. Meeting reports must be approved and distributed prior to the next meeting.

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<sup>6</sup> The permanent archives of the Standards and Technology Department may be retained on microfilm and other image-based media. This places a higher standard of legibility on original documents.

### *5.2.3.1 Document List*

A document list identifying all documents distributed at or in preparation for the meeting shall be made a part of the meeting report, but items appearing on the document list should not be incorporated in or distributed with the meeting report. TIA meeting reports are intended as a permanent record of Formulating Group action, and not as a medium of information transmittal for those not attending meetings.

### *5.2.3.2 Legal Approvals*

All meeting reports shall be submitted for legal review to ensure the actions were in compliance with antitrust and liability laws. Strict compliance with this requirement serves to protect the Committee Members and the Association from allegations of wrongdoing.

All meeting reports shall be approved by the TIA General Counsel, or an attorney authorized by TIA General Counsel before any distribution is made. After TIA Staff approval, the meeting report is distributed to the Committee and approved by the Committee as a part of the permanent legal record. Distribution may take place by posting to the TIA web site and sending notification to members.

## **5.3 Conduct of Meeting**

### *5.3.1 General*

All meetings whether face to face, conference call or web based, shall be conducted in accordance with the Legal Guides contained in Annex B. The Chair is responsible for maximizing the time spent at a meeting so that the time and expense of all present can be justified. This requires that the agenda be followed and that discussion be kept pertinent to the agenda. At the beginning of each meeting, Section 6.5.1, Encouragement of Early Disclosure, should be satisfied.

TIA periodically conducts training sessions (e.g., Leadership Workshops), which focus on topics such as the TIA Engineering Manual, ANSI processes or how to conduct a meeting. The Chairs of Formulating Groups, their Vice Chairs and Secretaries are strongly encouraged to attend.

### *5.3.2 Quorum*

A quorum of a Formulating Group, consisting of a simple majority of the listed voting Member companies, is required to conduct business. Listed, in this case, means those Member companies represented on the Formulating Group voting Member list established by the Chair and maintained in the offices of TIA. If a Member company is not represented at a meeting, and if its absence constitutes a failure to meet the participation requirements for maintaining voting membership (See Section 3.2.5), it

may be removed from the Voting Member list for the purpose of determining if a quorum is present. After quorum is established, any new Members who have vested voting rights should be so advised. (See Section 3.2.5.)

Any participant who is not a member of the Formulating Group and who desires to join the group, should be advised to submit a membership application in accordance with Section 3.2.

After the first meeting of a new Formulating Group, the participants participating in the first meeting shall establish quorum.

It is the Chair's responsibility to ensure that decisions or actions are only taken in the presence of a quorum.

If a quorum is not present, no final action may be taken, but material may be distributed to the Formulating Group for action by Letter Ballot.

### 5.3.3 *Voting Procedures*

Voting may be conducted in meetings, including electronic meetings where all participants can hear and be heard, or may be accomplished by Letter Ballot.

#### 5.3.3.1 *Voting in Formulating Group Meetings*

At a meeting where a quorum is present *at the time of the vote*, a simple majority of those voting (excluding abstentions) is sufficient to act in all matters except the final approval of a TIA Standard, or approving a Standards Proposal for public ballot, in which case a consensus within the Formulating Group is required. Each Formulating Group Member company or organization represented shall have one vote. If the Chair's company is represented by a Voting Representative other than the Chair, the Chair is without vote.

The Chair, with the concurrence of the group, may put a question out for a Letter Ballot, and not call for a vote at the meeting.

At a meeting, a Formulating Group may recommend publication of a TIA standard if consensus has been reached and **all** the following are true:

- TIA has completed a Letter Ballot of the proposed TIA standard. This is typically a 30-day ballot.
- The meeting agenda includes an item for approval of the document.
- The Letter Ballot results in no ballot comments or if comments are received, all ballot comments (both technical and editorial) are satisfactorily resolved.
- No one at the meeting dissents to the recommendation to publish.

**Note:** If technical changes are made to resolve ballot comments on the document, any voting member at the meeting may request a default Letter Ballot on the matter.

At a meeting, a Formulating Group may recommend publication of an American National Standard if consensus has been reached and **all** the following are true:

- TIA has completed a Standards Proposal Ballot.
- The meeting agenda includes an item for approval of the Standards Proposal.
- The Standards Proposal ballot results in no ballot comments or if comments are received, all editorial ballot comments are satisfactorily resolved. (See Section 7.2.1)
- No one at the meeting dissents to the recommendation to publish.

If technical changes are made to resolve ballot comments on the Standards Proposal, a rebalot is required according to Section 6.11, and a recommendation to publish cannot be made at the time of comment resolution.

### *5.3.3.2 Letter Ballots*

A simple majority of those casting ballots is required to approve any procedural matter posed as a question on a Letter Ballot. Consensus is required to approve a TIA Standard or to approve a Standards Proposal. (See Section 6.7 for additional information on ballot options.) In all other matters, a two-thirds majority of those casting ballots within the balloting period is sufficient.

If the number of required affirmative votes on a Letter Ballot is not attained, the Chair shall attempt to determine the nature of the objections and changes necessary to resolve the concerns. The Chair, with concurrence of the Formulating Group, may decide to issue a second Letter Ballot (default or rebalot), or may decide the matter should be carried over as an agenda item for the next meeting.

The Chair or Secretary of the Formulating Group shall forward the exact wording of the issue(s) to be resolved by the Letter Ballot and any attached material to the TIA Standards and Technology Department. The Staff will prepare a Letter Ballot and electronically transmit it to the last known e-mail address of Formulating Group interested parties. All responses received within the specified voting period will be forwarded to the Chair, editor, or Secretary as specified.

The period for voting on Formulating Group Letter Ballots shall be at least 30 days from the date of issuance unless otherwise noted on the ballot with the approval of the cognizant Chair. At the Chair's discretion, the voting period may be longer than 30 days.



## 6 Development of Standards

### 6.1 Types of Projects

Engineering Committees may initiate projects to produce the following types of TIA documents:

- (1) Standards, both TIA Standards and American National Standards;
- (2) Adoption of international standard as ANS Standard;
- (3) Bulletins;
- (4) Engineering Publications;
- (5) Input documents to other Standards bodies;
- (6) Such other projects as may be authorized or requested by the Chair of the sponsoring Division or by the Chair of the Technical Committee;
- (7) Joint Standards.

#### 6.1.1 *Joint Standards Development*

A joint standards group is a standards development body that consists of two or more internal or internal/external entities. Its purpose is to develop a standard that is of mutual interest to all the entities concerned. When a joint standards group is formed, TSSC shall be notified with the PINS form that will state the objectives and deliverables of this group.

Where the interests of the industry are served by having TIA Engineering Committees work jointly with other SDOs external entities to develop Joint Standards Documents (JSD), then the Engineering Committee Chair who desires to undertake a program of joint standards development should advise the Vice President, Standards and Technology, of the nature of the technical work plan, and an agreement for technical coordination as well as an agreement covering copyrights, publication rights, and other commercial matters shall be negotiated and approved by the Chair of the TSSC.

#### 6.1.2 *Initiation of Joint Standards*

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 on the following items:

- a) procedures for future revisions of the standard;

- b) selection of Chair(s);
- c) voting procedure (acceptance criteria, resolution of comments, and disapprovals);
- d) patents procedure;
- e) distribution rights including copyright and use of organizational logos;
- f) meetings and related legal requirements (notices, agendas, motions, meeting minutes, cost, etc.);
- g) development costs;
- h) development timetable.

## 6.2 Standards

Both ANS and TIA Standards are issued to achieve one or more of the following purposes:

- (1) promoting interchangeability and interoperability of products falling within the scope of TIA Engineering Committees;
- (2) eliminating misunderstandings or confusion between manufacturers and buyers with respect to products on which TIA Standards or Specifications are adopted;
- (3) providing assistance to the purchaser in selecting and obtaining the proper product for a particular need;
- (4) improving the quality of products covered by TIA Standards or Specifications.

Technical standardization work of the TIA consists of discussion in an open forum by technical representatives from a wide spectrum of all 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. Where appropriate, and where the requirements of ANSI have been met, such material will be proposed as an ANS Standard. In cases where the standard is not intended to become an American National Standard, such material will be proposed as a TIA Standard and published in a uniform format described in the *TIA Style Manual*.

## 6.3 Establishing a New Project

### 6.3.1 New TIA Standards

For all new projects for TIA Standards, a Formulating Group must initiate a project by submitting a completed New TIA Internal Project Request (Annex C) to TIA Standards

Secretariat. The project will be forwarded to the TSSC through the TIA Standards Secretariat and processed by TSSC as described in Annex A. Upon approval by the TSSC<sup>7</sup>, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and the Committee will be so informed. The Project Number will be used to identify the drafts through each stage of the development process.

The Staff assigns a four-digit identifying number with the prefix PN- (Project Number) during the development process. Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice of the Formulating Group, circulate project information to persons or organizations believed to be affected by the finished Standard, affording them the opportunity to participate in the development process. Projects shall be assigned by the Engineering Committee to a Subcommittee, a Working Group of a Subcommittee, or itself for implementation.

Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry Pulse* and posted to web pages used by TIA. A number for the final document may be reserved in the appropriate numbering series or a number may be reserved in the J-STD series for Joint Standards Documents intended to be TIA Standards.

### 6.3.2 New American National Standards

For all new projects for American National Standards, a Formulating Group must initiate a project by submitting a completed New TIA Internal Project Request (Annex C) to TIA Standards Secretariat. The project will be forwarded to the TSSC through the TIA Standards Secretariat and processed by TSSC as described in Annex A. Upon approval by the TSSC<sup>8</sup>, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and the Committee will be so informed. The Project Number will be used to identify the drafts through each stage of the development process. For any project which is expected to result in the publication of a ANS Standard, the Project Request must also be accompanied by *ANSI Project Initiation Notification System (PINS) Input Form*. (A current copy of the ANSI PINS form is found in Annex C.)

For any project the Staff assigns a four-digit identifying number with the prefix PN- (Project Number) during the development process. The prefix will change to SP- (Standards Proposal) when the document is circulated for Standards Proposal ballot.

Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice of the Formulating Group, circulate project information to persons or organizations believed to be affected by the finished Standard, affording them the opportunity to participate in the development process. A project shall be assigned by the Engineering Committee to a Subcommittee, a Working Group of a Subcommittee, or itself for implementation.

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<sup>7</sup> See Section 2.4.2 for approval action of the TSSC.

<sup>8</sup> See Section 2.4.2 for approval action of the TSSC.

Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry Pulse* and posted to web pages used by TIA. ANSI will also provide notice via ANSI Standards Action when an American National Standard is contemplated.

A number for the final document may be reserved in the appropriate numbering series or a number may be reserved in the J-STD series for Joint Standards Documents intended to be American National Standards.

### 6.3.3 Existing Projects

#### 6.3.3.1 TIA Standards

For all existing projects for TIA Standards, a Formulating Group shall initiate a project by submitting a completed Existing TIA Internal Project Request (Annex C) to TIA Standards Secretariat. The project will be forwarded to the TSSC through the TIA Standards Secretariat and processed by TSSC as described in Annex A. Upon approval by the TSSC<sup>9</sup>, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and the Committee will be so informed. The Project Number will be used to identify the drafts through each stage of the development process.

The Staff will assign a three-alpha identifying suffix PN- XXXX-AAA (Project Number) during the development process. Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice of the Formulating Group, circulate project information to persons or organizations believed to be affected by the finished Standard, affording them the opportunity to participate in the development process.

Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry Pulse* and posted to web pages used by TIA. A number for the final document may be reserved in the appropriate numbering series or a number may be reserved in the J-STD series for Joint Standards Documents intended to be TIA Standards.

#### 6.3.3.2 American National Standards

For all existing projects for ANS Standards, a Formulating Group must initiate a project by submitting a completed Existing TIA Internal Project Request (Annex C) to TIA Standards Secretariat. The project will be forwarded to the TSSC through the TIA Standards Secretariat and processed by TSSC as described in Annex A. Upon approval by the TSSC<sup>10</sup>, a Project Number (PN) will be assigned by the TIA Standards Secretariat, and the Committee will be so informed. The Project Number will be used to identify the drafts through each stage of the development process. For any project which is expected to result in the publication of a ANS Standard, the Project Request must also be accompanied by Existing ANSI Form PINS, *ANSI Project Initiation*

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<sup>9</sup> See Section 2.4.2 for approval action of the TSSC.

<sup>10</sup> See Section 2.4.2 for approval action of the TSSC.

*Notification System Input Form.* (A current copy of the ANSI PINS form is found in Annex C.)

The Staff will assign a three-alpha identifying suffix PN- XXXX-AAA (Project Number). The prefix will change to SP- (Standards Proposal) when the document is circulated for ANS ballot.

Upon assignment of a Project Number, the TIA Standards Secretariat will, on the advice of the Formulating Group, circulate project information to persons or organizations believed to be affected by the finished Standard, affording them the opportunity to participate in the development process.

Notice of the Project Number (PN) assignment shall also be placed in TIA's *Industry Pulse* and posted to web pages used by TIA. ANSI will also provide notice via ANSI Standards Action when an American National Standard is contemplated.

A number for the final document may be reserved in the appropriate numbering series or a number may be reserved in the J-STD series for Joint Standards Documents intended to be American National Standards.

#### **6.4 Copyright Statement on Contributions**

Once a project is undertaken, a proposed standard begins to take form in the Formulating Group as the result of written contributions, and of open discussion in meetings. It is the responsibility of the Formulating Group Chair to ensure that each such contribution bears a TIA copyright notice. Ultimately, the finished document will be copyrighted and published by the TIA. Joint standards may be copyrighted by all pertinent Standards Development Organizations involved in development and as determined by agreement among them.

Contributors shall place on the cover page of any written contribution intended for inclusion in a TIA document the applicable copyright statements contained in the TIA-approved form entitled "Contribution Template", attached hereto as ANNEX G.

If Joint Standards Documents are being produced, the language may need slight modification to include all Standards Development Organizations who will hold copyright.

The applicable statements in ANNEX G shall be included on written contributions to a Formulating Group, so that TIA has the right to copyright and sell TIA Publications which contain the contribution in whole or in part, and to allow publication of excerpts from the TIA publications. The statement also extends these rights to TIA's existing policy of allowing and encouraging other regional, national or international standards bodies to adopt TIA Publications as their own. (That policy makes it clear that a license to use the TIA's copyrighted material in a TIA Publication of another region, nation, or SDO does not automatically convey rights to Essential Patents or copyrights required for conformance with the TIA Publication.)

No Formulating Group may establish rules which would have the effect of excluding contributions based on a copyright policy which is more restrictive than that stated within this Section 6.4.

## **6.5 Disclosure of Essential Patents**

The Standards developing and approval process is made more efficient if the existence of Essential Patent(s) and published pending patent application(s) is made known as early as possible in the development work. Early disclosure affords Formulating Group participants the greatest opportunity to evaluate the propriety and desirability of the text of the proposed standard in view of the disclosed patented technology. Conversely, the discovery at the final stages of standards development of an Essential Patent that is not available for licensing under reasonable terms may result in the loss of years of Committee effort.

### *6.5.1 Encouragement of Early Disclosure*

A two-part approach will be used by TIA to encourage early disclosure of Essential Patent(s).

Formulating Group Chairs will ensure that members are aware that:

TIA's Patent Policy can be found in Statements of Policy and subsequent sections of this Engineering Manual. Participants in the work of the TIA Formulating Group are urged to review the appropriate Sections. Individual participants are encouraged to notify TIA of any patents or published pending patent applications of which they are aware that may be essential to the practice of a proposed TIA Publication early on in its development to reduce the possibility for delays in the development process and increase the likelihood that the proposed TIA Publication will be approved. However, a member who has provided TIA with the statement set forth in ANNEX H with respect to the applicable proposed TIA Publication need not (but may elect to) identify its specific patents or published pending patent applications that may be essential to the practice of the proposed TIA Publication in question. Patent searches are not required to comply with the TIA Patent Policy.

In addition, TIA will place a notification on each ballot for a proposed TIA Publication that the TIA Patent Policy is applicable to the Reference Document, which encourages identification of Essential Patent(s) or published pending patent application(s) necessary for the practice of the Reference Document and, if appropriate, the filing of a Patent Holder Statement.

The second part of the approach may be the use of an optional, voluntary statement on contributions to Formulating Groups. Such a statement might take the form shown on ANNEX G.

No Formulating Group may establish rules which would have the effect of excluding contributions based on an early disclosure policy which is more restrictive than that stated within this Section 6.5.1.

### *6.5.2 Patents Discovered Subsequent to TIA Publication*

By its terms, the TIA Patent Policy applies with equal force to situations involving Essential Patent(s) whenever discovered, whether before, during, or subsequent to the publication of a TIA Publication. Once disclosure is made, the holder will be requested to provide the same assurance to TIA as is required in situations where Essential Patent(s) exist or are known prior to the approval of a proposed TIA Publication.

Thus, if notice is given of an Essential Patent that may be required for the practice of a TIA Publication, patent holders will be requested to provide the assurances set forth in Sections 2a) or 2b) in Annex H unless such assurances were previously given, or the TIA Publication may be considered for withdrawal by the TSSC.

## **6.6 Balloting of Standards**

Standards shall be produced by consensus (See Definitions and Terms Section). Consensus is achieved through a process of discussion, correspondence, draft contributions, and revision, all leading to the final result. Final adoption of text shall be by the organizations in good standing listed on the quorum list of the Formulating Group or those identified in the establishment of the voting pool.

### *6.6.1 Balloting of TIA Standards*

The TIA Standards Secretariat will issue a broadcast email (using the TIA database) to all interested parties identified on the Ballot Authorization form by the lead formulating group, or from the formulating group Chair. This email will include the instructions and password for the interested parties identified to review and vote on the ballot. Balloting of TIA standards will be no less than 30-days, and may be extended at the chair's discretion.

### *6.6.2 Balloting of Standards Proposals*

When consensus is reached within the Formulating Group and has been formalized by a vote, the Chair shall forward the text of the Standards Proposal to the Standards and Technology Department for issuance as a Standards Proposal balloting with a completed Ballot Authorization Form.

The TIA Standards Secretariat will disseminate the information to the established voting panel (See Section 6.6.2.1). Balloting of American National Standards will normally be for 60 days, and in no case for less than 45-days.

For an American National Standard, the Standards Proposal must receive at least a 45-day public review period. This public review period is announced in ANSI's Standards Action. The Standards Proposal cannot be published prior to the close of the ANSI Public Review period.

#### *6.6.2.1 Establishment of Voting Panel*

The total pool of persons receiving and casting ballots must not be dominated by any one interest category. This pool may include voting, supplemental, government, and liaison representatives on the mailing list of the Formulating Group, as well as other persons known to have an interest in the subject of the Standard. These parties have agreed in advance to receive and review ballots on the subject. Even during the public review and comment period, the one company (or organization), one vote rule applies. Any party with a direct and material interest in the Standards Proposal may send comments to the TIA Standards Secretariat for review and resolution by the originating formulating group during the public review period.

If the formulating group Chair wishes to expedite the process before the actual approved SP text is ready to be forwarded by the editor to the Standards Secretariat, the Chair shall send notification to the TIA Standards Secretariat. This notification should state that "SP-xxxx was approved for ballot and that the text will be forthcoming. In the interim, TR/FO-xx would like to request that voting panel registration be opened for SP-xxxx." TIA Standards Secretariat will assume the voting registration period is for 15 days unless the Chair requests a longer period.

If no prior notice is sent by the formulating group Chair, the 15 calendar day registration will begin when the Ballot Authorization form and the text for the SP Ballot is received and checked by the TIA Standards Secretariat.

The TIA Standards Secretariat will issue a solicitation for registration (using the TIA database) to all interested parties identified on the Ballot Authorization form by the lead formulating group, or from the formulating group Chair.

The solicitation will contain instructions for registering to vote or receive a "FOR REVIEW ONLY" copy of the standards proposal. The registration period will be open for at least 15 calendar days. A confirmation will be sent by the TIA Standards Secretariat to those who complete and return the registration form. At the conclusion of the designated registration period the registration will be closed and the voting panel determined. Those parties who **respond to the solicitation for registration by the registration close date** will form the voting panel for that particular SP ballot and be **eligible to vote**.

Those parties who **do not respond** to the solicitation for registration by the registration close date **will not be eligible to vote** on the proposed SP text. Provided that the TIA Standards Secretariat has received the text for the Standards Proposal, the document to be balloted will be posted to the TIA website the next business day. Those individuals



who form the voting panel will receive notification from the TIA Standards Secretariat with the password and instructions to access the ballot and download the document.

Should more than one person from an interested company or organization request to receive the ballot, the TIA Standards Secretariat will notify all identified parties that more than one person has requested a ballot. (See Section 3.2.3.1) It will be up to those individuals to determine who will cast that company or organization's vote and who will receive the informational copy of the document. As a default, if the TIA Standards Secretariat does not receive a reply, then the person with voting privileges at the formulating group meetings will be designated as the voting person. If there is no designated person with voting privileges at the formulating group level, then the TIA Standards Secretariat will send the ballot to the person with the last name that comes first in the alphabet. The others will be given the opportunity to download and review the document.

Should a person be on travel and miss the cut off date for voter registration, the interested person should send an email to the TIA Standards Secretariat stating that they are interested in voting on the document and declare their company's classification (user, producer, user/producer, or general interest). Upon receipt of this information the TIA Standards Secretariat will respond to the email with the appropriate password for the document being voted on. This process will be honored until such time as the ballot closes. There will be no extension of time for late registrants.

Outside interested parties will be afforded the opportunity to comment on the document through the ANSI Comment and Review Period.

Only those companies who return ballots will receive a complimentary copy of the published document.

#### *6.6.2.2 Submission of a Standards Proposal (SP)*

The material submitted to the Standards and Technology Department shall be prepared in accordance with the *TIA Style Manual*. It shall be accompanied by a statement of the background and intended purpose of the Standard, and any other information that will improve industry's understanding of the proposal. The Standards and Technology Department Staff will obtain from the Chair a tabulation of the interest categories represented on the mailing list of the Formulating Group, and will combine this data with information about the remainder of the balloting panel to determine whether there is a dominant interest category. Where domination by one group appears to exist, the Staff shall contact the Chair to seek additional candidates for the balloting.

Upon review of the proposed Standards document by the Standards and Technology Department and approval by the TIA General Counsel or an attorney authorized by TIA General Counsel, and upon determination that a balanced balloting panel is likely to exist, a ballot will be added to the text of the Standards Proposal and the ballot and text will be circulated for review and comment to companies, organizations, and individuals

who are known to have, or who have indicated that they have, a direct interest in the subject in accordance with Section 6.6.2.1.

Copies of the text of Standards Proposals shall also be available for purchase from the TIA's publisher during the public review comment period. An appropriate fee, not to exceed the anticipated sales price of the finished Standard, is charged for copies of Standards Proposals.

Simultaneously with issuance with the Standards Proposal, ANSI is notified (by use of its BSR-8 form) of the availability of the Standards Proposal for comment. ANSI publishes notice of the Standards Proposal in *ANSI Standards Action*, based on the ANSI established Publication Schedule, for a 45-day or 60-day public review period during which the public may request copies of the proposal. Balloting of an ANS Standard is not complete until this public review period expires.

## 6.7 Ballot Response Options

Both TIA Standards and ANS Standards have identical ballot response options. Parties responding to either type of ballot have three options, plus abstention.

### 6.7.1 TIA Standards

Parties responding to a Letter Ballot for approval of a TIA Standard or a TSB have the following ballot response options:

**Approve without comment.** Indicates agreement with the proposed text.

**Approve with comment.** Indicates general agreement, but suggests enhancements or changes to the proposed text that, if not acted on, would not cause the party to change their vote. Comments shall be acknowledged by the Formulating Group Chair, and shall be considered during the comment resolution process (See Section 6.10). Comments not adopted may be deferred to the next revision of the TIA Standard.

**Disapprove (Comments mandatory).** Indicates disagreement with the proposed text for the technical reasons stated. Comments shall be specific as to the points or omissions being objected to, and shall state what changes or actions would resolve the objection. Comments shall be acknowledged by the Formulating Group Chair and shall be considered during the comment resolution process (See Section 6.10).

The ballot is recorded on the ballot summary as incomplete and no action is taken. Disapprove ballots received with nonspecific comments or which do not state what changes or actions would resolve the objection shall be counted as incomplete. If, after being contacted by the TIA Standards Secretariat, the originator fails to furnish their specific written objections or fails to state what

changes or actions would resolve the objections, the ballot is recorded as incomplete on the ballot summary.

**"Abstain" (with or without stated reasons for the abstention).** A company may return a ballot indicating that it has chosen to abstain from voting. A returned ballot indicating abstention shall be counted as a response for the purpose of meeting Membership continuation criteria (See Section 3.2.5).

An unreturned ballot for a TIA Standard shall not be recorded on the final voting tally on TIA forms.

### 6.7.2 ANS Standards

Parties responding to a Standards Proposal (SP) Ballot for approval of ANS have the following ballot response options:

**Approve without comment.** Indicates agreement with the proposed SP text.

**Approve with comment.** Indicates general agreement, but suggests enhancements or changes to the proposed SP text that, if not acted on, would not cause the party to change their vote. Comments shall be acknowledged by the Formulating Group Chair, and shall be considered during the comment resolution process (See Section 6.10). Comments not adopted may be deferred to the next revision of the Standard.

**Disapprove (Comments mandatory).** Indicates disagreement with the proposed SP text for the technical reasons stated. Comments shall be specific as to the points or omissions being objected to, and shall state what changes or actions would resolve the objection. Comments shall be acknowledged by the Formulating Group Chair and shall be considered during the comment resolution process (See Section 6.10).

Disapprove ballots received without comments shall be counted as incomplete. The ballot is recorded on the ballot summary as incomplete and no action is taken. Disapprove ballots received with nonspecific comments or which do not state what changes or actions would resolve the objection shall be counted as incomplete. If, after being contacted by the TIA Standards Secretariat, the originator fails to furnish their specific written objections or fails to state what changes or actions would resolve the objections, the ballot is recorded as incomplete on the ballot summary.

**"Abstain" (with or without stated reasons for the abstention).** A company may return a ballot indicating that it has chosen to abstain from voting. A returned ballot indicating abstention shall be counted as a response for the purpose of meeting Membership continuation criteria (See Section 3.2.5).

An unreturned ballot for a Standards Proposal shall be recorded on the final voting tally as "not returned" on ANS forms.

## **6.8 Types of Ballot Comments**

### *6.8.1 Substantive Changes/Technical Changes*

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes:

- (1) "shall" to "should"; "should" to "shall";
- (2) addition, deletion or revision of requirements, regardless of the number of changes;
- (3) addition of mandatory compliance with referenced Standards

### *6.8.2 Editorial Changes*

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

An Erratum may be issued after publication to correct a manifest mistake, omission in the original text or an error subsequently discovered.

Any other changes to a TIA Standard or ANS Standard may be made only by revision or addendum. (See Section 7.2.1)

### *6.8.3 Non-Technical or Non-Germane Comments*

TIA Engineering Committees are expected to limit themselves to technical matters, and to leave commercial considerations to others.

Problems arise when ballots are cast on Standards Proposals, with comments attached that are not technical in nature or are not germane to the document being balloted.

The Technical Committee has the authority to create a standing committee to address non-technical Standards related matters, and that such a Committee be comprised of the Chair of the Technical Committee, the Chairs of the Sections and Divisions of the related Engineering Committees, Association Staff, and Association counsel, where appropriate.

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."

It is intended that the Membership of the Standing Committee will vary depending on which TR or FO Committee referred the comment. In each case, the Chairs of the TIA Division and Section sponsoring that TR or FO Committee will serve, along with the Technical Committee Chair, Staff, and TIA General Counsel where appropriate.

The following process will be followed for resolution of non-technical or non-germane comments attached to ballots:

Approve with comment: The Committee Chair should acknowledge the comment, and where appropriate, advise the person making the comment that non-technical matters are outside the purview of the Committee. If the Chair deems it appropriate, or upon a majority vote of the Committee, the non-technical or non-germane comment(s) may be sent to the Standing Committee on Non-Technical Standards-Related Matters for consideration and recommendation. The Standing Committee on Non-Technical Standards-Related Matters shall render its decision by majority vote and in writing within 30 days of the submittal, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence.

Unless there are other technical comments, the ballot should be counted as "affirmative without comments".

Disapprove with comment: The Committee Chair should acknowledge the comment, and advise the person making the comment that such matters are outside the purview of the Committee. Non-technical or non-germane comments accompanying a negative ballot shall be forwarded to the Standing Committee on Non-Technical Standards-Related Matters for consideration and recommendation. The ballot should be counted as "negative with comments". The person casting the ballot should be advised that the non-technical or non-germane comments have been forwarded to the Standing Committee on Non-Technical Standards-Related matters for consideration and recommendation.

## **6.9 Processing Ballot Comments**

### *6.9.1 TIA Standards*

If no negative ballots have been received by the close of the balloting period, the TIA Standards Secretariat, after receiving the final text and supporting documentation from the Chair and/or Editor, will proceed to process the proposal.

If negative ballots have been received, the TIA Standards Secretariat advises the Chair of comments via email. The chair shall provide a means for the originator of the negative comment to indicate whether the response is satisfactory or not. The response letter will give the negative commentor 5-business days to complete the form and submit it the TIA Standards Secretariat. The Chair will contact the TIA Standards Secretariat at the end of the 5-day period to verify if the change form has been received. If the form has not been received the TIA Standards Secretariat will send a registered letter to the originator of the negative comment or requesting the change form be sent to the TIA Standards Secretariat within 5-business days. If the TIA Standards Secretariat does not receive the change form the document will be forwarded for publication with the continuing objection.

### 6.9.2 ANS Standards

If no negative ballots have been received by the close of the balloting period, the TIA Standards Secretariat, after receiving the final text and supporting documentation from the Chair and/or Editor, will proceed to process the proposal.

If negative ballots have been received, the TIA Standards Secretariat advises the Chair of comments via email. The chair shall provide a means for the originator of the negative comment to indicate whether the response is satisfactory or not. The response letter will give the negative comment or 5-business days to complete the form and submit it the TIA Standards Secretariat. The Chair will contact the TIA Standards Secretariat at the end of the 5-day period to verify if the change form has been received. If the form has not been received the TIA Standards Secretariat will send a registered letter to the originator of the negative comment or requesting the change form be sent to the TIA Standards Secretariat within 5-business days. If the TIA Standards Secretariat does not receive the change form the document will be forwarded for publication with the continuing objection.

### 6.10 Comment Resolution

Purely editorial comments, once acknowledged, do not require further coordination with the originator.

Technical comments received with a "Approve" ballot shall be acknowledged when received, and the originator shall be advised, in writing, of the disposition of the comments. If the Formulating Group adopts the comments, resulting in technical changes, the proposed Standard shall be recirculated (See Section 6.11 below).

Objections accompanying a "Disapprove" ballot shall be acknowledged when received, and the Chair of the Formulating Group shall attempt to resolve the negative ballot in one of the following ways:

- (1) by explaining to the originator the rationale followed by the Formulating Group in arriving at the proposed Standard. The Chair shall maintain a detailed written record of all correspondence and contacts on this matter;
- (2) by proposing changes to the proposed Standard which are editorial only and which do not result in changes in the technical requirements of the proposed Standard. Such revisions shall be supported by a consensus within the Formulating Group;

**Note:** If the originators of negative ballots agree to withdraw their objections without technical changes in the proposed Standard, they will be asked to do so in writing, and to return the response form to the TIA as proof that the negative has been withdrawn. This action will be reflected in the meeting summary. When all objections are withdrawn, processing will continue as in Section 6.12 below.

- (3) by proposing revisions to the technical requirements of the proposed Standard which would remove the objections of the originator. Such revisions shall be supported by a consensus within the Formulating Group. If the revisions result in changes in the technical requirements of the proposed Standard, the proposed Standard shall be recirculated (See Section 6.11 below).

If the originator of a disapprove ballot does not return the response form to TIA within 5 business days to indicate agreement or disagreement with the rationale followed by the Formulating Group in arriving at the proposed Standard, then processing will continue, as in Section 6.12 below.

If one or more unresolved "Disapprove" ballots remain in spite of reasonable efforts to resolve them, and if a consensus is believed to exist, a default ballot shall be issued as described in Section 6.11.2, below.

Copies of all acknowledgments and correspondence with originators of comments shall be furnished to the TIA Standards Secretariat. This file is necessary when the TIA submits the Standard Proposal for TSSC and ANSI approval.

## **6.11 Recirculation of Ballots**

Text for a ballot shall be recirculated if revisions have been made which change the technical requirements or increase the range of products to which the Standard applies. There are two types of recirculation ballots: Complete Re-ballot and Default Ballot.

### *6.11.1 Complete Re-ballot of TIA Standard*

If, as the result of a major rewriting of large sections of a proposed TIA Standard, the revisions are so broad as to merit a complete re-balloting, a new ballot is prepared and issued as in Section 6.6.1. The identifying number of the new ballot will be that of the original with a suffix letter added (e.g., PN-1111-A).

When a document is balloted to become a TIA document (i.e., TSB or TIA), the re-ballot will be sent to all ballot recipients that received the original ballot.

### *6.11.2 Default Ballot of TIA Standard*

A default ballot, which is a form of a 30-day Letter Ballot, may be issued whenever;

- (1) limited technical changes are made to a proposed Standard in order to resolve a negative ballot, or;
- (2) when all reasonable efforts have been exhausted without success to resolve a continuing objection, and yet a clear consensus is believed to exist.

A default ballot for a TIA Standard allows those parties to reaffirm or change their response, based upon the changes made. New objections may not be raised on

sections of the document that has not been the subject of the default ballot. Failure to return a default ballot leaves the recorded vote on the document “as originally cast.”

### *6.11.3 Complete Re-ballot on an ANS Standard*

If, as the result of a major rewriting of large sections of Standards Proposal, the revisions are so broad as to merit a complete re-balloting, a new ballot is prepared and issued as in Section 6.6.2. The identifying number of the new Standards Proposal will be that of the original with a suffix letter added (e.g., SP-1111-A).

### *6.11.4 Default Ballot on an ANS Standard*

A default ballot is a form of a re-ballot that may be issued for a 30-day or 60-day period whenever;

- (1) limited technical changes are made to the Standards Proposal in order to resolve a comment from either a “Approve, with comment” vote or a “Disapprove” vote, or;
- (2) when all reasonable efforts have been exhausted without success to resolve a negative vote, and yet a consensus exists to publish the Standards Proposal without change.

A default ballot is sent to those parties who received the original ballot and allows those parties, regardless of their current voting status in the Formulating Group, to reaffirm or change their response based on the changes made, or the statement of objections accompanying the unresolved negative ballots, if any. Other members of the Voting Panel who did not respond to the first ballot will also be sent the default ballot and given an opportunity to vote only on the new matter. New objections may not be raised to unchanged material that has not been the subject of a negative ballot.

If the amount of changed material in a default ballot can be reproduced in ANSI Standards Action, (approximately 2 pages) then a 30-day public review notice will be requested by TIA Standards Secretariat to ANSI for publication in ANSI Standards Action. If the amount of changed material cannot be reproduced in ANSI Standards Action, then a 45 or 60-day public review notice will be given by TIA Standards Secretariat to ANSI for publication in ANSI Standards Action. Formulating Groups may request a 45-day ANSI public review only if the document is available electronically.

### *6.11.5 Necessary Documentation for Default Ballots*

The following information will be included with all default ballots for TIA Standards or ANS Standards:

- (1) a summary page of the changes made to the document;



- (2) either the document in its entirety with changes clearly marked, or only the changed pages with the changes clearly marked;

In the event of a continuing objection, a final default ballot is issued to determine support within the Formulating Group for the continuing objection(s), and shall include a ballot summary from each of the default/re-ballot stages and a copy of all response letters to the continuing objector(s).

When the results of the default ballot show a consensus in favor of adoption of the proposed Standard, the TIA will proceed toward approval of the Standard as described in Section 6.12, below. If unresolved negative ballots still remain at this time, full documentation of the objections and of the efforts to resolve them shall be provided to the Vice President, Standards and Technology Department for review and consideration by the TSSC. The TSSC shall take action as it deems appropriate.

#### *6.11.6 Negative Ballots, Right to Appeal Notification*

If after reballoting under Section 6.11, any Negative Ballots with unresolved Negative Comments remain, then all parties with Unresolved Negative Ballots, shall be advised in writing, including electronic means, of the efforts of the Formulating Group to resolve the Negative Comments and those parties shall be advised of their right to file a Complaint or Appeal under A.5 of Annex A of this Manual.

## **6.12 Standards Approval**

### *6.12.1 TIA Standards Approval*

TIA Standards are approved by the TSSC as outlined in Section A4 of Annex A of this Manual.

When the TIA Standards Secretariat, with approval of the TSSC, has verified the proposed text has been prepared in full compliance with the rules, policies and legal guides of the TIA, the Chair of the TSSC shall approve the proposed text as a TIA Standard.

### *6.12.2 ANS Standards Approval*

Standards Proposals are approved as ANS Standards by the TSSC as outlined in Section A4 of Annex A of this Manual.

When the TIA Standards Secretariat, with approval of the TSSC, has verified the Standards Proposal has been prepared in full compliance with the rules, policies and legal guides of the TIA, the relevant documentation shall be submitted to ANSI. The TIA Standards Secretariat shall submit the ANSI BSR-9 form and relevant documentation to ANSI to obtain approval from the Board of Standards Review (BSR) to designate the document as an American National Standard.

### 6.12.3 Declaration as an ANS Standard

After receipt of ANSI BSR's Notification of Approval, the material therein is declared to be an ANS<sup>11</sup>. Notification is issued to the industry by the Standards and Technology Department through the TIA Communications Department and other media means.

### 6.12.4 Publication of ANS Standards

A proposed new American National Standard, proposed revision or reaffirmation of an American National Standard to be approved by the Board of Standards Review (BSR) shall be submitted to the Secretary of the BSR by the TIA Standards Secretariat within 1 year from the close of the comment period listed in *Standards Action* using the appropriate form provided by ANSI, unless the standards developer notifies the Secretary of the BSR in writing of good cause for a different schedule for submittal. If a document cannot be published within one year from the close of the comment period listed in *Standards Action*, then the Formulating Group may petition the BSR for up to an additional year to publish. Failure to make the submittal within two years from the close of the comment period listed in *Standards Action* shall require consideration by the BSR, i.e., withdrawn, extension for cause, or another listing in *Standards Action* (See ANSI Procedures, Section 1.2.12, Consideration of Standards Proposal).

## 7 Maintenance of Standards

### 7.1 Revision, Reaffirmation or Withdrawal of Standards

The Formulating Group, or its parent consensus body if the former no longer exists, is responsible for the maintenance of TIA standards, specifications, and bulletins as well as ANS standards. Maintenance of a standard takes the form of a periodic review wherein the Formulating Group shall determine whether the document in question should be reaffirmed, revised, or withdrawn.

Unless otherwise noted, all ANS standards shall be reviewed every five years. The Formulating Group shall initiate action to

- (1) **revise** the Standard to incorporate additional language or delete language that will change its technical content or meaning;
- (2) **reaffirm** that a review of the Standard resulted in a decision that the technical content is valid and does not need change; or

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<sup>11</sup> Prior to 1988, TIA Standards have an "EIA" or "RS" (Recommended Standard) prefix. From 1988 to 1992, such documents had an "EIA/TIA" prefix. In 1992, the prefix was changed to "TIA/EIA". Beginning in 2001, the prefix will be shortened to just "TIA". If the document was approved by ANSI as an American National Standard, then "ANSI" is added in front of the TIA designation (i.e., ANSI/TIA-xxx).

- (3) **withdraw** the Standard following determination that the technical content is no longer of value.

**Note:** *Revisions require that a Standards Proposal be developed and processed in the same manner as that of a new proposed ANS Standard. Reaffirmation and withdrawals shall use the same project number that was used to publish the document. Reaffirmation shall use an extension of RF with a numeric extension depicting the number of reaffirmation (i.e., SP-1234-RF(1)[first reaffirmation]). Withdrawals shall use an extension of WD (i.e., SP-1234-WD)*

*TIA Standards, at the discretion of the formulating group may choose either a Letter Ballot or vote during an official formulating group meeting to reaffirm or withdraw a standard. Revisions require the same process as that for the development of a new TIA Standard.*

## 7.2 Procedures to Initiate Five Year Review

The TIA Standards Secretariat automatically shall issue to the formulating committee Chair and the responsible Standards and Technology staff member a notice requesting the document to be reviewed. The review notice process shall commence 24 months prior to the end of the fifth year. Where appropriate, the Standards and Technology Department Staff shall provide the Chair with a summary of all comments not incorporated into the Standard during its prior development period five years earlier.

If the review process (reaffirmation, revision, or withdrawal) cannot be completed within the five-year period, it is the obligation of the chair to request an extension for the review. This is done by sending correspondence to the TIA Standards Secretariat requesting an extension. The TIA Standards Secretariat shall complete an ANSI BSR11 (Request for Extension of Time) and submit it to ANSI for approval. The request from the committee shall include a specific date by which the review will be completed and submitted to ANSI for approval. The committee can request an extension for up to five years (for a total of 10 years review). If the document has not completed the ANSI BSR Review by the end of the 10<sup>th</sup> year, then ANSI will cancel the project and notify the TIA Standards Secretariat. The committee will then have to start the ANSI approval process from the beginning. The BSR11 must be completed in order to extend the review period. If the BSR11 is not requested by the end of the five year review period, ANSI will cancel the project.

The review process will be five years for all documents and standards. TSBs and TIA Standards will be reaffirmed at a committee meeting. The disposition for reaffirmation shall be reported in the official committee meeting report, and the appropriate form filled out online and sent to the TIA Standards Secretariat. At the committee's request a Letter Ballot may be issued to reaffirm these documents. Revisions and withdrawals shall follow the current procedures for revisions and withdrawals of standards and documents.

### 7.2.1 Procedures for Revision for American National Standards

The process of revising a Standard is similar to the development of a new Standard in that consensus shall be reached by industry ballot on changes to the technical content or meaning of the Standard. Usually the revision takes the form of a complete revision and reissuance of the Standard.

Revision of or addition to the technical content of an existing TIA Standard or ANS Standard, even in the form of an addendum, requires that the procedures for the development of a new Standard be followed. (See Sections 6.3 through 6.12.)

**Note:** *When additional technical requirements need to be added to an existing Standard without changing the previously published requirements, or when only one or two portions of a large existing Standard need to be revised, a Formulating Group may propose an **addendum** instead of a complete revision. When the Standard is next revised, the addendum is incorporated in the revision.*

When a revision of an American National Standard is approved, it will be reprinted with the same TIA number, but with a suffix revision letter. The date carried on the front cover of the revised Standard will be the date of the revision. When issued, an addendum will carry the same number as the Standard, followed by a dash and a numerical suffix.

#### 7.2.1.1 Substantive Change

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes :

- (1) "shall" to "should"; "should" to "shall";
- (2) addition, deletion or revision of requirements, regardless of the number of changes;
- (4) addition of mandatory compliance with referenced Standards

#### 7.2.1.2 Editorial Change

Once approved as an American National Standard, no changes shall be made in a Standards document without going through the full consensus, comment and balloting process prescribed for a Standards Proposal. A TIA Standard also shall go through the consensus process for changes, but it need not be submitted for a public review process at ANSI. The only exception to this rule allowed by ANSI is the issuance of an erratum to correct a manifest mistake or omission in the original text or an error subsequently discovered, and that only where the error should have been obvious to the user of the Standard.

Any other changes to a TIA Standard or ANS Standard may be made only by revision or addendum. (See Section 7.2.1.)

### *7.2.2 Procedures for Reaffirmation of American National Standards*

A Formulating Group shall recommend reaffirmation of a Standard if it finds the technical content valid and does not require change.

Reaffirmation shall be accomplished without any substantive change to the main text of the Standard.

Reaffirmation requires a formal industry balloting process. The procedures for the development of a new ANS shall be followed. (See Sections 6.3 through 6.12.) Copies of the Standard will not normally be distributed with the industry ballots, but scanned electronic copies may be requested through the Standards Secretariat.

### *7.2.3 Procedures for Withdrawal of American National Standards*

A Formulating Group shall recommend withdrawal of a Standard if it determines that the Standard is no longer required to meet the purpose for which it was written. (See Section 6.2.)

Withdrawal requires a formal industry balloting process. The procedures for the development of a new ANS shall be followed. (See Sections 6.3 through 6.12.) Copies of the Standard will not be distributed with the industry ballots, but scanned electronic copies may be requested through the Standards Secretariat.

## **8 TIA Standards, Specifications and Bulletins**

### **8.1 TIA Standards and Specifications**

A Formulating Group may prepare a TIA Standard or TIA Specification that is not an American National Standard (ANS) on any subject matter within its Scope when the Formulating Group determines such a document will satisfy the requirement for standardization. [These non-ANS documents were formerly known as Interim or Trial Use Standards] If not prepared by a Formulating Group, it must be submitted via a parent body that is a Formulating Group. Project initiation and development is the same as for an ANS Standard, except to demonstrate the consensus of the Formulating Group (See Section 6.7.1) for balloting options. No public review or Standards Proposal to ANSI is required to approve a TIA Standard. 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 Secretariat.

A TIA Standard shall contain an introductory statement indicating that public review via the TIA Standards Proposal and comment resolution process was not conducted.

## **8.2 Bulletins**

TIA Bulletins may be proposed by Formulating Groups to publicize material that, although not a published Standard, may have significant value to industry or users. Approval of a proposed Bulletin requires a two-thirds affirmative vote on a 30-day Letter Ballot (See Section 6.7 for balloting options). Negative ballots shall be accompanied by comments, and all comments must be considered by the Formulating Group, not all negative comments need be resolved if a 2/3 affirmative vote has been achieved.

Once approved by the Formulating Group, Bulletins require the approval of the TSSC Chair prior to publication.

On occasion, 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.

A Bulletin shall not modify or amend an existing Standard.

Reaffirmation of a Bulletin may be accomplished by a recorded vote in the Meeting Report demonstrating a consensus for the reaffirmation. The fact that a reaffirmation vote will be taken shall have been listed on the published agenda for the meeting. Alternatively, a Letter Ballot may also be used for reaffirmation of a Bulletin. After a reaffirmation vote, a letter must be sent by the Chair and to the TIA Standards Secretariat reporting the reaffirmation.

## **9 Published Documents**

### **9.1 General**

Documents published by the Standards and Technology Department are issued through the authority of the Chair of the TSSC and fall into broad categories of TIA Standards and other documents listed below.

### **9.2 TIA Standards and Technology Department Documents**

- Standards and Specifications (ANS)
- Standards and Specifications (non-ANS)
- Bulletins (non-ANS)
- Standards Proposals
- Engineering Publications
- Workshop Proceedings

- Index of Standards and Engineering Publications
- Roster of Engineering Committees
- Formal Interpretations of TIA Standards and Specifications
- Committee Scope Manual
- Style Manual
- Engineering Manual

This list may be modified from time to time.

Some documents are not for distribution beyond the Formulating Groups such as:

- Letter Ballots proposing adoption of TIA Standard
- Meeting Reports
- Legal Requests
- Working documents and meeting contributions

### **9.3 Subscriptions and Sale of Documents**

The Standards and Technology Department makes finished documents and some draft standards available. TIA Standards and Specifications, ANS Standards, Bulletins, and Standards Proposals are available for sale from TIA's publisher (<http://global.ihs.com>) and other parties. Catalogs are available from the publisher for free and a listing of all Project Numbers, Standards Proposals, and Published Documents is maintained on the TIA web site. TIA's publisher also makes documents available in CD-ROM, and on-line delivery format for a subscription fee. Site licenses can be arranged.

A limited number of existing TIA Publications are provided to Formulating Groups as needed for Committee work. Requests should be made directly to the TIA Standards Secretariat.

Committee rosters and mailing lists are made available for use of Committee Chairs and Members in the course of TIA business but remain the property of the TIA. Standards and Technology Department policy does not permit distribution to or use of its lists by other outside parties.

## 10 Interpretation of TIA Published Documents

The TIA Staff and Formulating Group Members may from time to time be called upon by users or would-be users of TIA Standards and Specifications, and ANS Standards and other documents<sup>12</sup> to provide guidance in the application or understanding of these documents. While the TIA encourages a helpful attitude toward users of such TIA Publications, Staff and Formulating Group Members are cautioned that since use of the Standards is voluntary, their interpretation should be left to the user, except as provided below.

**Caution:** *An interpretation shall not be used as a means to change the requirements of a TIA published document (either ANS or non-ANS).*

### 10.1 Request for Formal Interpretation

When a Member of the public, having a direct and material interest in a TIA Publication, wishes a formal interpretation of any provisions of the TIA Publication, he or she may request the Standards and Technology Department in writing for such an interpretation. The request shall include as a minimum the following information:

- (1) the name, address, email and telephone number of the person requesting the interpretation;
- (2) a statement demonstrating the requestor's direct and material interest in the document
- (3) the number, issue, and issue date of the document in question;
- (4) a statement of the question(s)

### 10.2 Processing an Interpretation Request

Upon receipt of a written request, the Standards and Technology Department shall review the request for proper form, contacting the requester if necessary. The Department will then forward the request to the appropriate Formulating Group Chair. If the Formulating Group is a Subcommittee no longer in existence, then the request shall be forwarded to the Parent Committee. If the Formulating Group is an Engineering Committee that is no longer in existence, then the Standards and Technology Department will consult with the TSSC and appropriately route the request to the subject matter experts within TIA's existing structure of Engineering Committees.

The Formulating Group Chair shall acknowledge receipt of the request in writing to the requester and provide an estimate of the time required for response to the request. The

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<sup>12</sup> Experience has shown that it is useful in such cases to determine whether the inquiring party has in their possession a current copy of the Standard in question.



Chair shall place the request on the agenda of the next regularly scheduled meeting of the Formulating Group and distribute copies of the request to Members of the Formulating Group. The Chair may add their comments if desired.

The Formulating Group shall attempt to form a consensus on a reply to the requester. The reply may include clarifying explanations or other comments of the Formulating Group. If a consensus is formed, the Chair shall forward the agreed-upon reply to the Standards and Technology Department for formal transmittal to the requester. The request and the reply will be retained with the records of the Standard in the Department files, and copies will be furnished to the Formulating Group for consideration when the Standard is next considered for revision or reaffirmation.

Failure to form a consensus on a request for interpretation is an indication of serious trouble with the subject Standard, and the Standard should be scheduled for prompt study and revision.

Formal interpretations will not be provided on Standards Proposals or Committee Letter Ballots.

## **11 Correspondence and Records**

### **11.1 Standards Secretariat Record Retention**

TIA has developed a document retention policy 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.

For each document, the following criteria are used:

- (1) There is some practical reason for keeping it.
  - (a) Will it be referred to as it is part of an on-going project, or
  - (b) Does it have historical value and will someone know how to access it?
- (2) There is a valid legal reason for keeping it.
  - (a) It affects the obligations of TIA
  - (b) It is the official record of committee action
  - (c) It may be discoverable in pending litigation.
- (3) The document falls within a category for which TIA has set retention periods:
  - (a) Complaints – See correspondence, general.

- (b) Correspondence, agreements – At signing of agreement, discard all correspondence except that having special significance regarding interpretation of agreement.
- (c) Correspondence, general – Maintain correspondence relevant to the development of standard.
- (d) TIA Printed Publications – maintain at least one copy (hard and soft) of TIA publications in the EIA Library. (Soft copy of published documents are required as of January 1999)
- (e) Mailing Lists – as a rule, mailing lists should be destroyed when modified. However, when mailing lists are part of standards development balloting process, refer to standards-setting documents.
- (f) Meeting Reports – Discard committee meeting reports after ten (10) year period.
- (g) Other Records – Contact the TIA General Counsel or an attorney authorized by TIA General Counsel.
- (h) Standards Setting Background – maintain all required documents for the issuance of a standard shall be retained for one complete standards cycle, or until the standard is revised, reaffirmed, or withdrawn (except meeting reports).

## **11.2 Formulating Group Handling of Correspondence**

The Chair of each Formulating Group shall ensure prompt and proper handling of correspondence concerning the activities of their group. This is vital to the satisfactory operation of TIA Formulating Groups.

The Formulating Group Chair shall send copies of all correspondence to the staff responsible in the TIA Standards and Technology Department.

A Formulating Group Chair shall send copies of all correspondence to the next higher Chair in the Committee and to the staff person responsible in the TIA Standards and Technology Department.

When the Chair is responding to correspondence on which others have been copied, the Chair shall in addition send copies of the response to all recipients of the original correspondence.

Formulating Group correspondence shall be on TIA Committee Correspondence letterhead (See Annex F) and shall be signed by the Chair or Secretary with their title in the TIA Formulating Group.

Upon receiving a comment on a TIA Standards Proposal originated by their Formulating Group, the Chair or their designee shall acknowledge the comment to its originator regardless of its nature. This notification may be in the form of an email or via letter on official TIA correspondence letterhead.

The Chair shall maintain a complete file of meeting reports, correspondence, and other records. These files shall be turned over by the Chair to their successor upon leaving office. If the Formulating Group is dissolved, records should be turned over to the next higher Chair in case of a Subcommittee or Working Group, or to the Standards and Technology Department in the case of an Engineering Committee.

Chairs, in corresponding with government bodies or agencies, shall comply with the requirements of Section 12.3 of this Manual.

To provide an audit trail, the Standards and Technology Department will maintain its files for a period of at least 5 years for meeting announcements, published agenda, and 10 years for meeting reports.

## **12 Relations 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. (See Statements of Policy Section) Appropriate formal liaisons shall be established, preferably at the direction of the Chair, whenever work of the Formulating Group may concern another organization, within or outside of TIA. Those organizations seeking liaison with a TIA formulating group must do so in writing to the formulating group Chair, with a copy to the Vice President, Standards and Technology.

### **12.1 Avoidance of Duplication of Effort**

Standardizing activities by TIA Formulating Groups should primarily be directed toward the preparation of documents pertaining to telecommunications products within their Scopes. Adequate liaison should be maintained with professional societies and other Standards bodies 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 6.1.1.

### **12.2 References**

TIA Formulating Groups are encouraged to make reference to any pertinent Standards of other Standards bodies. As specified in the *TIA Style Manual*, such references should indicate whether they are “normative” or “informative” and for normative references. The Patent Policy of the other Standards body shall be consistent with the TIA and ANSI Policies in order to be considered as normative references in a Standard developed by TIA.

### **12.3 Public Pronouncements**

Generally, Formulating Group Members are not permitted to speak in the name of the Telecommunications Industry Association or to transmit outside the Telecommunications Industry Association any document which appears to present a public position on behalf of the Association or any of its parts. These functions are specifically reserved for the TIA Board of Directors. However, a Chair may request prior clearance from the Standards and Technology Department to make a statement on technical matters for publication or oral presentation on behalf of the Formulating Group or the TIA. Both the nature of the event or publication and the text of the statement shall be cleared through the Standards and Technology Department and the TIA General Counsel or an attorney authorized by TIA General Counsel prior to publication or presentation.

For liaison purposes, Formulating Groups may exchange working technical 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 the Telecommunications Industry Association, its product-oriented Divisions, or its standing committees. The use of "Committee Correspondence" letterhead (See Annex F) is required for such exchanges. When in doubt, Chairs should consult the Vice President Standards and Technology 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 a Formulating Group desires to conduct a survey to determine industry interest in a particular subject, the proposed questionnaire shall be submitted to the Standards and Technology Department for review and approval.

### **12.4 International Commonality**

During the development of a TIA Standards Proposal, the TIA Formulating Group should review and compare the proposed technical content with any similar International Electrotechnical Commission (IEC), International Organization for Standardisation (ISO) Standards, or with the International Telecommunication Union ITU-T and ITU-R Recommendations. Where similar international standards exist, a determination shall be made regarding the extent to which the TIA Standards Proposal 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 Standards Proposal that the resulting standard may represent a basis for an U.S. position in the development of an international standard.

The TIA maintains contact with the U.S. Secretariats for many international Technical Advisory Groups (TAG) and with the U.S. National Committees for IEC, and the ANSI International Committee. In addition, TIA staff participates in preparatory work for the ITU as well as direct participation in many Study Groups at ITU-T and ITU-R. The Standards and Technology Department Staff can provide information on how a draft TIA Standards Proposal may be reviewed by these groups.

Direct participation on TAGs may require payment of TAG Administrator Fee and International Participation Fees (IPF) to ANSI or the TAG Administrator. In addition, some domestic SDO voting members are also invoiced IPF if the domestic formulating group makes significant contributions to the international standards process.

## **13 Complaints and Appeals**

### **13.1 Informal Complaints**

At any point in the standards development process that a Member of a Formulating Group believes the Engineering Manual process is not being followed, the person with the complaint should feel free to bring the matter to the attention of the Department staff. If after investigating the matter, the objection is sustained, staff will take remedial action to correct the problem. If the complaint involves actions the staff took or failed to take, then such an informal complaint can be directed to the TIA Technical Committee Chair or the TIA President for investigation and possible remedial action. If the matter requires a clarification or interpretation of the Engineering Manual, an Advisory Note will be issued by the staff after approval by the Technical Committee.

### **13.2 Formal Appeals**

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a TIA Publication within the TIA's jurisdiction, or by the lack of such a TIA Publication, have the right to formally appeal substantive or procedural actions of the TIA Standards and Technology Department and its Formulating Groups. The appeals procedure is described in detail in Section A5 of Annex A to this Manual.

## **14 Changes to TIA Engineering Manual**

From time to time the TIA Engineering Manual requires modification as a result of changes made by ANSI in its procedures, or as a result of problems experienced by TIA with a particular Section of the Manual. Some areas of change may also be highlighted as part of normal review of processes and procedures to make the standards process more efficient and effective or as a result of issues discovered during a routine ANSI audit.

Such proposed modifications should be brought to the attention of the Vice President, Standards and Technology or the TIA Technical Committee Chair. The revised language shall be drafted by such person or ad hoc group as designated by the TIA Technical Committee Chair. This proposed text for updating the Manual or an Advisory Note shall then be circulated among members of the TSSC for comments and suggestions and balloted within the Technical Committee to achieve approval of the revised text. Upon such approval, the updated Manual or the Advisory Note shall be effective within TIA and sent to ANSI for its review. Depending on the nature of the

change, ANSI may call for public review period in its Standards Action on the revision or make such other requests as it deems appropriate.

After ANSI approval, the revised Manual can become effective.

## **Annex A - Technical Standards Subcommittee (TSSC)**

### **A1. Scope of the Technical Committee and The TSSC**

The Technical Committee of the TIA is charged by the Board of Directors with overseeing the Association's engineering activities and the Standards and Technology Department.

A specialized Subcommittee of the Technical Committee, known as the **Technical Standards Subcommittee (TSSC)**, oversees the manner in which the various Engineering Committees carry out their Standards and Specifications programs and acts as a final procedural review body in the development of a TIA Standard or Specification.

The roles of the TSSC and the product Divisions differ in that the Divisions have the responsibility to provide guidance and direction, which is advisory and not mandatory, for their respective Engineering Committees, while the TSSC is responsible for reviewing the manner in which these activities are carried out.

### **A2. Responsibilities**

The TSSC is specifically responsible for the following functions:

- (1) to review, confirm, or deny the stated justification of need for any requested TIA Standards project.
- (2) to act as a procedural review body, to review the comment resolution action on all TIA Standards Proposals, and to give final approval for their publication as TIA Standards;
- (3) to resolve disputes between Formulating Groups, if possible;
- (4) to monitor projects of other Standards Developing Organizations for overlap with TIA projects;
- (5) to oversee the relations between the Standards and Technology Department and its Engineering Committees and other portions of the TIA and other trade associations, technical societies, national and international standards organizations, and governmental bodies;
- (6) to approve recommendations for TIA Engineering Awards to individuals who have performed outstandingly in TIA engineering activities.

### **A3. Membership**

The membership of the TSSC consists of the following:

- (1) the Chair of the TIA Technical Committee, who is also Chair of TSSC;
- (2) the Vice Chair of the TIA Technical Committee, who is also the Vice Chair of the TSSC, and who will act in the Chair's absence
- (3) the Chair of each Division, or a duly delegated representative;
- (4) the Chair (or in the Chair's absence the Vice Chair) of each Engineering Committee;
- (5) limited number of persons, not exceeding six, to act as members-at-large, as appointed by the TSSC. Members-at-large should be of such national distinction and experience as to aid and complement the TSSC in its procedural reviews and managerial functions.

The term of office of the members-at-large shall be one year. They shall be eligible for reappointment.

- (6) the Vice President responsible for Standards activities, *ex officio*. The Vice President Standards and Technology or a designated representative is the Secretary of the TSSC.

#### **A4. Operation of the Technical Standards Subcommittee (TSSC)**

The TSSC shall operate through meetings held in person, by telephone, or by other suitable telecommunications means, and through mail or electronic distribution of documents and ballots.

- (1) The TSSC shall hold at least one meeting per year at such time and place as directed by the Chair. As many additional meetings as shall be deemed necessary in the judgment of the Chair and the Vice President Standards and Technology may be called by the Chair to carry out the TSSC's responsibilities. The meeting can be held concurrently with a Technical Committee meeting if the Chair so elects. All members of TIA and its Engineering Committees may participate but not vote at TSSC meetings. However, the Chair may restrict attendance at all or part of a meeting to TSSC members.
- (2) A meeting notice and agenda for each meeting shall be issued by the Secretary to each Member of the TSSC not less than one month prior to the meeting date. The notice of the meeting shall also be posted on the TIA website. In emergency situations, the time requirements may be waived.
- (3) The Chair (or Vice Chair) shall preside, and the Secretary shall keep the minutes or reports of all meetings. The Chair may designate a presiding officer pro tem if he or she or the Vice Chair will not be present.
- (4) A quorum of the TSSC shall be a majority of the voting Members or their designated representatives. A simple majority of those present shall be



adequate for taking action on all matters. A representative may be designated in writing by a TSSC Member to vote on their behalf. Failure to attend two consecutive meetings shall cause loss of voting status unless non-attendance was excused by the Chair. Failure to return a TSSC ballot also counts as missed meeting.

- (5) When matters are referred to the TSSC for action by letter ballot, a two-thirds majority of the eligible voters is required to take action except as otherwise provided.
- (6) The Secretary shall be responsible for the circulation of all documents and ballots that come to the Subcommittee in the conduct of its business. The Secretary has the authority to delegate the responsibility of circulation of ballots to the TIA Standards Secretariat.
- (7) The TSSC may authorize or the Chair may appoint such special Task Groups as the responsibilities of the TSSC may require.
- (8) The TSSC reviews and approves as appropriate all requests for new projects as forwarded by the TIA Standards Secretariat. TSSC Members have five (5) business days to indicate if they have a problem with a particular project request. If there are none, the Standards Secretariat will assign the Project Number and notify the requesting Formulating Group. This process helps ensure that TIA Engineering Committees and Subcommittees do not undertake overlapping projects. If a problem develops that can be handled intra-Committee, the Chair of that Committee should resolve it. If the issue is inter-Committee, the Chairs involved should try to resolve it, failing that, the TSSC can attempt a resolution or escalate the matter to the Chair of the Technical Committee for resolution.
- (9) If the TIA Standards Secretariat receives notification from other SDOs of particular Project Initiation Notification System (PINS) Forms of interest to TIA, then the information shall be forwarded to the TSSC for review and to monitor duplication with TIA's Standards activities. Depending on the issues raised, appropriate action may be required.
- (10) In acting to approve or disapprove a new or revised Standards Proposal for the TIA, the TSSC shall act in a procedural and policy review capacity only, without regard to technical subject matters, to ensure that:
  - (a) the Proposal has been prepared in accordance with the rules of the Standards and Technology Department and the Legal Guides therefor;
  - (b) the Proposal includes a valid justification of need;
  - (c) all known parties 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;

- (d) a proper tabulation of approve, approve with comment, disapprove with comment, and abstain has been submitted;
- (e) all comments accompanying favorable returns have been acknowledged and have received consideration;
- (f) 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 either through personal meeting or correspondence;
- (g) there is evidence of consensus of all parties of interest. (Unanimity of opinion is not required.)

## **A5. Appeals**

Persons who have directly and materially affected interests and who have been or will be adversely affected by a Standard or Specification within the TIA's jurisdiction, or by the lack thereof, shall have the right to formally appeal substantive or procedural actions of the TIA Standards and Technology Department and its Formulating Groups. Parties are encouraged to file informal complaints to the Vice President, Standards and Technology early in the process if they believe the TIA standardization process is not being followed.

### **A5.1 Complaints**

The Appellant shall file a written complaint with the Standards and Technology Department within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the Standard(s) that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the Appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall also be noted. A copy of the complaint shall be served on the Respondent by the Appellant concurrent with the filing at TIA.

### **A5.2 Response**

Within 30 days after receipt of the complaint, the Respondent (TIA, Formulating Group Chair or Department representative) shall respond in writing to the Appellant, specifically addressing each allegation of fact in the complaint to the extent of the Respondent's knowledge. A copy of the response shall be filed with the Standards and Technology Department.

### **A5.3 No Further Filings**

No further filings beyond the Complaint and Response are allowed unless an Appeals Panel authorizes additional filings.

### **A5.4 Hearing**

If the Appellant and the Respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Standards and Technology Department shall schedule a hearing with an Appeals Panel if requested to do so by the Appellant, and provided the Appellant has paid the \$1,000 Appeals Fee to TIA and agrees to pay one-half of all expenses related to the Appeals Panel. Each side shall bear its own attorney's fees incident to the Appeal. Typically such hearings will be held within 3 months after filing of the Response or any additional documents permitted by the Panel. The hearing shall be on a date agreeable to all participants and the Appeals Panel or at least ten (10) business day's notice.

### **A5.5 Appeals Panel**

TIA will provide to Appellant a list of individuals who have agreed to be considered as candidates to serve on TIA Appeals Panels. This list will include individuals with standards experience. The Appeals Panel shall consist of three individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two Members of the Appeals Panel shall be acceptable to the Appellant, and at least two shall be acceptable to the Respondent. A questionnaire seeking background information and potential bias shall be served on possible candidates for the Appeals Panel. Copies of the completed questionnaires shall be delivered to the parties to the Appeal. (Note for reviewers: model questionnaire to be included in the next revision of the Manual) Initially, each side, starting with the Appellant, shall alternately strike a name from the list, until only one remains and that candidate shall be the Chair of the Appeals Panel and the Member acceptable to both sides. After that Member is chosen, each side will select one additional Member from the list. If a disinterested Appeals Panel cannot be seated from the list maintained by TIA in a reasonable amount of time, the matter may be referred to the ANSI Executive Standards Council or its designee, which shall appoint the members of the Appeal Panel. Members of the Appeals Panel will be compensated for their reasonable expenses and time in preparation for and during their attendance at the Hearing and for time spent on the decision phase of the Appeal.

### **A5.6 Preparation for the Hearing**

In preparation for the Hearing, each Member of the Appeals Panel will be provided the Complaint filed per Section A5.1 and Response filed per A5.2, along with a copy of the TIA Engineering Manual, Advisory Notes, and the record of the matter at issue. No other filings are allowed unless authorized by a majority of the Panel. The Appeals

Panel may serve Questions on the Respondent or Appellant before the Hearing to help focus the issues. Each side can file a brief Response not in excess of five pages in length to any Answers provided by the other side in accordance with the schedule established by the Panel.

### **A5.7 Communications with the Appeals Panel**

No party shall communicate with any member of the Appeals Panel (except by invitation of the Panel, upon notice therefore to all parties) an except for presentations at a Hearing as provided in these rules.

### **A5.8 Conduct of Hearing**

The Appellant has the burden of demonstrating improper actions or inactions complained of, adverse effects of such improper actions or inactions, and the efficacy of the requested remedial action. If the Appellant has met its burden, the Respondent has the burden of demonstrating that the Formulating Group, Chair, TSSC, and the Department took all actions in compliance with the version of these procedures in effect during the time period in question and that the requested remedial action would be ineffective ,detrimental or is otherwise unwarranted.

The hearing shall be conducted in an informal manner and subject to such rules as the Appeal Panels may determine. The Appeals Panel and the parties shall not be bound by any formal rules of evidence.

Each party may have up to 5 persons in attendance at the Hearing.

Each party shall present its views through a person of its choosing, without interruption for up to one hour, saving a part of the time for rebuttal if desired. The Appellant shall go first. Members of the Appeals Panel shall then have up to thirty minutes of questions directed to each side, 30 minutes each side. Parties may suggest questions that they believe the Panel should ask the other side, but all questions must come from the Panel and there shall be no cross-examination or direct questioning or interruption of one side by the other. After a recess of one hour, the Respondent shall deliver a Closing Statement for not more than 15 minutes in length followed by a Closing Statement of the Appellant. The Panel may again pose questions to either side for 30 minutes total. Each side will then have 5 minutes for a Summation, starting with the Appellant. The Chair of the Panel shall enforce the time limits.

Representatives of other interested parties shall be allowed to observe the Hearing and will not be allowed to directly participate, except with the permission of the Appeals Panel.

Any documents requested by the Appeals Panel during the Hearing shall be provided to the Chair of the Panel within 10 days of the Hearing.

Closing briefs shall be filed only if specifically requested by the Appeals Panel and in time frame requested.

### **A5.9 Decision**

The Appeals Panel shall render its decision by majority vote and in writing within 30 days of the Hearing, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. The decision shall reference the controlling sections of the Engineering Manual.

Consideration may be given to the following positions, among others, in formulating the decision:

- (1) finding for the Appellant, remanding the action to the Committee or the department with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) finding for the Respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the Appellant and the Appellant's objections;
- (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the Committee or the Department for the appropriate reconsideration.

### **A5.10 Further Appeal**

If the matter under Appeal relates to a TIA Standard or Specification, a TIA Bulletin, or other non-ANSI matter, then either side may seek further Appeal to the TIA Executive Committee any portion of the Appeals Panel decision. The full record of the complaint, response, hearing documents, and decision shall be submitted to the TIA Executive Committee for its review on further Appeal.

The Executive Committee shall make its decision on the record before it with no further hearings except that it may, if it deems it appropriate, allow each party to make a written or oral statement with the oral statement limited to fifteen minutes on behalf of each party.

If the matter under appeal relates to a TIA Standard or Specification that has been or expected to be recognized as an American National Standard, further appeal may be made directly to ANSI. If the Appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the department to ANSI.

## Annex B - TIA Legal Guides

### Part I – General Guides Applicable to All TIA Activities

This PART I includes general guides applicable to all Telecommunications Industry Association activities. They are required to be read and followed by all Members of the Association and Staff, Chairs and Members of all Committees, Sections, Divisions, and other TIA sponsored groups.

It is the policy of the TIA strictly to comply with the antitrust laws and regulations of the United States and any other jurisdiction applicable to TIA meetings, programs, or activities. Any discussion or conduct in violation of such laws or regulations is contrary to TIA policy and shall be avoided.

#### *Section A. Improper Activities and Programs*

TIA activities or programs relating to any of the following subjects are **improper** and are **not permitted**:

- (1) **Restraint of Trade Agreements.** The establishment of prices, production quotas, or uniformity of conduct, the allocation of customers or markets, Standard terms or conditions of sale, boycotts, or other competitive restraints are improper activities. Therefore, any activities within, or in conjunction with, Association meetings relating to any of these matters are improper and Committee Chairs, Staff, and participants should take affirmative action to assure that no such discussions are initiated or pursued.
- (2) **Prices and Pricing Policies.** Any consideration or discussion of product prices or industry pricing policies is improper and therefore not permitted. This applies to all discussions and casual remarks relating to individual company prices, changes in prices, or general price levels whether involving formal or informal exchanges between participating representatives. Such discussions are improper and must be avoided.
- (3) **Terms and Conditions of Purchase and Sale.** Any discussion at, or in conjunction with, TIA meetings of terms and conditions of purchase and sale, including but not limited to warranty and warranty periods, discounts, allowances, or terms of credit, or the formulation of uniform or Standard terms and conditions of purchase or sale, uniform basing points or zoning prices, or the recommendation thereof for voluntary use by the Membership also is improper and is prohibited. It is usually proper, however, to discuss and propose comments and recommendations to Government agencies relating to general contract provisions, or modifications thereof, or other procurement practices or policies proposed or adopted by such agencies.

- (4) **Costs.** Programs or activities involving the exchange of information relating to individual company costs of production or distribution and any formulas for computing such costs are improper. Discussions at TIA meetings of industry costs are not permitted.
- (5) **Future Plans.** Programs involving the exchange of future plans of individual companies affecting the design, research and development, production, and distribution or marketing of products are also improper. Any discussions at TIA meetings relating to such programs are not permitted. This does not preclude normal new product introductions or announcements at TIA sponsored trade shows.
- (6) **Boycotting Customers or Products.** Any activity involving the blacklisting or boycotting of customers, competitors, suppliers, or others or establishment of patterns of uniform dealing is improper. Therefore, there shall be no activities relating to any form of boycotting or any activity that may be interpreted as such.

#### *Section B. Procedures for Conducting Activities*

- (1) **Notices and Agendas.** Notices and agendas for TIA meetings shall be prepared in advance and distributed prior to the date of the meeting. Agendas shall not include any subjects that are stated as improper for consideration or discussion under the rules established in these Legal Guides. All agendas otherwise shall be in conformity with the rules established in the TIA Engineering Manual and any rules which may be established by the TIA General Counsel or an attorney authorized by TIA General Counsel. Any exceptions must be specifically approved by the TIA General Counsel or an attorney authorized by TIA General Counsel or an attorney authorized by the TIA General Counsel or an attorney authorized by TIA General Counsel. Whenever feasible, background information which would be helpful in the consideration of items on the agenda should be distributed in advance of meetings.
- (2) **Conduct of Meetings.** All meetings shall be conducted in such a way as to assure ample opportunity and freedom in the exchange of ideas and an equal voice in all decisions by parties entitled to vote thereon. Committee Chairs and TIA Staff personnel shall make sure that all actions and discussions at meetings are kept within the bounds of proper Association activity. Committee Chairs should immediately rule out of order discussion deemed improper or questionable under the policies set forth herein until the propriety of such discussion has been determined by General Counsel. If any doubt exists concerning the propriety of a program, either from a legal or policy point of view, it shall not become final or effective until after review by General Counsel. Committee Chairs should follow the published agenda and not depart therefrom except for a good and legitimate reason, in which event the reports should record the reasons for such departure.
- (3) **Voting in Committees.** All Committees other than Engineering Committees shall adopt rules consistent with these Guides and other rules, policies and by-

laws adopted by the TIA to ensure that each company represented shall be entitled to vote in a manner which will give equal weight to the vote of each company represented on the Committee, regardless of the number of representatives from any one company, if there should be more than one. Engineering Committees shall follow the rules set forth in the TIA Engineering Manual.

- (4) **Preparation and Review of Reports.** Reports of all meetings shall be taken and recorded. Reports shall include the time and place of the meeting, a list of all Committee Members and non-Members attending, a statement of all matters discussed and actions taken with appropriate reasons therefore, and a record of all voting. The votes of participants need not be identified by company or individual.

All meeting reports shall be approved by the TIA General Counsel or an attorney authorized by TIA General Counsel or an attorney authorized by the TIA General Counsel or an attorney authorized by TIA General Counsel before distribution. Upon approval, they should be distributed to all Members of the Committee and any other TIA Members desiring or requesting copies.

## **Part II – Special Guides Applicable to Engineering Standardization Programs**

This PART II contains legal policies applying specifically to the operations and conduct of all TIA engineering Standardization and related programs. It details the general policies of the TIA and supplements the procedures contained in Standards and Technology Department "Engineering Manual" ("Manual"). In addition to the rules established in this PART II, all engineering Standardization programs are required to be conducted in accordance with the rules set forth in PART I of these Legal Guides.

### *Section A. Limitations On Standardization Programs*

TIA Standardization programs shall be confined to the formulation of Standards within the rules set forth in this PART II defining or describing the dimension, quality, reliability, operating characteristics, performance, compatibility, interoperability, nomenclature, or any combination of these, and similar factors relating to telecommunications products, processes, systems, and procedures or those useful in the provision of communications services. These programs include not only those sponsored or initiated by the TIA and its Members but also those recommended by Government agencies.

### *Section B. Statement of Policy*

The following statement of policy, reflecting the basic objectives of all Standardization programs, shall be included in all TIA Standards:

"TIA Standards are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers, facilitating



interoperability, interchangeability and improvement of products, and assisting the purchaser in selecting and obtaining the proper telecommunications product for their particular need. Existence of such Standards shall not in any respect preclude any Member or non-Member of the TIA from manufacturing or selling products not conforming to such Standards.

"Except as provided in the Engineering Manual, Standards are proposed or adopted by the TIA without regard to whether their proposal or adoption may in any way involve patents on articles, materials, or processes. By such action, the TIA does not assume any liability to any patent owner, nor does it assume any obligation whatever to parties adopting TIA Standards, to parties manufacturing or selling products or services conforming to such Standards or to users of such products or services. Other TIA rules respecting Standards where patents are involved are contained in the Manual and should be read in conjunction with these Guides-PV. Furthermore, in all cases specific requirements and restraints expressed elsewhere in these Guides must govern."

### *Section C. Basic Rules for Conducting Programs*

All TIA Standardization programs shall be conducted in accordance with the following basic rules:

- (1) They shall be carried on in good faith under policies and procedures which will assure fairness and unrestricted participation;
- (2) Participation shall be extended to all technically qualified Members of the industry, including representatives of user groups where appropriate, irrespective of Membership in the TIA;
- (3) Each program shall be shown to serve one or more of the public interest objectives as provided in Section D of this PART II;
- (4) They shall not involve any agreement, expressed or implied, to adhere, or require adherence to a Standard or the use of any coercion, directly or indirectly, with respect thereto;
- (5) They shall not be proposed for or indirectly result in:
  - (a) effectuation of a price fixing arrangement, facilitating price uniformity or stabilization, or restricting competition, giving a competitive advantage to any manufacturer, excluding competitors from the market, limiting or otherwise curtailing production, or
  - (b) reducing product variations except where required to meet one or more of the objectives set forth in Section D of this PART II; and
- (6) Personnel participating in such programs as the representatives of Members of the industry should be technical personnel.

#### *Section D. Selecting a Program*

All Standardization programs must be shown to serve a legitimate public interest objective and that objective should be specifically stated in the context of the Standard. To assure this, the program should relate to the achievement of one or more of the following objectives:

- (1) promoting interchangeability and interoperability of products falling within the scope of TIA Engineering Committees;
- (2) eliminating misunderstandings or confusion between manufacturers and buyers with respect to products on which TIA Standards or Specifications are adopted;
- (3) providing assistance to the purchaser in selecting and obtaining the proper product for a particular need;
- (4) improving the quality of products covered by TIA Standards or Specifications.

#### *Section E. Notice of Meetings*

Advance notice shall be given to all participating representatives as to the matter to be considered for Standardization and the nature of the action being contemplated. Procedures should provide reasonable means for making available all data, Specifications, and other technical information relating to a product, process or technology proposed for Standardization to all persons participating in or contributing to the program involved irrespective of their Membership in the TIA. Committee activities should be limited to discussions of the engineering and technical aspects of Standardization or the procedures relating thereto.

#### *Section F. Special Rules for Conducting Standardization Programs*

- (1) **Voluntary Adherence to Standards.** Adherence to Standards shall be entirely voluntary and within the discretion of individual manufacturers. Any agreement, expressed or implied, or any coercion, direct or indirect, to adhere or to require or compel adherence to a Standard is **not permitted**.
- (2) **Engineering and Technical Considerations.** All Standardization activity shall be confined to the technical and engineering considerations in the establishment of a Standard and these considerations shall relate to one of the legitimate objectives as provided in Section D of this PART II.
- (3) **Commercial Standards.** Standardization relating to the commercial aspects of products, such as conditions or terms defining commercial relationships between manufacturer and buyer with respect to engineering Standards is **not permitted**. This type of activity is the proper concern of each interested company acting individually and is not a proper Association activity. (See Section A(3), PART I of these Guides.)

- (4) **Standards Involving Quality or Performance.** Generally, Standards relating to quality or performance of products should not specify or describe the characteristics of such products in terms of maximum quality or maximum performance. This does not preclude Standards stated in terms of maximum or minimum - maximum characteristics which are prescribed for the sole purpose of indicating that the product meets certain limited requirements and is designed to serve limited technical functions and purposes. Such Standards generally involve product differentiation as distinguished from product quality. Standards may include suggested specific AQL's (Acceptable Quality Level) for guidance purposes with the actual AQL to be agreed upon between the manufacturer and the user, or include ranges of AQL's for the same purpose.
- (5) **Revision of Standards.** Any revision of an existing Standard shall conform to the same procedures and policies applicable to the initiation of the original Standard. Such revision should be clearly justified as to legitimacy of objective and that objective should be stated in the revision.
- (6) **Interpretation of Standards.** The interpretation of Standards, insofar as it may relate to a specific product or manufacturer, is a proper matter for individual company concern and should not be undertaken by TIA Staff Members or any person acting in the capacity of a TIA Engineering Committee Member. TIA Staff comments, if any, shall be limited to an explanation or clarification of technical language or provisions in a Standard but not related to its application to specific products or manufacturers. Means are provided in the Engineering Manual for the rendering of formal interpretations of TIA Standards, which interpretations will be available to all interested parties.
- (7) **Acceptability of Standards.** All proposed Standards recommended by TIA Engineering Committees or task groups shall be submitted for final review and approval in accordance with the TIA Standards and Technology Department's Engineering Manual.
- (8) **Final Adoption.** Final adoption of proposed Standards shall be in accordance with the Standards and Technology Department's Engineering Manual. In the process of adopting a Standard, consideration shall be given to all comments of industry and user interests where applicable irrespective of TIA Membership, and industry consensus must be demonstrated. If there is no consensus on the adoption of a proposed Standard, or if due process has not been afforded all commentators, the program involving such Standard should be abandoned or referred to an appropriate Formulating Group for further consideration.

### *Section G. Procedures for Commenting on Military Specifications and Products*

In offering comments or recommendations to elements of the Department of Defense on Military Standardization documents, the following procedures shall be followed:

- (1) Participation shall be unrestricted and extended to all companies which have made known their interest regardless of Membership in the TIA or on the cognizant Committee or Committees;
- (2) Adequate notice of meetings shall be given all Committee Members and all other companies or representatives known to have an interest and shall include all issues to be discussed;
- (3) Comments and recommendations shall be offered merely as such, limited to the technical aspects of the Specifications, and shall reflect any divergence of views among those participating;
- (4) Copies of comments and recommendations shall be sent to all company representatives known to have an interest;
- (5) All submissions to the military departments shall contain a statement that the comments and recommendations reflect only the views of the group participating;  
and
- (6) They shall be reviewed and submitted by TIA Staff in accordance with established procedures.
- (7) All applicable laws and regulations shall be strictly adhered to.

## **Annex C - ANSI PINS Form and TIA Internal PN Form**

New ANSI Standards Activities Tracking Systems – Project Initiation Notification System (PINS) Form can be found at:

[http://www.tiaonline.org/standards/sfg/procedures/new\\_ansi\\_form.cfm](http://www.tiaonline.org/standards/sfg/procedures/new_ansi_form.cfm)

Existing ANSI Standards Activities Tracking Systems – Project Initiation Notification System (PINS) Form can be found at:

[http://www.tiaonline.org/standards/sfg/procedures/ansi\\_form.cfm](http://www.tiaonline.org/standards/sfg/procedures/ansi_form.cfm)

New TIA Standards and Technology Department Project Request and Authorization Form can be found at:

[http://www.tiaonline.org/standards/sfg/procedures/new\\_pn\\_request\\_form.cfm](http://www.tiaonline.org/standards/sfg/procedures/new_pn_request_form.cfm)

Existing TIA Standards and Technology Department Project Request and Authorization Form can be found at:

[http://www.tiaonline.org/standards/sfg/procedures/pn\\_request\\_form.cfm](http://www.tiaonline.org/standards/sfg/procedures/pn_request_form.cfm)

Ballot Authorization Form can be found at:

<http://www.tiaonline.org/standards/sfg/procedures/ballot.cfm> TIA Publication Authorization Form can be found at:

<http://www.tiaonline.org/standards/sfg/procedures/publication.cfm>

TIA Change Vote Form “Blue Card” can be found at:

[http://www.tiaonline.org/standards/sfg/procedures/blue\\_card.cfm](http://www.tiaonline.org/standards/sfg/procedures/blue_card.cfm)

## **Annex D - Sample Meeting Notice & Agenda**

Organization: TIA-TR-15  
High Frequency Communications  
Systems and Equipment

Chair: Willard P. Smith  
202-457-4912, wsmith@anywhere.com

Date: 14 June, 2002

Time: 9:00 a.m.

Place: Toledo Towers Hotel  
Toledo, OH  
(900) 238-1056

Agenda:

1. Call to Order
2. Approval of Meeting Report (Meeting 53)
3. Subcommittee Reports
4. Consideration of PN-4035 (High Speed Interface) for circulation as a Standards Proposal.
5. Set future meeting schedule
6. Other Business – (i.e., Reaffirmation of Chairs)
7. Adjournment

## Annex E - Sample Meeting Report

### Telecommunications Industry Association

Standards and Technology Department

Meeting Report, Meeting Number 54

Committee TR-15 High Frequency Communications Systems and Equipment

14 June 2002 Toledo Towers Hotel Toledo, OH

#### Quorum Members Present

<u>Name</u>	<u>Organization Represented</u>
Willard P. Smith (Chair)	Afgo Communications
Moe Diehl	Acme
Joe Morgan	Uvicom
Douglass de Jesus	Ephemex
Tom Nissan	Holorex
Fred Once	De Coriolis Data Systems

#### Quorum Members Absent

<u>Name</u>	<u>Organization Represented</u>
David LeBest	Demovox
Enid Howard	Southern ComTel
Arnold Lafitte	Duro Inc

Others:  
(None)

#### 1. Call to Order

The meeting was called to order at 9:00 am, on Friday, June 14, 2002, by Chair Willard P. Smith. The meeting was held at the Toledo Towers Hotel, Toledo, OH. The Chair announced that a quorum was present. The Chair inquired whether any attendee was aware of any patents that had not yet been disclosed that might relate to any of the pending standards in the Committee. Moe Diehl advised that he believed MicroFirm held at least 2 essential patents on the high-speed interface described in PN-4035. The Chair indicated he/she will have the TIA Standards Secretariat follow up with MicroFirm.

#### 2. Meeting Report

The Meeting Report of Meeting Number 53 was accepted with editorial corrections.

#### 3. Subcommittee Reports

The Chair of Subcommittee TR-15.1, Ephemeral Interfaces, reported that the Subcommittee had completed work on project PN-4035, Ephemeral Communications, High-speed Interface, and had voted unanimously to request that it be issued for public comment as a Standards Proposal. Since the final

draft of PN-4035 had been mailed to all TR-15 members in advance of the meeting, and the Proposal had been included in the published agenda, the Chair called for discussion prior to a vote to issue a Committee Letter Ballot to approve PN-4035 as an SP. Mr. Once asked the Subcommittee Chair to explain the need for dual backsignals on the F3 and Q5 leads, when it seemed that either one would do. The Chair explained the Subcommittee's rationale, which concerned time delays on satellite circuits. Mr. Once withdrew his objection. The Committee then voted 6-0 for release of the letter ballot.

There were no action items from the other Sub-committees. Two draft documents from TR-15.2 were distributed for information.

#### 4. Future Meetings

The next meeting will take place September 4-7 at the Sunnyside Hilton, Sunnyside, GA and will be hosted by Demovox and Uvicom.

The schedule for the next meeting is as follows:

<u>Tues, 9/04</u>	<u>Wed, 9/05</u>	<u>Thurs, 9/06</u>	<u>Fri, 9/07</u>
TR-15.4	TR-15.3	TR-15.1	TR-15.2
TR-15.2.1	TR-15.2.1	TR-15	

#### 5. Other Business

All of the Subcommittee Chairs reported they had completed the Reaffirmation process. The Committee unanimously voted to Reaffirm Willard Smith again, he has been ably leading this Committee for 23 years.

There was no other business.

#### 6. Adjournment

The meeting was adjourned at 5:00 pm. This meeting was conducted in accordance with the TIA Legal Guide and TIA Engineering Manual.

/Signature/

Willard P. Smith, Chair TR-15 High Frequency Communications Systems and Equipment

/Signature/

Tom Nissan, Secretary

LEGAL APPROVAL: John Doe, Esq.

Document Register

Committee: TR-15 Year: 2001



<u>Document Number</u>	<u>Title</u>	<u>Source</u>
TR-15/2001/06/001	PN-4035 High Speed Interface	TR-15.1
TR-15/2001/06/002	IS for Automode Procedures	TR-15.2
TR-15/2001/06/003	Modem (GSTN) Beyond 14400 bit/s	TR-15.2

**Note:** This is a minimum set of information for the document register. Other information, such as meeting report references may be added.

## **Annex F - Committee Correspondence**



BUILDING GLOBAL COMMUNICATIONS

The Telecommunications Industry Association represents the communications sector of  **EIA**

## **ANNEX G - CONTRIBUTION TEMPLATE**

Contributors shall place on the cover page of any written contribution intended for inclusion in a TIA Publication the following two paragraphs:

The contributor grants a free, irrevocable license to the Telecommunications Industry Association (TIA) to incorporate text or other copyrightable material contained in this contribution and any modifications thereof in the creation of a TIA Publication; to copyright and sell in TIA's name any TIA Publication even though it may include all or portions of this contribution; and at TIA's sole discretion to permit others to reproduce in whole or in part such contribution or the resulting TIA Publication. This contributor will also be willing to grant licenses under such copyrights to third parties on reasonable, non-discriminatory terms and conditions for purpose of practicing a TIA Publication which incorporates this contribution.

This document has been prepared by (Company) to assist the TIA Engineering Committee. It is proposed to the Committee as a basis for discussion and is not to be construed as a binding proposal on (Company). (Company) specifically reserves the right to amend or modify the material contained herein and nothing herein shall be construed as conferring or offering licenses or rights with respect to any intellectual property of (Company) other than provided in the copyright statement above.

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In addition, the contributor may also place on the cover page of any written contribution intended for inclusion in a TIA Publication one of the following statements:

I. The individual presenting this contribution knows of patents, or published pending patent applications, the use of which may be essential to the practice of all or part of this contribution when incorporated in a TIA Publication. And the company represented by this individual is willing to grant a license to applicants for such intellectual property contained in this contribution in a manner consistent with 2a) or 2b) of Annex H of the TIA Engineering Manual.

II. The company represented by this individual may have patents or published pending patent applications, the use of which may be essential to the practice of all or part of this contribution incorporated in a TIA Publication and the company represented by this individual is willing to grant a license to applicants for such intellectual property contained in this contribution in a manner consistent with 2a) or 2b) of Annex H of the TIA Engineering Manual.

## ANNEX H - STATEMENT FROM PATENT HOLDER

Date: \_\_\_\_\_

Reference Document: \_\_\_\_\_  
(refer to Project Number, Standards Proposal Number, reserved or actual document number or title) (One form per document)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person regarding patents and intellectual property matters:

\_\_\_\_\_  
(Name Printed)

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

On behalf of the above company, and being authorized by the company to make such representations, we indicate the following:

With respect to any Essential Patents or published pending patent applications necessary for the practice of the above Reference Document as it exists on this date, upon approval as a TIA Publication (mark with an "X" those applicable):

(1) The undersigned company states:

\_\_\_ It does not hold and does not anticipate holding any Essential Patent(s) or published pending patent application(s) necessary for the practice of which would be required for compliance with the proposed TIA Publication.

(2) The undersigned company states one of the following:

\_\_\_ a) A license under any Essential Patent(s) or published pending patent application(s) held by the undersigned company will be made available without compensation to applicants only and to the extent necessary for the practice of the TIA Publication;

Or

\_\_\_ b) A license under any Essential Patent(s) or published pending patent application(s) held by the undersigned company will be made available under reasonable terms and conditions that are demonstrably free of any unfair discrimination to applicants only and to the extent necessary for the practice of the TIA Publication.

(3) Either (2a) or (2b), whichever is selected above, **may be modified** by marking one or both of the following:

\_\_\_\_\_ The commitment to license above selected will be made available only on a reciprocal basis. The term “reciprocal” means that the licensee is willing to license the licensor in compliance with either (2a) or (2b) above as respects the practice of the TIA Publication.

\_\_\_\_\_ The undersigned company hereby limits its commitment to license under either (2a) or (2b) above to the patents and published pending patent applications identified by issuance and filing dates and numbers on Exhibit “A” attached hereto, and represents that Exhibit “A” contains all the undersigned’s known Essential Patents and published pending patent applications, as of this date, necessary to practice the Reference Document. The undersigned company undertakes to advise TIA of any Essential Patent(s) or published pending patent applications of the undersigned which become known to the undersigned after this date and to notify TIA whether a license will be made available with respect thereto in accordance with the TIA Patent Policy. Nothing in this statement requires the undersigned company to make a patent search.

(4) The undersigned company states:

\_\_\_\_\_ It declines to give the assurances set forth in (1), (2a) or (2b) above.

Agreed on behalf of the above company:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name printed)

\_\_\_\_\_  
(Date)

[This form is located at <http://www.tiaonline.org/standards/sfg/procedures/ipr.cfm> and can be used to submit patent holder statements.]

For definitions of terms used in this statement, please refer to TIA’s Engineering Manual dated June 1, 2001.

## ANNEX I - NUMBERING OF DOCUMENTS

Examples	Explanation of Numbering	Explanation of Characters
SP-1234	Initial publication or base document.	
SP-1234.XXX	With the creation of a base document, several parts can be created.  <b>Note:</b> <i>You must have a base document to have sub-parts. Each part can be balloted separately and revised separately; however, base document must be updated appropriately to reflect changes made to the parts.</i>	Committee's discretion as to the use of a hyphen or dot after base document. Also the discretion of the committee as to how many characters will be used in the extension.
SP-1234-AD1 SP-1234-AD2	Addendum 1 to base document Addendum 2 to base document	
SP-1234-RV1 SP-1234-RV2	Revision 1 of TIA-999-A Revision 2 of TIA-999-B	
SP-1234-AD1-RV1 SP-1234-AD1-RV2	Revision A of addendum 1 to TIA-999 Revision B of addendum 1 to TIA-999	
SP-1234-RV1-AD1 SP-1234-RV1-AD2	Addendum 1 to revision A of TIA-999 Addendum 2 to revision A of TIA-999	
SP-1234-URV	Revision and upgrade of a TSB or IS to ANS Status	
SP-1234-UG	Upgrade of a TSB or IS to ANS Status	
SP-1234-RF1 SP-1234-RF2	Reaffirmation of TIA-999 first time Reaffirmation of TIA-999 second time	
SP-1234-WD	Withdrawal of a TSB, IS, or ANS document	

**Note:** *Every time a document is revised, it incorporates all addenda from the previous revision. For example, if TIA-999 had two addenda (TIA-999-1 and TIA-999-2) then revision A of TIA-999 would incorporate the previous version and all its addenda.*

**Note:** *Every time a part is modified (revised or rescinded), the text of the umbrella document must be modified accordingly.*

These procedures allow the same project number (PN) to be associated with the life of a document. For example, PN-1234 would be assigned to a new TIA -999. If a revision is proposed for TIA -999, the same project number (PN-1234) can be used again with the addition of the letter "A" (PN-1234-A) using the nomenclature described in the above table. If an addendum is proposed for TIA -999, the project number would be PN-1234-1.

The same nomenclature also will be used for Standards Proposals (SP). The advantage of having the same PN/SP number associated with the life of a document is ease of tracking related parts.