

NAEDRA Committee Policies and Procedures

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1.0 Introduction

This Policies and Procedures document outlines the orderly transaction of business of the Object Identifier (OID) NAEDRA Committee (“Committee”).

2.0 Committee Scope

The Scope of this Committee is to provide an oversight of the assignment of OIDs to Registrars for ANSI/IEEE/MC related standards documents (C12.19 / IEEE 1377 / MC1219 and C12.22 / IEEE P1703 / MC1222).

3.0 Organization of the Committee

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

4.0 Responsibilities of the Committee

- 4.1** The Committee shall oversee/manage the issuance, to Certified Registrars, of root level numbers associated with the Root Device Class Object ID’s, Root ApTitles and security mechanisms.
- 4.2** The Committee shall evaluate Certified Registrar applications.
- 4.3** The Committee shall receive and acknowledge complaint(s) against Registrar(s) and the Committee shall rule upon the complaint based upon the ground rules to which the Registrar(s) is/are required to adhere.
- 4.4** The Committee shall coordinate contact lists of minimally the NAEDRA Committee, Sponsoring organizations (ANSI, IEEE and MC), and Certified Registrars.

5.0 Officers

There shall be a Chair, Vice-Chair and Secretary nominated and approved by the members. Approval requires a two-thirds vote. The term of office shall be two years, and this term may be renewed bi-annually. A seventy-five percent (75%) vote of the membership is needed to remove an officer.

5.1 Chair

The Chair shall organize the Committee; oversee the committee's compliance with these procedures; and submit proposed documents approved by the Committee, with supporting documentation, for appropriate review and approval by the membership.

5.2 Vice-Chair

The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so.

5.3 Secretary

The Secretary shall record and have published minutes of each meeting. The minutes shall be clear, complete, and accurate with regard to the actions which were taken and the justification for those actions. It should be noted that there is no such thing as a conversation “off the record” at the Committee meeting. If members feel that their comments would be inappropriate for recording, they probably are not proper for a Committee meeting and should not be made.

The Secretary shall also perform at a minimum administrative work including:

Preparation, distribution, and publication on the NAEDRA website (www.naedra.org) of meeting notices, agendas, minutes, and other committee records (Policies and Procedures). Also, maintenance of adequate records, including the Committee roster.

6.0 Membership

The Committee shall consist of three groups, ANSI (C12 SC17), IEEE (SCC31) and General Interest (GI). Each Group shall each select their own representatives. Other Groups and Interest Categories may be added following a two-third majority vote of the voting members.

1. The membership shall be balanced between Groups with no identified group having more than 40% representation as determined by the committee Officers. Each Group shall balance their Interest Category so that no Interest Category has more than 40% representation.
2. Relationships between Voting Member Groups and Interest Categories:

GROUPS			INTEREST CATEGORY		
ANSI	IEEE	GI	Vendor	Utility	Other
Representative 1			X		
Representative 2				X	
Representative 3					X
Additional Representatives			Each additional representative must select a category such that no Interest Category for a group exceeds 40%		
	Representative 1		X		
	Representative 2			X	
	Representative 3				X
	Additional Representatives		Each additional representative must select a category such that no Interest Category for a group exceeds 40%		
		Representative 1	X		
		Representative 2		X	
		Representative 3			X
		Additional Representatives	Each additional representative must select a category such that no Interest Category for a group exceeds 40%		

3. A voting member has full rights of the committee according to these policies and procedures. A voting member shall have immediate voting member rights upon being selected as a voting member.
4. A Non-voting Membership is provided for those interested individuals not otherwise qualifying as a Voting Member. There is no balance requirement for Non-voting Members with respect to "Interest category". Any Non-voting member in the Committee meeting shall have voice, provide motions and seconds; however, Non-voting Members may not vote.
5. Any visitor shall have voice, at the discretion of the chair.
6. Each Voting Member shall have an Alternate. Any Alternate may replace the absent Member within the identified Group.
7. Membership is open to all interested individuals with a direct and material interest in the Committee's work and willingness to participate actively. A request for membership may be made by a prospective member at any meeting of the Committee. If individuals from distinct divisions of Companies or Organizations can demonstrate independent interest and authority to make independent decisions in the area of the activity of the committee, each may apply for membership.
8. Members may be terminated at the request of two-thirds of the officers.
9. A Registrar or prospective Registrar may NOT be a Voting Member.

6.1 Review of Membership

The officers 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 officers shall consider the matter for appropriate action, which may include termination of membership.

Active participation in the work of the Committee is a prerequisite to continuing membership. Failure to attend meetings or respond to communications without specific written notification to the Secretary of the Committee shall be deemed grounds for termination from the Committee.

6.2 Interest Categories

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 a single interest. Members shall identify their interest category as appropriate, one of "Vendor", "Utility" and "General Interest". Interest categories shall be established or revised by a vote of the Committee.

6.3 Membership Roster

The Secretary shall maintain a current and accurate Committee roster and shall distribute it to the members with each set of minutes and upon request. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Title of the Committee and its designation.
2. Officers - Chair, Vice-Chair, Secretary.
3. Members: for all, list name, contact information.
4. Status (member/alternate).
5. Sponsoring Organization (if appropriate) and Interest category (Vendor/Utility/General Interest).
6. For each subgroup - title, chair, and names and addresses of all members.

7.0 Subgroups Created by the Committee

When one or more subcommittees are formed to expedite the work of the Committee, their formation (and later disbandment) requires recommendation by a majority of the voting members of the Committee. The formation and disbandment of other subgroups requires approval by a majority of the voting members of the Committee. The Chair of a subgroup shall be appointed by the Chair of the Committee.

The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all subgroups shall be reviewed by the Committee annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more subjects and for responding to views and objections thereon.
2. The subgroup is responsible for assisting the Committee (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions, or other purely advisory functions).

8.0 Meetings

Committee meetings shall be held, as decided by the Committee, the Chair, or by petition of members, to conduct business, such as making assignments, receiving reports of work, considering Registrar Applications, resolving differences among subgroups, and considering views and objections from any source. A minimum 21-day notice, including an agenda, shall be distributed to all members, observers, and experts. The advance notice requirement may be waived by a two-thirds majority of the Members and Alternates. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup.

8.1 Quorum

A quorum is considered to be 50% of the voting members of the Committee. There shall be a quorum for conducting business at a meeting. 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. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section 7.2. See Robert's Rules of Order (revised).

8.2 Discussion Topics

It is not possible to provide a comprehensive list of antitrust rules that would cover every situation that might be encountered at a Committee meeting. Nevertheless, a prudent general rule, which is to be followed at all NAEDRA Committee meetings, is that no commercial topics should be acted upon or even considered. To avoid the most sensitive areas, there should never be a discussion of the following at Committee meetings:

1. Current or future prices or components thereof, including discounts, rebates, and credit terms;
2. Pricing, price lists or procedures for coordinating price changes;
3. Licensing of patent technology or the construction or validity of patents;
4. Sales or production quotas;
5. Allocation or division of territories or customers along manufacturers, distributors, or retailers;
6. Boycotting any party or denying any party access to markets, products, product inputs, or information;
7. Identified individual company statistics, market shares, inventories, or merchandising methods;
8. Commercial practices of particular competitors or customers;
9. Commercial liabilities, warranties, guarantees, or the particular terms and conditions of sales, including credit, shipping and transportation arrangements, or
10. Anything dealing with trade abuses, or excluding or controlling competition.

8.3 Rump Sessions

When a Committee meeting is adjourned, it should be over in all respects and not simply in name. Informal “rump” sessions present too great a temptation for confidential or prohibited subjects.

8.4 Executive Sessions

An Executive Session is a session where no records of the conversation are to be kept (except results) and where only those participants having official reasons to be involved are allowed to be in the conversation. Normally, that includes the Voting Members, Alternate Voting Members, and Non-Voting Members of the group and any others that the chair of the meeting deems necessary due to some contribution they would make to the group's discussion. After an Executive Session, any official actions taken are announced.

9.0 Voting

Each Committee Voting Member shall vote one of the following positions:

1. Affirmative.
2. Affirmative With Comments – comments should include specific wording or actions that would provide resolution.
3. Negative With Comments - the reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection.
4. Abstain.

Note: All negatives must be recorded and an attempt made to resolve them.

9.1 Vote of Alternate

An Alternate's vote is counted only if the Voting Member is unable to vote. In the case where two Alternate votes are received for one missing Voting Member, the first returned vote counts.

9.2 Ballot of the Committee Membership

The Committee shall be allowed to conduct Committee business between meetings at the discretion of the Chair by use of a ballot.

9.3 Actions Requiring Approval by a Majority of the Committee Membership

The following actions require approval by a majority of the membership of the Committee either at a meeting or by letter or by electronic ballot:

1. Formation of a subgroup, including its procedures, scope, and duties.
2. Disbandment of subgroup.
3. Approval of minutes.
4. Authorization of a letter ballot.

9.4 Actions Requiring Approval by Two-Thirds of the Committee Membership

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 Committee, excluding abstentions:

1. Adoption of Committee procedures, Sponsoring organizations, interest categories, or revisions thereof
2. Position Statements
3. Approval of change of the Committee scope and procedures
4. Approval of termination of the Committee

9.5 Actions Requiring Approval by Seventy-five Percent of the Committee Membership

1. Approval of a Registrar Application.
2. Removal of an Officer.
3. Removal of an approved Registrar.

10.0 Communications

All Committee officers should use their Committee letterhead if available, or email notification, when corresponding on behalf of Committee activities.

10.1 Formal Internal Communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the Secretary, and the Committee officers.

10.2 External Communication

Inquiries relating to the Committee should be directed to the Chair, cc: Vice-Chair and Secretary, and if known the members. All replies to inquiries shall be made through the Chair.

11.0 Appeals

The Committee recognizes the right of appeal. Technical appeals are referred back to the Sponsoring organizations. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner.

12.0 Dispute Resolution

All Certified Registrars shall agree to abide by the decision(s) of the Committee in matters of dispute resolution. The Committee recognizes that it has an obligation to mediate or arbitrate disputes or claims arising between Certified Registrars or about Certified Registrars. Notwithstanding the foregoing, if a Certified Registrar commences a court action without first attempting to resolve the matter through mediation or arbitration, or refuses Committee mediation or arbitration after a request has been made, then that Certified Registrar may be subjected to sanctions that may result in the loss of its Certified Registrar status. The parties shall comply with the Committee rules, decisions and remedies. The Committee rules, decisions and remedies shall be binding and final.

13.0 Certified Registrars

A Certified Registrar shall minimally:

1. Successfully apply to the ANSI/IEEE/MC NAEDRA Committee to become a Certified Registrar.
2. Have the capability to receive an application for an OID.
3. Have the capability to receive TDLs, EDLs and security mechanism algorithms in relation to OID class from the applicant.
4. Have the capability to generate a unique device class number for the applicant.
5. Have the capability to generate a unique security mechanism number for the applicant.
6. Have the capability to generate a unique root ApTitle number for the applicant.
7. Have the capability to receive a unique device class number from the applicant.
8. Have the capability to receive a unique security mechanism number from the applicant.
9. Have the capability to receive a unique root ApTitle number from the applicant.
10. Have the capability to publish/provide these numbers, and any data the applicant gave them.
11. Authorization to publish/provide, to others (The default shall be that no data the applicant submitted is authorized to be published/provided, except that the number is reserved).
12. Operate in a fair, equitable and non-discriminating manner to provide these services to the Industry.
13. Registrar(s) shall provide on his web site the address and information necessary for any client to submit a complaint against the Registrar to the NAEDRA Committee.
14. OIDs shall only be issued from the pool of OIDs (Device Classes, Security Mechanisms, Application Titles) managed by the IEEE/ANSI/MC NAEDRA Committee.

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