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**Operational Procedures for Technology Groups and Subcommittees**

**ADVANCED TELEVISION SYSTEMS COMMITTEE, INC.**

# **ATSC**

## **Operational Procedures for Technology Groups and Other Technical Subcommittees**

**24 March 2015**

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees 24 March 2015

### TABLE OF CONTENTS

<b>OPERATIONAL PROCEDURES FOR TECHNOLOGY GROUPS AND SUBCOMMITTEES.....</b>	<b>1</b>
<b>ADVANCED TELEVISION SYSTEMS COMMITTEE, INC.....</b>	<b>1</b>
<b>1. INTRODUCTION.....</b>	<b>5</b>
<b>2. RESPONSIBILITY OF A CHAIRPERSON .....</b>	<b>5</b>
<b>3. APPOINTMENT VICE CHAIRPERSON.....</b>	<b>5</b>
<b>4. APPOINTMENT OF SECRETARY.....</b>	<b>5</b>
<b>5. SCOPE OF WORK.....</b>	<b>5</b>
<b>6. WORK PLAN .....</b>	<b>6</b>
<b>7. MEETINGS.....</b>	<b>6</b>
<b>8. DOCUMENTS .....</b>	<b>9</b>
<b>9. COMMUNICATIONS .....</b>	<b>10</b>
<b>10. USE OF ATSC COMMUNICATIONS SYSTEMS .....</b>	<b>10</b>
<b>11. DOCUMENT NUMBERING AND LOGS .....</b>	<b>11</b>
<b>12. ATSC STYLE GUIDE FOR TECHNICAL DOCUMENTS .....</b>	<b>11</b>
<b>13. COMMENT RESOLUTION.....</b>	<b>11</b>

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees 24 March 2015

<b>14.</b>	<b>PATENT POLICY.....</b>	<b>11</b>
<b>15.</b>	<b>COPYRIGHT AND REFERENCES.....</b>	<b>12</b>
<b>16.</b>	<b>ALLOWABLE CONTENT TYPE AND TERMS.....</b>	<b>14</b>
<b>17.</b>	<b>CANDIDATE STANDARD.....</b>	<b>15</b>
<b>18.</b>	<b>PERIODIC REVIEW.....</b>	<b>15</b>
<b>19.</b>	<b>DOCUMENT MODIFICATION .....</b>	<b>15</b>
<b>20.</b>	<b>DOCUMENT WITHDRAWAL PROCEDURE.....</b>	<b>16</b>
<b>21.</b>	<b>DOCUMENT ARCHIVES.....</b>	<b>16</b>

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

### 1. Introduction

- 1.1. The primary purpose of this document is to provide a description of procedures for the operation of Technology Groups, Specialist Groups, Ad Hoc Groups and other technical subcommittees (including Planning Teams and Task Forces) of the ATSC. This document is intended to be consistent with the ATSC Articles of Incorporation and Bylaws, which shall take precedence in the case of any conflict.

### 2. Responsibility of a Chairperson

- 2.1. As administrative head of a Technology Group, Specialist Group, or any other subcommittee, the Chairperson is charged with the responsibility to conduct his or her subgroup's activities in a manner prescribed and consistent with the Bylaws and the following sections of these procedures.

### 3. Appointment Vice Chairperson

- 3.1. A Chairperson of a Group may appoint a Vice Chairperson. In the case of the Chairperson's absence, the Vice Chairperson will temporarily assume the responsibilities of the Chairperson.

### 4. Appointment of Secretary

- 4.1. All Technology Groups and Specialist Groups should have a secretary to take minutes and track documents. A Chairperson or Vice Chairperson may also serve as the Secretary.
- 4.2. In the event a group does not have a permanent secretary or if the secretary is not present, the Chairperson may appoint any meeting attendee to act as secretary for that meeting.

### 5. Scope of Work

- 5.1. The Scope of Work of a Technology Group shall be established and revised in accordance with the ATSC Bylaws.
- 5.2. The parent group shall approve the Scope of Work of a Specialist Group or any subordinate Group including an Ad Hoc Group.
- 5.3. Technology Groups, Specialist Groups and Ad Hoc Groups should review their Scope of Work on an annual basis.

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees 24 March 2015

### 6. Work Plan

- 6.1. Technology Groups and Specialist Groups shall maintain a work plan, which includes major milestones and target completion dates.
- 6.2. A template for creation of work plans is available on the ATSC Enterprise System.

### 7. Meetings

#### 7.1. Scheduling

- 7.1.1. The Chairperson of each Group is responsible for calling meetings at intervals necessary to handle its work. There is no fixed timetable, and these intervals may vary according to the status of the work. Meetings may be in person, by electronic means or a combination of in person and electronic means. However, meeting notices must be distributed as specified in the Bylaws. Ad Hoc Groups should plan meetings and provide reasonable notice to participants.
- 7.1.2. When scheduling meetings, efforts should be made to avoid conflicts with other ATSC or related industry meetings. However, it is understood this may not always be possible.
- 7.1.3. The ATSC shall not be responsible for costs incurred in conducting a meeting, although some meeting expenses may be offset if deemed appropriate by the ATSC President.
- 7.1.4. The group Chairperson shall
  - Determine if the meeting is to be in-person or via electronic means or both; if in-person, indicate the location or request that the ATSC staff locate a venue.
  - Determine date and time of meeting.
  - Record the meeting and requested meeting details on the [Members' Website group calendar](#) hereafter referred to as the "ATSC Enterprise System")

Meeting details include:

    - date, time and location of meeting
    - the electronic meeting means the meeting will use:
      - Conference Bridge Assignment
      - Information regarding web based collaboration or conference systems, if any
  - Contact the ATSC staff via [schedule@atsc.org](mailto:schedule@atsc.org) and request the meeting to be listed on the ATSC public website calendar (<http://www.atsc.org>). If the

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

meeting will be an in-person event, the group Chairperson is responsible for the request of any specialized A/V requirements.

### 7.2. Announcement

7.2.1. Meetings shall be announced on the appropriate email reflector(s).

7.2.2. All Technology Group, Specialist Group, Ad Hoc Group and other technical subcommittee meetings shall be listed by the staff on the public area of ATSC web site.

### 7.3. Participation by Electronic Means

7.3.1. Participants in ATSC activities are encouraged to attend face-to-face meetings in person. At the discretion of the Chairperson, electronic means may be provided. However, the quality of the system cannot be guaranteed, and the use of the electronic means shall not unduly interfere with the meeting. The Chairperson may discontinue use of the electronic means if it becomes disruptive to the meeting.

7.3.2. In some situations it may be more practical to have groups meet by electronic means solely rather than at a face-to-face meeting. Meetings held solely by electronic means shall follow these procedures and rules.

### 7.4. Agenda

7.4.1. In preparation for Technology Group and Specialist Group meetings, the Chairperson shall draft an agenda. The agenda shall be reviewed at the beginning of the meeting and revised if necessary by the group. Ad Hoc Groups should address the topics to be discussed at the beginning of each meeting.

7.4.2. The following agenda items are required for all Technology Groups and Specialist Groups:

- Reading of, or other appropriate reminder of, the ATSC privacy and patent policies (see Section 9.2). This is also required for Ad Hoc Groups.
- Consideration of Draft Agenda, and subsequent approval of the agenda
- Approval of Minutes from Previous Meeting
- Next Meeting Date & Location

7.4.3. A template for creation of agendas is available on the ATSC Enterprise System.

### 7.5. Attendance

7.5.1. The Chairperson shall confirm the names of meeting attendees using one or more of the following approaches:

- Read the names of attendees who have recorded their attendance on the Enterprise System and ask for omissions.
- Ask all attendees to identify themselves at the beginning of the meeting. Attendees shall indicate their name and member company affiliation and

## ATSC

### Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

who they are representing if different from their company or Individual Observer Membership. A record of such representation should be made by the Secretary in the Enterprise System meeting attendance list or by notation in the minutes.

7.5.2. For Technology Group Meetings, non-employee representatives of Voting Members must declare during the roll call or as soon as possible when they join the meeting if they have authority to vote for that member. The attendance list attached to the meeting minutes shall indicate the non-employee statement of authority to vote.

7.5.3. All meeting attendees should indicate their presence directly via the Enterprise System. Alternatively, in person attendees may sign an attendance list (described in section 9.2) in a form similar to the [sign in sheet template](#) available from the ATSC Enterprise System. Those who participate by electronic means may send an email to the group secretary confirming participation. The Chairperson shall ensure those names not directly entered into the Enterprise System are transcribed from the signed attendance list to the Enterprise System. The Chairperson or secretary may take attendance by reading the names of people who have recorded their attendance on the Enterprise System and adding those unable to do so in order to obtain a verified complete list. The Enterprise System attendance list shall be incorporated by reference in the meeting minutes and considered the official record of attendance.

7.5.4. The Chairperson shall remind meeting attendees that attendance (in person or by electronic means) constitutes agreement by the attendees and their companies to adhere to all ATSC rules and policies.

#### 7.6. Minutes

7.6.1. The Chairperson shall ensure accurate minutes are kept of all Technology Group, Specialist Group and other technical subcommittee meetings. Chairpersons should designate a person to serve as Secretary wherever practical.

7.6.1.1. The minutes of a meeting shall reflect all actions and decisions taken at the meeting. The minutes shall also contain summaries of the discussions of such items and of such other material items as to which no action was taken. At the request of a meeting participant, brief written comments or objections provided by the participant shall be attached to the minutes provided the statement is read to the meeting participants prior to the close of the meeting.

7.6.1.2. The secretary or Chairperson, for the purpose of writing and confirming the minutes, may make audio recordings of the meetings. Upon approval of the meeting minutes the recording shall be erased.



# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

- 7.6.1.3. Minutes of all meetings shall indicate where the attendance list can be found, or directly provide names and organizations of participants. The ATSC Enterprise System meeting attendance list associated with each meeting shall be the official record of attendance. The minutes may also include a text listing of attendees.
- 7.6.1.4. Minutes shall be in a form similar to the [template](#) for minutes available from the ATSC Enterprise System.
- 7.6.1.5. A copy of the draft Technology Group minutes shall be sent to the ATSC President for review prior to distribution. No Technology Group minutes shall be distributed to the members prior to the President's approval
- 7.6.1.6. Minutes of a meeting should be reviewed, revised as necessary and approved at the next meeting of the group.
- 7.6.1.7. Approved minutes are the official record of the meeting, a copy of which shall be posted in the appropriate area of the ATSC Enterprise System.
- 7.6.2. The Chairpersons of Ad Hoc Groups shall ensure a record of significant decisions and meeting participants is produced. Decisions may be documented by meeting notes that are a result of the meeting. The Chairperson of each group shall ensure that the meeting record is posted in the appropriate area of the ATSC Enterprise System.

## 8. Documents

- 8.1. The Chairperson shall attempt to distribute all documents and presentations to be discussed at a meeting within a reasonable time before the meeting. It is understood this may not always be possible. Documents may be uploaded to the ATSC Enterprise System area prior to the meeting for individual participant download and review.
- 8.2. Because ATSC meetings are open to all persons with a direct and material interest in the work, presentations and documents distributed at meetings cannot contain "Proprietary," "Confidential," or similar notices. Such disclaimers shall be removed from documents prior to presentation or distribution. If necessary, the author may include the following notice: "This document is restricted to use within ATSC."

## ATSC

### Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

#### 9. Communications

- 9.1. Members and guest attendees should be advised that inquiries from the press for information are to be referred to the President or Chairperson of the ATSC Board of Directors.
- 9.2. All Members and guest attendees at all Technology Group, Specialist Group, Ad Hoc Group and other technical subcommittee meetings shall be requested to execute and honor the following agreement:

This is a meeting of a subgroup of the Advanced Television Systems Committee. By opening this meeting to non-members, the ATSC in no way intends to relinquish its rights to privacy for its business. The ATSC, therefore, insists that public disclosure pertaining to this meeting emanate only from, and be authorized only by, the Chairperson of the Board of Directors or by the President of the ATSC. By remaining in attendance at this meeting, you, on behalf of yourself and your organization, agree to refrain from either directly or indirectly engaging in publicity pertaining to the business transacted at this or any other meeting of the ATSC unless authorized by one of the foregoing persons. For Technology Group Meetings, non-employee representatives of Voting Members must declare that they have authority to vote during the attendance roll call or as soon as possible when they join the meeting. As a participant in this meeting you hereby agree, on behalf of yourself and your organization, to abide by all ATSC rules including its Patent Policy. The Patent Policy is available at [www.atsc.org](http://www.atsc.org). Attendees unwilling to agree to these terms must leave the meeting.

The statements above should be included on sign-in sheets and read or referenced by the Chairperson at the beginning of all meetings.

#### 10. Use of ATSC Communications Systems

- 10.1. Access to email reflectors, the ATSC Enterprise System, and meeting participation by electronic means shall be in accordance with ATSC Policy B/12.
- 10.2. All users of the ATSC Enterprise System, and subscribers to ATSC email reflectors and Specialist Group sections of the ATSC Enterprise System, including those operated by other organizations on behalf of ATSC, may not disclose information exchanged on these Systems without authorization from the President or Chairperson of the Board of Directors.

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

### 11. Document Numbering and Logs

- 11.1. All Technology Groups and Specialist Groups should number documents based upon the ATSC Style Guide available on the ATSC Enterprise System.
- 11.2. To assign unique document numbers to new documents, Technology Groups and Specialist Groups (and subgroups) may maintain a document log, or may use the tools provided by the online Enterprise System resources. If a document log is kept, it shall be in a format consistent with the document log template available on the ATSC Enterprise System.

### 12. ATSC Style Guide for Technical Documents

A detailed Style Guide has been developed to assist authors and editors of ATSC technical documents in the production of works that will ultimately become ATSC Standards, Recommended Practices, or Engineering Guides. The guidelines given in the document, along with the companion template, are intended to make the process of generating documents easier for all of those involved in the effort. The [ATSC Style Guide](#) can be found on the ATSC Enterprise System. Groups should not deviate from the boilerplate language. Groups deviating from the boilerplate language shall provide separate justification to their parent group as to why the boilerplate was modified. Such justification is expected to detail precisely why modification is necessary; modifications of boilerplate language are highly discouraged.

### 13. Comment Resolution

- 13.1. Upon completion of Technology Group ballots, the Technology Group should review and consider all comments. A record of these comments and their disposition should be provided to the ATSC office in a format similar to the [Comment Resolution Template](#) available on the ATSC Enterprise System.
- 13.2. Upon approval of documents by the ATSC membership, the originating Technology Group shall review all substantive comments and consider them in future revisions of the document.
- 13.3. Final disposition of comments shall be posted to the ATSC Enterprise System.

### 14. Patent Policy

- 14.1. Chairpersons of Technology Groups and Specialist Groups shall make participants aware of ATSC's Patent Policy (B/4). Chairpersons of Technology Groups and Specialist Groups shall notify the President of ATSC about any known issues regarding these policies.

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

### 15. Copyright and References

#### 15.1. Specifications Incorporated Directly Into ATSC Standards and Recommended Practices

15.1.1. Except as approved under Section 15.1.2, material incorporated directly into ATSC Standards or Recommended Practices (a "Contribution") must be subject to license granted to ATSC which license grants a worldwide, royalty-free, non-exclusive, perpetual, fully-paid, irrevocable copyright license to ATSC to (i) incorporate the Contribution into the Standard or Recommended Practice; (ii) use, copy, disclose, publish and distribute, directly or indirectly, the Contribution [as part of the Standard or Recommended Practice]; and (iii) modify or create derivative works of the Contribution and use the modified versions or derivative works in a manner consistent with the foregoing copyright license only.

15.1.2. It may be deemed acceptable under certain circumstances for ATSC to accept a license consistent with sub-paragraphs (i) and (ii) only. Such circumstances will be determined by the Board of Directors in accordance with its standard operating procedures.

#### 15.2. Normative References

15.2.1. A specification referenced in an ATSC Standard or Recommended Practice is normative if it refers to a document that sets out provisions necessary to implement a mandatory or optional provision of the referring Standard.

15.2.2. A normative reference in an ATSC Standard or Recommended Practice must be to a document developed by consensus and approved by a recognized standards development organization or industry consortium operating in a manner substantially consistent with ATSC's open standards process rules and policies. The text of a normatively referenced document must be publicly available for evaluation without contractual restrictions other than those reasonably intended to restrict duplication and redistribution (which may include the obligation to pay reasonable fees).

15.2.3. The Board of Directors must approve each such designated standards development organization or industry consortium, giving due consideration to such organization's membership policies and due process procedures. A list of [approved organizations](#) will be maintained by ATSC and made available on the ATSC Enterprise System.

15.2.4. ATSC's Technology Groups shall maintain a list of acceptable document types from each of the approved organizations on the ATSC Enterprise System.

## **ATSC**

### **Operational Procedures for Technology Groups and Other Technical Subcommittees**

**24 March 2015**

15.2.5. The Board of Directors may make an exception to the above provisions if it determines an exception is in the interest of the industry. Before the Board of Directors makes such an exception, the Technology Group shall provide a statement to the Board of Directors, stating there are no reasonable and timely alternative technological approaches that may be accessed in a manner consistent with this policy.

#### **15.3. Informative References**

15.3.1. A reference in an ATSC Standard or Recommended Practice is informative if it refers to a document that provides helpful information, but does not set out provisions to which are necessary to implement a mandatory or optional provision of the referring Standard.

15.3.2. An informative reference in an ATSC Standard or Recommended Practice should be to publicly available material.

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees 24 March 2015

### 16. Allowable Content Type and Terms

The following table describes the allowable content type and terms that may be used in ATSC Technical Documents. ATSC Technical Document types are defined in the ATSC Bylaws (B/02).

<b>Type</b>	<b>Description</b>	<b>Standard</b>	<b>Recommended Practice</b>	<b>Technology Group Report</b>
<b>Normative Text</b>	Text that describes elements necessary to conform to the document in which it is contained.	Required	Disallowed	Disallowed
<b>Informative Text</b>	Text that is potentially helpful to the user, but not indispensable and can be removed, changed, or added editorially without affecting interoperability.	Allowed	Allowed	Allowed
<b>Normative References</b>	See section 15.2.	Allowed	Allowed	Disallowed
<b>Informative References</b>	See section 15.3	Allowed	Allowed	Allowed
<b>“SHALL”</b>	This word indicates specific provisions that are to be followed strictly (no deviation is permitted).	Allowed	Disallowed	Disallowed
<b>“SHALL NOT”</b>	This phrase indicates specific provisions that are absolutely prohibited.	Allowed	Disallowed	Disallowed
<b>“SHOULD”</b>	This word indicates that a certain course of action is preferred but not necessarily required.	Allowed	Allowed	Disallowed
<b>“SHOULD NOT”</b>	This phrase means a certain possibility or course of action is undesirable but not prohibited.	Allowed	Allowed	Disallowed

# ATSC

## Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

### 17.Candidate Standard

- 17.1. Upon elevation of a Working Draft to Candidate Standard status, the document will be made publicly available on the ATSC web site.
- 17.2. Candidate Standards shall include the following note:

“This specification is being put forth as a Candidate Standard by the [ ] Specialist Group. This document is an editorial revision of the Working Draft (TSG-#####) dated [ ]. All ATSC members and non-members are encouraged to review and implement this specification and return comments to [email address]. ATSC Members can also send comments directly to the [ ] Specialist Group. This specification is expected to progress to Proposed Standard after its Candidate Standard period.”

### 18.Periodic Review

- 18.1. ATSC Technical Documents (Standards, Recommended Practices, and Informational Documents) should be reviewed every five years by the appropriate Technology Group and on such review shall be reaffirmed, revised or withdrawn.
- 18.2. If a document is revised as per section 19.1.3, the five-year review period will start from the most recent date of document revision.

### 19.Document Modification

- 19.1. Modifications to Technical Documents may be administered as corrigenda, amendments, or revisions as described below.
- 19.1.1. A *Corrigendum* is generated to correct an error or ambiguity in an ATSC document introduced either in drafting or publication of the document that could lead to incorrect or unsafe application of the document. Correction of a technical defect shall in no way cause a change in functionality. Corrigenda shall be published as attachments to the original ATSC document. Distribution by ATSC of existing documents shall include any approved Corrigenda.
- 19.1.2. An *Amendment* is generated to document an enhancement, an addition or a deletion of functionality to previously agreed technical provisions in an existing ATSC document. Amendments shall be published as attachments to the original ATSC document. Distribution by ATSC of existing documents shall include any approved Amendments.
- 19.1.3. A *Revision* to a document occurs as the result of modifications to the document due to a Periodic Review or other review deemed appropriate by the Technology

## ATSC

### Operational Procedures for Technology Groups and Other Technical Subcommittees

24 March 2015

Group responsible for the document. The approval of a revision to a document shall result in the publication of a new version of the document with any revisions and previously approved editorial corrigenda, technical corrigenda, and amendments incorporated into the revised document. Revised documents shall note the Revision number and date.

19.1.4. Corrigenda, Amendments and Revisions shall be approved with the same process used for approval of new documents.

19.2. On the third Corrigenda, Amendment or Revision, the changes should be incorporated into a new revision of the Standard or Recommended Practice.

19.3. Ballots of Corrigenda, Amendments and Revisions shall include a summary describing the major changes to the Standard or Recommended Practice and the rationale behind the proposed revisions. The summary shall include the following text: “This summary does not necessarily describe all of the details and ramifications incorporated in the [draft/proposed] [Corrigendum/Amendment/Revision]. Readers are encouraged to carefully review the details of the proposed changes to make their own assessment.”

## 20. Document Withdrawal Procedure

20.1. Withdrawal, like approval, is covered in the ATSC By-Laws. Documents to be withdrawn shall be carefully considered by the Technology Group to establish whether they are still appropriate. It should be recognized that as long as users or manufacturers of items covered in a specific document exist, they are entitled to the benefits of documentation.

20.2. A Technology Group considering withdrawal of a document shall post notice of this activity in the public area of the ATSC web site for a minimum of 180 days.

## 21. Document Archives

21.1. Previous versions of Revised Standards and Recommended Practices as well as withdrawn documents shall be maintained in a document archives accessible on the ATSC Enterprise System.