

USNC TMC GUIDANCE DOCUMENT

USNC/TMC 647A

12 April 2012

TAG DEFINITIONS OF QUORUM

TC 1

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

TC 2

Quorum Set 2

Definitions:

“Positive Vote” – approval of the proposed position.

“Abstain” – comments permitted. Vote reduces the number needed for quorum purposes.

TAG Membership – if member does not vote on 3 successive ballots, their status will be reduced to mail only.

Quorum not met – US will submit vote to abstain, where appropriate.

MEETINGS

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

IEC DOCUMENTS

Process

Document distributed within 1-2 weeks of issue by IEC.

Comments required no later than 8 weeks before IEC closing date (BICD).

At 8 weeks BICD the compilation comments sent for ballot with close of voting at 4 weeks. Ballot will be to vote on the comments, and where appropriate to vote on approval/against/abstain for the IEC document itself.

At 4 weeks BICD, if quorum for US comments/position is met, submittal made to USNC. If substantial (to be defined) disagreement with one or more comments is submitted then a conference call/web meeting will be conducted to determine the US position.

At 2 weeks BICD, US comments and position (if needed) are submitted to USNC.

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

Minimum number of votes required to “force” conference call – 25 percent

Insufficient voting members - abstain vote for US to IEC

OTHER BALLOTS

Minimum number of voting members – 25 percent

Minimum number of positive votes - 67 percent

TC 4

Three (3) voting TAG members is necessary for a quorum.

TC 5

Three (3) voting TAG members are necessary for a quorum

TC 8

We established the quorum specification as follows: Quorum shall be 50% of the TAG membership minus one.

TC 9

For purposes of a quorum, “A simple majority of TAG Members, shall constitute a quorum.”

TC 10

A Quorum of TAG members shall be 25% of the voting members of the TAG, but no fewer than three voting members of the TAG.

TC 13

USNC TAG IEC/TC 13 has confirmed Option Set 1. (See ATTACHMENT C)

TC 14

A majority of the TAG members is necessary for a quorum.

TC 15

The TAG to IEC TC 15 has defined Quorum as 51% of the official TAG membership.

TC 16

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 17

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 17A

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 17B

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 17C

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 17D

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 18

Quorum for meetings is such a number as is competent to transact its business. For the purpose of USNC/IEC TAG TC 18/SC 18A meetings a quorum shall be a simple majority of the voting participants of TAG in good standing.

SC 18A

Quorum for meetings is such a number as is competent to transact its business. For the purpose of USNC/IEC TAG TC 18/SC 18A meetings a quorum shall be a simple majority of the voting participants of TAG in good standing.

TC 20

Quorum Set 1 [based on clauses 9.5 and 9.6 of the model procedures]

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

TC 21

The USA TC21 TAG agreed that a quorum shall constitute 50% or more of the TAG present at a meeting.

SC 21A

Quorum Set 1 [based on clauses 9.5 and 9.6 of the model procedures]

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

TC 22

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses

9.5 and 9.6 of the approved TAG Operating Procedures.

SC 22G

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 22H

QUORUM STATEMENT

US TAG to SC 22H

For all decisions under 9.6 of the “Model Operating Procedures For USNC/IEC Technical Advisory Groups”, a quorum at a duly called meeting of the US TAG to IEC/SC 22H shall be defined as consisting of at least 50% of rostered “voting” members with no less than two rostered “voting” members.

TC 23

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 23 WG 8

Quorum for Meetings – A quorum is achieved when at least 50% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

SC 23A

A quorum is achieved when at least 50% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

SC 23B

Quorum for Meetings – A quorum is achieved when at least 50% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

SC 23C

Quorum for Meetings – A quorum is achieved when at least 50% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

SC 23E

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

SC 23F

TAG Quorum: a majority (more than 50%) of all the members.

SC 23G

Quorum for Meetings – A quorum is achieved when at least 50% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

SC 23H

USNC TAG IEC/SC 23 has confirmed Option Set 1. (See ATTACHMENT C)

SC 23J

USNC 23J meeting Quorum requirements shall be at least ½ of the members. This may include members that have provided written acknowledgment of the meeting and a response of no position on the meeting agenda.

TC 25

TAG for TC 25 does all of its consultations by electronic means. In rare situations meetings will be held electronically with a quorum of 40 % of the TAG for decisions.

TC 26**QUORUM STATEMENT**

US TAG to IEC/TC 26

For all decisions under 9.6 of the "Model Operating Procedures For USNC/IEC Technical Advisory Groups", a quorum at a duly called meeting of the US TAG to IEC/TC 26 shall be defined as consisting of at least 50% of rostered "voting" members with no less than two rostered "voting" members.

TC 27

Quorum is by simple majority.

TC 29

A quorum shall be a majority of the voting members of the TAG. Quorum requirements shall be available in writing upon request.

TC 31

The quorum at meetings is more than 25% of the voting members of the USTAG, with more than a 2/3 majority required for positive ballot.

SC 31G

The quorum at meetings is more than 25% of the voting members of the USTAG, with more than a 2/3 majority required for positive ballot.

SC 31J

The quorum at meetings is more than 25% of the voting members of the USTAG, with more than a 2/3 majority required for positive ballot.

SC 31M

The quorum at meetings is more than 25% of the voting members of the USTAG, with more than a 2/3 majority required for positive ballot.

TC 32

See ATTACHMENT A.

SC 32A

See ATTACHMENT A.

SC 32B

USNC TAG IEC/SC 32B has confirmed Option Set 1. (See ATTACHMENT C)

SC 32C

The quorum is defined as a minimum of three members.

TC 33

A majority of the TAG members is necessary for a quorum.

TC 34

The American National Standard Lighting Group (ANSLG) US TAG 34-34A-34B-34C-34D quorum guideline is a simple majority (51%) of each company published in the current Personnel Roster. All Technical Advisors are expected to be in attendance.

SC 34A

The American National Standard Lighting Group (ANSLG) US TAG 34-34A-34B-34C-34D quorum guideline is a simple majority (51%) of each company published in the current Personnel Roster. All Technical Advisors are expected to be in attendance.

SC 34B

The American National Standard Lighting Group (ANSLG) US TAG 34-34A-34B-34C-34D quorum guideline is a simple majority (51%) of each company published in the current Personnel Roster. All Technical Advisors are expected to be in attendance.

SC 34C

The American National Standard Lighting Group (ANSLG) US TAG 34-34A-34B-34C-34D quorum guideline is a simple majority (51%) of each company published in the current Personnel Roster. All Technical Advisors are expected to be in attendance.

SC 34D

The American National Standard Lighting Group (ANSLG) US TAG 34-34A-34B-34C-34D quorum guideline is a simple majority (51%) of each company published in the current Personnel Roster. All Technical Advisors are expected to be in attendance.

TC 35

Quorum Set 1 [based on clauses 9.5 and 9.6 of the model procedures]

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

TC 36

A majority of the TAG members is necessary for a quorum.

SC 36B

A majority of the TAG members is necessary for a quorum.

SC 36C

A majority of the TAG members is necessary for a quorum.

TC 37

A majority of the TAG members is necessary for a quorum.

SC 37A

A majority of the TAG members is necessary for a quorum.

SC 37B

A majority of the TAG members is necessary for a quorum.

TC 38

Quorum definition: 50% or more members.

TC 40

The quorum is defined as a minimum of three members.

TC 42

To answer your specific question, we use a simple majority of TAG members as a quorum for decisions. I would point out that all members of the TAG are given the opportunity to comment on not only the Drafts from TC-42, but in addition where the US has a Technical Expert on a Maintenance Committee, we normally discuss and share opinions with that person on early drafts so that we can avoid surprises when the documents come out in draft stages. I have found that this leads to a smooth process and no one ever gets blindsided by our European friends trying to make big changes or introduce new items. I would also point out in the US we also share our work with the other IEEE organizers to solicit opinions that can affect US industry and we do this in the early stages. Finally, my TAG members are also on other technical committees and some are direct liaisons to them.

TC 44

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 45

50% of Paid Up TAG

SC 45A

Quorum requirements for TC45A TAG meetings shall be 50% of the TAG members who are current in their USNC TAG Participation Fee.

SC 45B

50% of Paid Up TAG

TC 46

The US TAG for IEC/TC 46, 46A & C TAGs define Quorum requirement as 2/3 of voting members present at the meeting.

SC 46A

The US TAG for IEC/TC 46, 46A & C TAGs define Quorum requirement as 2/3 of voting members present at the meeting.

SC 46C

The US TAG for IEC/TC 46, 46A & C TAGs define Quorum requirement as 2/3 of voting members present at the meeting.

SC 46F

The US TAG for IEC/SC 46F define Quorum requirement as 50% of voting members present at the meeting.

TC 47

Quorum

The JEDEC Office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining “active” member status. The quorum requirements shall be 50% by count of a committee’s active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

SC 47A

Quorum

The JEDEC Office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining “active” member status. The quorum requirements shall be 50% by count of a committee’s active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

SC 47D

TAG Quorum Determination Excerpted from JEDEC JM21:

3.5 Quorum

The JEDEC Office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining “active” member status. The quorum requirements shall be 50% by count of a committee’s active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

SC 47E**Quorum**

The JEDEC Office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining “active” member status. The quorum requirements shall be 50% by count of a committee’s active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

SC 47F**Quorum**

The JEDEC Office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining “active” member status. The quorum requirements shall be 50% by count of a committee’s active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

TC 48

Participation by the TA and/or DTA and a minimum of 50% of other TAG members shall constitute a quorum for the purpose of TAG business and voting. Participation may be in person, via telephone, or paper or electronic correspondence. It is not necessary for all members making up the quorum for any particular TAG action to participate simultaneously.

SC 48 B

Participation by the TA and/or DTA and a minimum of 50% of other TAG members shall constitute a quorum for the purpose of TAG business and voting. Participation may be in person, via telephone, or paper or electronic correspondence. It is not necessary for all members making up the quorum for any particular TAG action to participate simultaneously.

SC 48D

Participation by the TA and a minimum of 50% other TAG members shall constitute a quorum for the purpose of TAG business and voting. Participation may be in person, via telephone, or paper or electronic correspondence. It is not necessary for all members making up the quorum for any particular TAG action to participate simultaneously. The 48 DTA is preparing a preliminary compilation of all comments received from the TAG approx. 4 weeks before the USNC set due date. These compiled comments are sent to the

TAG for final approval to be returned to the TA typically 1 week before the USNC due date. A no response by a TAG member constitutes an approval of the comment(s) to be submitted to the USNC Secretary at the USNC due for IEC submission.

TC 49

For votes cast at meetings of the TAG and meetings of the USNC delegates to international meetings, the following quorum requirement applies: The number of voting members to the TAG shall be assessed, according to the guidelines of section 7 of the “Model Operating Procedures for USNC/IEC Technical Advisory Groups”. The quorum shall be reached if half or more of the voting TAG members are present or participate in the meeting by means of electronic communications.

TC 51

TC-51 Quorum Definition 1-15-10

The USTAG for IEC TC 51 defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be

followed up with a 30-day ballot for confirmation of positions taken within the meeting.

TC 55

Approved a requirement of 50% of members present at TAG meetings to achieve a quorum.

TC 56

For TAG 56, a quorum is a majority of all the participating members.

TC 57

The Quorum definition for the TAG’s are representation by more than 25 percent of the voting members.

This is obviously a low number, but it is reflective of the realities of TC57 participation. It also gives us room to move to increase the percentage if it was felt necessary in the future. If we start too high, we will likely need at least a year to pare down the membership of the TAG to only those that really participate and respond in order for us to conduct business.

TC 59

The Quorum definition for the TAG’s are representation by more than one third of the voting members.

SC 59A

The Quorum definition for the TAG's are representation by more than one third of the voting members.

SC 59D

The Quorum definition for the TAG's are representation by more than one third of the voting members.

SC 59F

The Quorum definition for the TAG's are representation by more than one third of the voting members.

SC 59K

The Quorum definition for the TAG's are representation by more than one third of the voting members.

SC 59L

The Quorum definition for the TAG's are representation by more than one third of the voting members.

SC 59M

The Quorum definition for the TAG's are representation by more than one third of the voting members.

TC 61

Quorum definition: No negative responses were received; The TC61 USTAG definition of a quorum is as follows:

The USTAG for IEC TC 61 defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be followed up with a 30-day ballot for confirmation of positions taken within the meeting.

SC 61C

Quorum definition: No negative responses were received; The SC61C USTAG definition of a quorum is as follows:

The USTAG for IEC SC 61C defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be followed up with a 30-day ballot for confirmation of positions taken within the meeting.

SC 61D

We would like to have quorum be defined to be 50% of membership present to hold the quorum.

SC 61H

A quorum shall consist of 50% of the TAG members. This is consistent with the protocol used by the ASABE ISO US TAGs and details have been communicated electronically to IEC/SC 61H US TAG Members.

SC 61J

Our definition of a quorum is as follows:

The USTAG for IEC SC 61J defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be followed up with a 30-day ballot for confirmation of positions taken within the meeting.

TC 62

The TAG quorum shall consist of those members present at a meeting, either in person or via telephone. For the purpose of voting on IEC documents, the quorum shall consist of those persons responding formally to a request for a voting recommendation.

SC 62A

The TAG quorum shall consist of those members present at a meeting, either in person or via telephone. For the purpose of voting on IEC documents, the quorum shall consist of those persons responding formally to a request for a voting recommendation.

SC 62B

The TAG quorum for IEC 62B shall consist of those members present at a meeting, either in person or via telephone. For the purpose of voting on IEC documents, the quorum shall consist of those persons responding formally to a request for a voting recommendation.

SC 62C

See ATTACHMENT B.

SC 62D

Committee meetings are conducted by the (co)chairs or their designee. A quorum consists of 50 percent of voting membership of the committee, for official conduct of business, it is desirable, but not required, that a quorum of the members be present. If a quorum is not present, any substantive action must be held for the next meeting at which a quorum is present, or must be ratified by letter ballot of the full committee.

TC 64

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 65

A majority of the total eligible voting members of the IEC TC 65 US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

SC 65A

A majority of the total eligible voting members of the IEC SC 65A US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

SC 65B

A majority of the total eligible voting members of the IEC SC 65B US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

SC 65C

A majority of the total eligible voting members of the IEC SC 65C US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

SC 65E

A majority of the total eligible voting members of the IEC SC 65E US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

TC 66

For any in-person or teleconference meeting called in accordance with the Model Operating Procedures, those eligible voting members present at the meeting shall constitute a quorum for conducting business.

TC 68

The quorum required for approval of motion is 15%.

TC 69

Quorum definition: No negative responses were received; The TC69 USTAG definition of a quorum is as follows:

The USTAG for IEC TC 69 defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be followed up with a 30-day ballot for confirmation of positions taken within the meeting.

TC 70

Here are the quorum rules for TAG TC70

MEETINGS

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

TC 72

Here are the quorum rules for TAG TC72

MEETINGS

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;

- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

TC 76

The US TAG for IEC/TC 76 define Quorum requirement for both meetings and documents as 2/3 of voting members.

TC 77

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

SC 77A

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

SC 77B

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

SC 77C

At least 50% of the voting members are required for a Quorum.

TC 78

USNC TAG for IEC/TC78 quorum: The Tag quorum shall be a majority of the active Tag membership.

TC 79

The following quorum requirements were approved by letter ballot of the USNC TAG for TC 79 on January 06, 2010.

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);

TC 80 PLEASE NOTE RESPONSE FROM JOE HERSEY, TA

All TC80 correspondence and voting is done by email reflector to all TAG members, with decision by consensus. TAG minutes as such are not kept, as emails to and from the reflector serve the purpose. A yearly TC80 TAG meeting is held at the annual Radio Technical Commission for Maritime Services (RTCM) Assembly meeting, open to all TAG and RTCM attendees. A copy of the briefing and a voice recording of the session is maintained by RTCM.

Since all TC80 business is done by email reflector correspondence to all TAG members, with decisions made by consensus, a quorum definition was not deemed applicable.

TC 81

A quorum for a meeting shall be defined as 50% of voting members or greater. If less than 50% of voting members are present at the meeting, the majority opinion of those in attendance shall be submitted to the TAG membership for approval with a one week period allowed for voting. The majority opinion of those responding within one week of the ballot period will become the position of the TAG. Those attending the meeting need not submit an additional vote unless they wish to change their vote cast during the meeting.

TC 82 PLEASE NOTE RESPONSE FROM HOWARD BARIKMO, TA

Sorry to be so late in getting back to you on this matter--but it got stuck between other work that seemed more pressing at the time. Your recent note allowed us to retrieve it from the crack it had fallen into.

We did discuss this matter rather extensively in April/May, after you had posed it to us, and decided to go for Option 1. We were a little hung up on the quorum but finally decided that **four** should be the number used. If this doesn't work, we'll have a discussion on it in the future and let you know if the TAG intends to change.

TC 85

A majority of the total eligible voting members of the IEC TC 85 US Technical Advisory Group present shall constitute a quorum for conducting business at a meeting.

TC 86

The TAG agreed that the definition of quorum would be:

Quorum is defined as all who show up for a duly called meeting as long as reps of three voting members are present. (This should be consistent across TC 86, SC 86A, SC 86B and SC 86C as well.

SC 86A

The TAG agreed that the definition of quorum would be:

Quorum is defined as all who show up for a duly called meeting as long as reps of three voting members are present. (This should be consistent across TC 86, SC 86A, SC 86B and SC 86C as well.

SC 86B

The TAG agreed that the definition of quorum would be:

Quorum is defined as all who show up for a duly called meeting as long as reps of three voting members are present. (This should be consistent across TC 86, SC 86A, SC 86B and SC 86C as well.

SC 86C

The TAG agreed that the definition of quorum would be:

Quorum is defined as all who show up for a duly called meeting as long as reps of three voting members are present. (This should be consistent across TC 86, SC 86A, SC 86B and SC 86C as well.)

TC 87

Forty percent (40%) of the TAG members will constitute a quorum. (Corresponding members would not be counted for quorum purposes.)

TC 88

Quorum is representation from at least one-third of single organizations represented on the U.S. TAG.

TC 89

The TAG voted to set Quorum at 51% of official TAG membership.

TC 90

Quorum Definition submitted by the USNC TAG for TC 90.

A majority of TAG principal members with voting status shall constitute a quorum at a meeting. For purposes of determining a quorum an associate member's attendance on behalf of a principal member shall count as attendance for the principal member.

TC 91

Quorum is defined as:

- At least 50% of the returned ballots from the TAG must be affirmative
 - At least 50% of the returned ballots from the TAEC must be affirmative
- In case of conflict with the voting additional experts are consulted and a decision is made by the TAG Officers.

TC 93

Specifically a Quorum will be: 50% or more of voting members.

Voting members defined as:

- US TAG members who have attended 2 out of the last 3 meetings (face-to-face or teleconference meetings)
- US TAG members who comply with all of the group's membership rules.

TC 94

TC 94 Quorum Statement;

Three (3) IEC members shall be required to constitute a quorum necessary for the transaction of the business of the TC 94 Committee. No decision of the committee shall be valid unless there is a majority vote of the members constituting a quorum.

TC 95

Definition of Quorum

For a voting circumstance, a quorum is required to achieve a voting result. A quorum comprises at least half of the TAG members in good standing with the USNC of IEC at the time of the vote. If a quorum is present at a TAG meeting, that quorum may vote on questions where consensus has not been achieved.

If a quorum is not present at the meeting, or for reasons of time scheduling, a TAG vote may be conducted by e-mail. E-mail and meeting votes shall not be mixed – for an e-mail vote, all TAG members shall be asked to cast a vote, and a quorum of TAG members must respond by e-mail.

TC 96

A majority of the TAG members is necessary for a quorum.

TC 99

The TC 99 TAG will define a quorum as 50% of the TAG voting members.

TC 100

Quorum for the TC 100 US TAG is constituted by more than 50% of the eligible voting members of the TAG.

TC 101

Meeting Quorum

Three categories of individuals will be used in establishing a meeting quorum. The first is members or alternates acting on behalf of an absent member in attendance. The second is members with written excused absences. The third is members with unexcused absences. A majority (minimum of two thirds without the chairperson) of the committee members established in accordance with the above categories shall constitute a quorum for conducting business at a meeting.

TC 104

The quorum is defined as a minimum of three members.

TC 105

One fourth (1/4) of the voting membership, but not less than 4, shall constitute a quorum for the purpose of conducting business at a meeting.

TC 106

Quorum definition – a simple majority.

TC 107

For the purpose of conducting business at a formulating group meeting, a quorum consisting of a majority of formulating group members who have voting rights is required to take final action. If a quorum is not present, no final action may be taken. While discussion may take place, and those present may make recommendations and develop material, such recommendations are subject to subsequent affirmation by a quorum of the formulating group.

TC 108

TC108 Quorum Definition

For the TC108 US TAG, a voting member is defined as a member that is not a liaison or observer.

Quorum Requirements:

For meeting votes, when the issue appears on the agenda in advance*, a quorum is constituted as those voting members in attendance at the meeting. Should there be an item that is not on the agenda in advance, the TAG may take action on the item if more than 50% of the voting members are in attendance at the meeting.

For ballots that need to be voted upon between meetings, the TAG Secretary shall distribute IEC documents with a request for comments and objections to having the US vote yes on the IEC document. Should there be no objections, the US shall vote yes on the document. Should there be objections; a letter ballot shall be distributed.

For letter ballots, a quorum shall be constituted by at least one third of voting members returning completed ballots, including “no position” votes.

*For TC108 TAG in person meetings, a meeting notice, including dates and location of the meeting shall be distributed no less than 30 days in advance of the meeting. For teleconferences, a meeting notice shall be distributed no less than 2 weeks in advance of the meeting. For both in person meetings and teleconferences, an item is considered to be on the agenda in advance of the meeting if it appears on an agenda distributed no less than 2 weeks before the start of the meeting.

TC 109

Quorum Requirements – At meetings, a quorum shall consist of 25 percent of the eligible

voting members of the TAG. Voting requirements shall be in accordance with clauses 9.5 and 9.6 of the approved TAG Operating Procedures.

TC 110

TC 110 TAG Quorum Definition for Meetings:

A quorum is defined by the presence (for teleconferences or face-to-face meetings) of at least three voting members.

TC 111

For all TAG TC111 issues, a quorum shall be those TAG TC111 Voting Members in attendance at a TAG TC111 meeting which, with a preliminary meeting agenda, was announced:

- for teleconference meetings - at least one week in advance of the meeting, or
- for face-to-face meetings - at least four weeks in advance of the meeting.

TC 112

USNC TAG IEC/TC 112 has confirmed Option Set 1. (See ATTACHMENT C)

TC 113

Quorum for Meetings – TC 113

A quorum is achieved when at least 40% of the TAG members are present, excluding alternate members from the same company, including members participating by teleconference.

TC 114

Statement of Quorum

For the purpose of operation and authority of the US TAG, TC 114, we will require a quorum of 25% to conduct business or when a formal vote or position is required.

TC 115

Quorum shall be defined as 50% of the voting membership of the TAG.

TC 116

Definition of a quorum:

The USTAG for IEC TC 116 defines a quorum as any number of TAG members who participate in a TAG review or ballot, or who participate in a TAG meeting (either in person or via teleconference), provided the meeting is posted 30 days in advance. When a meeting is not announced at least 30 days in advance, then decisions made within the meeting shall be followed up with a 30-day ballot for confirmation of positions taken within the meeting.

CISPR

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

CISPR/A

The quorum was defined to be 50% of the membership.

CISPR/B

The e-mail poll also indicated that the voting members of the USNC TAG for CISPR/B want to adopt the Quorum definition in the TAG Operating Procedures; that is, “at least 50% of the voting members are required for a Quorum.”

CISPR/D

The TAG has accepted the definition of a quorum as outlined – that a quorum for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) is 50% of the voting membership excluding “No Position” votes.

CISPR/F

The quorum-proposal for decisions requiring a formal vote (Par. 9.6 of the Model Procedures, except item 9.6d when the default voting procedure is used) that is 50% of the voting membership excluding “No Position” Votes.

CISPR/H

The e-mail poll also indicated that 2/3 of the voting members of the USNC TAG for CISPR/H want to adopt the Quorum definition in the TAG Operating Procedures; that is, “at least 50% of the voting members are required for a Quorum.”

CISPR/I**D.3. Quorum**

Previous sections of these TAG Operating Procedures indicate that certain actions or decisions by the TAG require the presence of a Quorum.

One half of the members shall constitute a Quorum at any meeting, whether the meeting is a face-to-face meeting, a virtual meeting by means such as telephone conference, or by a combination of this or other appropriate means. When a member has been recorded as present for any part of a meeting, he or she is generally considered present for the entire meeting for determining whether a Quorum exists. If a member exits a meeting and intends to no longer be counted present in determining the presence of a Quorum, he or she shall indicate that intent to the Chairman of the meeting. The Chairman shall ensure that the exit of the Member is duly noted in the minutes of the meeting. Once a Quorum exists, it continues to exist until a member remaining in the meeting formally challenges the presence of a Quorum, at which point the Chairman will count to determine whether a Quorum exists.

When a vote on any matter is taken outside of a meeting, such as by electronic or letter ballot, at least one half of the members shall respond to the ballot to constitute a Quorum for that ballot. Any response among those listed in section 9.1 of these TAG Operating Procedures

(Affirmative, Negative, Abstain, Approve, Disapprove, No Position) cast by the member or his/her alternate will count toward determining the presence of a Quorum.

ATTACHMENT A

Quorum Requirements For USNC/IEC Technical Advisory Group 32A

Definitions:

“Positive Vote” – approval of the proposed position.

“Abstain” – comments permitted. Vote reduces the number needed for quorum purposes.

TAG Membership – if member does not vote on 3 successive ballots, their status will be reduced to mail only.

Quorum not met – US will submit vote to abstain, where appropriate.

MEETINGS

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

IEC DOCUMENTS

Process

Document distributed within 1-2 weeks of issue by IEC.

Comments required no later than 8 weeks before IEC closing date (BICD).

At 8 weeks BICD the compilation comments sent for ballot with close of voting at 4 weeks. Ballot will be to vote on the comments, and where appropriate to vote on approval/against/abstain for the IEC document itself.

At 4 weeks BICD, if quorum for US comments/position is met, submittal made to USNC.

If substantial (to be defined) disagreement with one or more comments is submitted then a conference call/web meeting will be conducted to determine the US position.

At 2 weeks BICD, US comments and position (if needed) are submitted to USNC.

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

Minimum number of votes required to “force” conference call – 25 percent

Insufficient voting members - abstain vote for US to IEC

OTHER BALLOTS

Minimum number of voting members – 25 percent

Minimum number of positive votes - 67 percent

ATTACHMENT B

QUORUM REQUIREMENTS FOR IEC SC 62C TECHNICAL ADVISORY GROUP

There are hereby established three subgroups of the SC 62C Technical Advisory Group (TAG). Each Subgroup shall have its own quorum requirements as set forth below.

The Subgroups are as follows:

-Subgroup 1 – Radiation Therapy

-Subgroup 2 – Nuclear Medicine

-Subgroup 3 – Dosimetry

For the purposes of scheduled teleconferences, meetings and provision of comments on documents by the Subgroup, a quorum shall consist of 40% of the **participating members** of the Subgroup as defined below, unless otherwise specified. In those instances in which 40% of the **participating members** in a Subgroup is not a whole number, then the quorum requirements shall be rounded up to the next highest whole number. (Example: In a Subgroup with 9 participating members, 40% of 9 is 3.6. Actual number required for a quorum would be 4).

A **Participating member** shall be defined to mean a member of the TAG who has satisfied his/her current dues obligations to the American National Standards Institute (ANSI), and who is an **active participant** in a Subgroup as defined below. Only those members who are participating members as defined above shall have the right to vote.

Active participant in a Subgroup shall be defined to mean:

Subgroup 1

-Attendance at a minimum of 25% of the meetings and teleconferences of the Subgroup in which the individual is a member

-Review and provision of written comments on a minimum of 25% of the documents before the Subgroup for consideration

Any member of the Subgroup who does not attend at least 25% of the teleconferences and meetings of the Subgroup, or does not provide comments for 25% of the documents under consideration, shall have his/her status changed to **corresponding member**.

Corresponding members shall receive documents under consideration by the Subgroup, but shall not be eligible to vote on matters coming before the Subgroup, until minimum requirements for **active participants** are met as set forth above, and such member's status as a **participating member** is reinstated by the Chairman of the TAG.

Subgroup 2

Attendance of at least two participating members at all meetings or teleconferences of the Subgroup, and provision of comments by two participating members on all documents submitted to the Subgroup for review, comment or vote.

Subgroup 3

-Attendance at a minimum of 25% of the meetings and teleconferences of the Subgroup in which the individual is a member

-Review and provision of written comments on a minimum of 25% of the documents before the Subgroup for consideration

Any member of the Subgroup who does not attend at least 25% of the teleconferences and meetings of the Subgroup, or does not provide comments for 25% of the documents under consideration, shall have his/her status changed to **corresponding member**.

Corresponding members shall receive documents under consideration by the Subgroup, but shall not be eligible to vote on matters coming before the Subgroup, until minimum requirements for **active participants** are met as set forth above, and such member's status as a **participating member** is reinstated by the Chairman of the TAG.

ATTACHMENT C

Members of USNC TAG on TC13,

Charlie Zegers has sent correspondence requesting that all TAGs reconfirm the new USNC Model Operating Procedures or their own version. Our existing procedures are the USNC's Model Operating Procedures so we have not created our own custom version.

The biggest change is that TAGs must respond with their choice on Quorum requirements between Option 1 and Option 2 below. Based on our following the USNC's Model Operating Procedures, we would choose **Option 1 (otherwise we would need to create a custom set of Operating Procedures)**. The options 1 and 2 are:

Quorum Set 1 [based on clauses 9.5 and 9.6 of the model procedures]

9.5 Actions Requiring Approval by Majority

The following actions require a letter ballot or an equivalent formal recorded vote with approval by a majority of the TAG voting members, excluding No Position votes:

- a) Approval of officers appointed by the TA/TAG Secretary or nominated by members of the TAG;
- b) Recommendation for TA nomination;
- c) Formation of a subgroup, including its procedures, scope, and duties;
- d) Disbandment of a subgroup;
- e) Other actions of the TAG not specified elsewhere.

9.6 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding No Positions votes or, if at a meeting, by two-thirds of those present, excluding No Positions votes, provided a quorum exists. If a quorum does not exist, the vote shall be confirmed by letter ballot:

- a) Adoption of TAG procedures, categories of interests, or revisions thereof;
- b) Approval of recommendation to change the TAG scope;
- c) Approval of recommendation of appointment of a USNC TAG Administrator;
- d) Approval of U.S. position on technical matters brought before the USNC TAG (i.e., DC, NP, CD, CDV, FDIS);
- e) Approval of recommendation to terminate the TAG

Quorum Set 2

Definitions:

“Positive Vote” – approval of the proposed position.

“Abstain” – comments permitted. Vote reduces the number needed for quorum

purposes.

TAG Membership – if member does not vote on 3 successive ballots, their status will be reduced to mail only.

Quorum not met – US will submit vote to abstain, where appropriate.

MEETINGS

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

IEC DOCUMENTS

Process

Document distributed within 1-2 weeks of issue by IEC.

Comments required no later than 8 weeks before IEC closing date (BICD).

At 8 weeks BICD the compilation comments sent for ballot with close of voting at 4 weeks. Ballot will be to vote on the comments, and where appropriate to vote on approval/against/abstain for the IEC document itself.

At 4 weeks BICD, if quorum for US comments/position is met, submittal made to USNC. If substantial (to be defined) disagreement with one or more comments is submitted then a conference call/web meeting will be conducted to determine the US position.

At 2 weeks BICD, US comments and position (if needed) are submitted to USNC.

Minimum number of voting members – 25 percent

Minimum number of positive votes – 67 percent

Minimum number of votes required to “force” conference call – 25 percent

Insufficient voting members - abstain vote for US to IEC

OTHER BALLOTS

Minimum number of voting members – 25 percent

Minimum number of positive votes - 67 percent

I have attached the New USNC Approved Operating Procedures.

Please let me know by **Wednesday, May 27, 2009** whether or not you support reconfirming the New Operating Procedures. **Non responses will be considered as support of the new operating procedures and Option 1 Quorum.** Please file a copy of the procedures for your records.

Paul Orr
Technical Program Manager
NEMA