



IEEE 1619 SISWG Security in Storage Working Group



SISWG Operating Procedures

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Approved by Working Group **[Insert Date Here]**

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Introduction

These Operating Procedures outline the orderly transaction of business of this committee. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) Expressing a position and its basis;
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:

[New York State Not-For-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

IEEE-SA Standards Board Resolutions

Policies/Procedures of the [IEEE Computer Society](#)

Policies/Procedures of the [IEEE Computer Society Standards Activity Board](#)

Policies/Procedures of the [Information Assurance Standards Committee](#)

Operating Procedures of the [Security in Storage Working Group](#)

Robert's Rules of Order Newly Revised (latest edition)

P1619 Security in Storage Working Group Scope

This working group is chartered to develop standards for cryptographic algorithms and methods for encrypting data before it is sent to the storage (disk or tape) device. This will include the algorithms and modes to create interoperable solutions. 2) Create Common Criteria Protection Profiles

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1.0 Organization of the Working Group

The Committee shall consist of a Chair, Vice-Chair, Secretary and its members.

2.0 Responsibilities of the Working Group

The Working Group shall be responsible for the following:

- 1) Developing proposed IEEE standards within its scope
- 2) Maintaining the standards developed by the Working Group in accordance with the *IEEE-SA Standards Board Operations Manual*
- 3) Responding to requests for interpretations of the standards developed by the Working Group
- 4) Acting on other matters requiring Working Group effort as provided in these procedures
- 5) Cooperating with other appropriate standards development organizations, committees and working groups.

3.0 Officers

There shall be a Chair, a Vice-Chair and a Secretary. These officers shall be elected for a term of two years by the working group members. They may serve consecutive terms without limit. Elections shall be held at the end of even-numbered years. Alternatively, the SISWG Membership may force, with a 2/3 vote, an election at any time for one, some or all of the SISWG Officers.

The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Working Group, oversee the committee's compliance with these procedures, and submit proposed standards approved by the working group with supporting documentation to the Sponsor for submission to the IEEE-SA Standards Board review and approval as IEEE standards. Upon resignation of the Vice-Chair or Secretary, the Chair shall appoint members to act in these positions until an election can be held.

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. Upon resignation of the Chair, the Vice-Chair shall assume all the responsibilities and powers of the Chair until an election can be held.

The Secretary shall record and have published minutes of each meeting and shall maintain the voting membership list.

4.0 Membership

All SISWG business shall be conducted at the behest of the members. Membership is open to individuals and entities; entities are participants such as

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academic institutions, corporations, government bodies, partnerships, consortia, standards-development organizations, etc. Individuals shall represent only themselves and not serve as agents for others and not at all for any entity.

Entities that are closely linked shall not cooperate behind the scenes to dominate the working group or any of its task groups.

4.1 Voting Membership

Anyone may participate as a voting member of SISWG, either as an individual representing himself/herself or as an entity representative.

To gain voting membership, the individual or entity (principal or alternate representatives) shall be present in at least two of the last three relevant meetings (including the current meeting). Relevant meetings are any SISWG plenary meetings.

For votes, regardless of how many representatives a particular entity has in attendance, the entity has only a single vote.

In the case of multiple claims of representation, representatives from an entity may be required to prove that they are the only authorized representative by letter from their sponsoring entity to the SISWG officers. Lacking conclusive proof of authorized representation the SISWG chair may decide who among multiple representatives from an entity is to be the sole representative to SISWG, if any.

4.2 Application

A request for membership shall be addressed to the Chair and copied to the Secretary, indicating the applicant's direct and material interest in the Committee's work and willingness to participate actively. Such a request shall designate a principal representative and may include an alternate representative for entities. Please note that all IEEE Standards meetings are open to anyone who wishes to attend.

4.3 Review of Membership

The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.4 Membership Roster

The Secretary shall maintain a current and accurate Working Group roster and shall distribute it to the members upon request or at least annually. All changes

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to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Title of the Working Group and its designation
2. Scope of the Working Group
3. Officers – Chair, Vice-Chair, and Secretary and Members: for all, list name, address, IEEE Society(ies) and business affiliations (or none) and appropriate contact information including e-mail address, phone and fax numbers.

4.5 Loss of Membership

Members (individuals or entities) shall be warned upon their failure to:

- attend two out of three successive meetings, in which case the membership shall be terminated if not represented at the next meeting; (*Attendance is determined by the names on the attendance sheet, which in turn is recorded in the minutes.*), or
- return two out of three successive letter ballots, if the next letter ballot (identified by LB number) after the warning is not returned.
- an entity fails to perform the above actions when none of the entity's representatives perform the actions.

The voting membership shall be canceled by the SISWG Chair for failure to pay appropriate service fees within the time specified by these operating procedures.

When voting membership is terminated the individual or representatives of an entity will no longer have voting rights, even if the appropriate dues have been paid (no refunds will be given for loss of membership). An individual or entity that has had its voting membership terminated shall re-establish membership in accordance with the rules for obtaining membership above. If this membership is re-established within the same billing period and the individual or entity has paid its fee, no new service fee will be accessed.

5.0 Meetings

Working Group meetings shall be held, as decided by the Chair, or by petition of 25% or more voting members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. For face-to-face meetings, a 30-day notice, including an agenda, shall be distributed to all members, observers, and experts. For telephonic or other electronic meeting, a 5-day notice shall be provided.

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The Working Group may charge a meeting fee to cover services needed for conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

5.1 Quorum

There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section **Error! Reference source not found.** A quorum is considered to be 30% of the voting members of the Working Group. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.

5.2 Attendance

Attendance shall be recorded for all SISWG sponsored meetings. The attendance roster shall be forwarded to the SISWG Secretary within two business days after the conclusion of the meeting.

An entity is only considered to be in attendance if either the principal or an alternate representative is present. The SISWG Secretary or presiding officer shall only count attendance if an individual member or an entity representative is present (in person or on a conference phone) for 25% or more of the meeting and makes their presence known.

5.3 Presiding officer

A SISWG meeting shall only be conducted by a SISWG Officer (i.e., Chair, Vice-Chair, Secretary, or Treasurer). If a presiding officer is not in attendance within 15 minutes of the start of the meeting, then the meeting shall be canceled and may be rescheduled by agreement among 25% or more voting members.

5.4 Fees

The Working Group may charge a meeting fee to cover services needed for conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

5.5 Conference Phones

A conference phone shall be made available at a face-to-face meeting. The quality of the phone shall be such that each member in the room can be clearly heard by each member who has dialed-in.

If an individual is dropped from a teleconference meeting, then it is up to this individual to notify the presiding officer of this issue either through appropriate

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methods, such as e-mail or cell-phone. The presiding officer shall make a cell-phone number available for such purposes.

5.6 Ad Hoc Meetings

The Working Group may organize ad hoc meetings, which are formed to deal with a particular issue, and disbanded after the issue is resolved. Ad hoc meetings do not make decisions on behalf of the Working Group, but rather develop recommendations for consideration by the Working Group. In ad hoc meetings, formal membership, quorum, and voting procedures are not needed.

6.0 Vote

Approval of an action is obtained when the appropriate majority of votes cast concerning the action favor that action, provided that quorum is established, that votes are made only by those entitled to vote, and that votes are collected in one of several accepted ways (in meeting, electronically, by hardcopy, or by combination of these methods).

6.1 Balloting Positions

When conducting a Working Group ballot on a draft document, each voting Working Group member shall vote one of the following positions:

- 1) Affirmative (with or without comments)
- 2) Do Not Approve (Negative With Comments – the reasons for a negative vote shall be given and shall include specific wording or actions that, if implemented, would resolve the objection)
- 3) Abstain

Note: All other votes, e.g. Negative without comments, shall be considered an “abstain.”

Note: The specific wording or actions provided with a *Negative with Comments* ballot will be used to better understand what specific issues the balloter has with the document. Negotiations or other conversations may be necessary to actually make changes that satisfy the negative balloter. Overly broad comments such as “I don’t think we should be standardizing this” or “I don’t like this document” are not specific and will be considered an “abstain” absent other specific comments on that ballot.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.4 and Subclause 5.4.3.1)

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6.2 Voting By Ballot

The Working Group shall be allowed to conduct Working Group business between face-to-face meetings at the discretion of the Chair by use of a letter or electronic ballot.

An electronic ballot shall be in effect for at least 30 days for first circulation and at least 15 days for subsequent circulations.

6.3 Majority Approval

A Majority Approval requires that the sum of approving votes, opposing votes, and abstaining votes exceeds the meeting quorum (see 5.1) of the voting organization, and that the number of approving votes exceeds the number of opposing votes. The following actions require approval by a majority of the membership of the Working Group either at a meeting – provided that notification of the action has been included on the distributed agenda for the meeting – or by letter or electronic ballot:

- 1) Election of Officers
- 2) Approval of a Draft to progress to Sponsor Ballot
- 3) Initial adoption of these procedures.

6.4 Two-Thirds Approval

The following actions require a letter ballot or an equivalent⁽¹⁾ formal recorded vote with approval by at least two-thirds of the voting members of the Working Group, excluding abstentions:

- 1) Changes to the Working Group procedures
- 2) Approval of change of the Working Group's Scope
- 3) Approval of termination of the Working Group

6.5 Abstentions

Except for the purpose of establishing a quorum, an abstention on any vote or ballot of the working group shall not be considered in the tallying of the votes and hence in the determination of the results.

7.0 Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed.

⁽¹⁾ "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.

8.0 Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

9.0 Liaisons

The SISWG Chair may appoint liaisons to other standards organizations (e.g., INCITS Technical Committees, TCG, SNIA, ISO), and may accept liaisons from such organizations. SISWG Liaisons are encouraged to circulate their report among the SISWG officers before sending it to the other standards organization.