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Operational Procedures for Technology Groups and Subcommittees

ATSC, The Broadcast Standards Association

Table of Contents

1. INTRODUCTION **3**

2. GROUPS AND COMMITTEES **3**

2.1 Scope of Work 4

2.2 Work Plan 4

3. MEETINGS **4**

3.1 Responsibility of the Chairperson 4

3.2 Appointment Vice Chairperson 5

3.3 Appointment of Secretary 5

3.4 Scheduling 5

3.5 Announcement 5

3.6 Participation by Electronic Means 5

3.7 Agenda 6

3.8 Automated Meeting Tools 6

3.9 Attendance 6

3.10 Minutes 7

4. DOCUMENTS **8**

4.1 Document Numbering and Logs 8

4.2 ATSC Style Guide for Technical Documents 8

4.3 Document Archives 8

4.4 Specifications Incorporated Directly into ATSC Standards and Recommended Practices 8

4.5 Normative References 9

4.6 Informative References 9

4.7 Allowable Content Type and Terms 9

4.8 Periodic Review 10

4.9 Candidate Standard 10

5. DOCUMENT MODIFICATION **11**

5.1 Comment Resolution 11

6. NEW PROJECT PROPOSAL **12**

7. ATSC POLICIES **13**

7.1 Communications 13

7.2 ATSC Privacy Policy Statement 13

7.3 Use of ATSC Communications Systems 14

7.4 Patent Policy 14

Operational Procedures for Technology Groups and Subcommittees

1. INTRODUCTION

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, Implementation Teams, Expert Groups, and Task Forces of the ATSC (herein "ATSC Group" or "Group"). 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.

An online collaboration workspace is provided to facilitate the work of ATSC groups and committees. The workspace is hereinafter referred to as the "ATSC Enterprise System."

2. GROUPS AND COMMITTEES

Groups and committees other than Technology Groups and Specialist Groups may be formed, and members appointed thereto, by the Board of Directors, the Chairperson of the Board of Directors, Chairperson of a Technology Group, or Chairperson of a Specialist Group as follows:

- The Board of Directors may form a Liaison Group to monitor and manage liaison correspondence with external organizations. The Liaison Group Secretary maintains a list of inbound and outbound liaison communications and the status of those communications.
    - The Board of Directors may form Expert Groups (EGs) that report to the Liaison Group to act as liaisons with specific national or international standards bodies (SDOs). EG members draft contributions to their target SDO, plan representation at the SDO's meetings and discussions, and other activities as determined by the EG to support its goals, subject to necessary ATSC approvals. EG-developed contributions to other SDOs that are to be submitted as ATSC contributions are subject to approval and transmission by one or more Liaison Group chair(s). EG chairs create group activity reports that are submitted to the Liaison Group. Reports are generally due in advance of Board meetings, at the request of the Board or Liaison Group, or as needed. Reports include a summary of documents being worked on and any topics that might merit additional attention. EGs shall not develop Standards or Recommended Practices.
    - ATSC may become a member of one or more external organizations, including but not limited to other standards development organizations, and as such may wish to submit ATSC-generated contributions and/or advocate for or against contributions made by others. Such contributions or statements shall be made in accordance with the external organization's contribution policies appropriate to ATSC's membership tier within that organization and shall be approved within ATSC prior to submission via the following process:
        - If a relevant ATSC EG exists, the EG shall reach consensus on any proposed contributions or support statements prior to initiating the approval process.
        - A brief summary of the proposed contribution, either ATSC-generated or ATSC-supported, shall be submitted to the Liaisons Group for pre-approval. Liaisons Group consensus is required.
            - At least one business week should be allocated for Liaisons Group members to review the proposal.
            - Any substantial change to the proposal shall be reported to the Liaisons Group in a timely fashion for further review.

        - The final version of the contribution shall be submitted to the Liaisons Group prior to submission to the external organization.
    - The ATSC President and/or Vice President should regularly monitor the development of ATSC-generated contributions and discussions relating to support statements to identify and resolve concerns early.
    - ATSC-generated contributions and statements of support that have not received consensus approval from the Liaisons Group shall not be submitted to an external organization.
- The Board of Directors may form one or more Implementation Teams to provide a venue for industry discussions on issues related to implementation of Standards. Implementation Teams may address business, regulatory and technical requirements for successful deployment of new standards as determined by the Board of Directors and reflected in the authorizing resolutions. Participation in Implementation Teams is open to all interested organizations offering or planning to offer services or products relating to a given Standard, subject to conditions as determined by the Board of Directors. Participants must abide by rules for the operation of Implementation Teams as determined by the Board of Directors. Implementation Teams shall not develop Standards or Recommended Practices.
- The Board of Directors may form one or more Planning Teams to provide a venue for industry discussions of issues related to planning future or expanded activities of ATSC. Planning Teams may consider technical feasibility and market requirements to explore areas of industry interest as determined by the Board of Directors and reflected in the authorizing resolutions. Participation in Planning Teams is open to all interested parties that are eligible to participate in Technology Groups as described in the Bylaws, subject to conditions as determined by the Board of Directors. Participants must abide by rules for operation of Planning Teams as determined by the Board of Directors. Planning Teams shall not develop Standards or Recommended Practices.

2.1 Scope of Work

The Scope of Work of a Technology Group shall be established and revised in accordance with the ATSC Bylaws.

The parent group shall approve the Scope of Work of a Specialist Group or any subordinate Group including an Ad Hoc Group.

Technology Groups, Specialist Groups, and Ad Hoc Groups should review their Scope of Work on an annual basis.

2.2 Work Plan

Technology Groups and Specialist Groups shall maintain a work plan, which includes major milestones and target completion dates.

A template for creation of work plans is available on the ATSC Enterprise System.

3. MEETINGS

3.1 Responsibility of the Chairperson

As administrative head of an ATSC Group the Chairperson is charged with the responsibility of conducting his or her subgroup's activities in a manner prescribed and consistent with the Bylaws and the following sections of these procedures.

3.2 Appointment Vice Chairperson

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.

3.3 Appointment of Secretary

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.

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.

3.4 Scheduling

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, Planning Teams, Implementation Teams, and Expert Groups should plan meetings and provide reasonable notice to participants.

When scheduling meetings, efforts should be made to avoid conflicts with other ATSC or related industry meetings. However, it is understood that this may not always be possible.

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

3.5 Announcement

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

3.6 Participation by Electronic Means

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.

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.

3.7 Agenda

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.

The following agenda items are required for all Technology Groups, Specialist Groups, Expert Groups, Planning Teams, and Implementation Teams:

- Reading of, or other appropriate reminder of, the ATSC privacy policy statement (see Section 7.2). 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 and location.

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

3.8 Automated Meeting Tools

An "Automated Meeting Tool" means any software or service, whether integrated into the meeting platform, deployed by a participant, or operated through another device or account, that records, transcribes, summarizes, analyzes, or otherwise processes the audio, video, chat, shared content, or other proceedings of an ATSC meeting. A product label such as "bot," "chatbot," "assistant," "recorder," or "note-taker" does not determine whether this rule applies.

Automated Meeting Tools may be used in connection with an ATSC meeting provided that meeting content shall not be (a) supplied to or used by an unauthorized third party to train or improve an artificial-intelligence model or for another secondary purpose; (b) published or disseminated; (c) represented as the official record; or (d) used to establish or misrepresent attendance or participation. These restrictions do not prohibit ATSC-controlled, ATSC-owned, or ATSC-authorized use of approved meeting minutes in AI agents, knowledge graphs, models, or other tools, including to train or improve an artificial-intelligence model for ATSC-authorized purposes.

3.9 Attendance

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 ATSC 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 the entity they are representing in the official attendance record. When an attendee represents multiple organizations, specific login accounts applying to organization affiliation shall be utilized by members.
- Non-member guests shall identify which organization they represent. The Chairperson shall ensure any non-member guests are recorded in the official attendance record including those with or without an account in the ATSC Enterprise System.

An attendee may deploy an Automated Meeting Tool as a virtual participant, provided that the human attendee responsible for the tool is in attendance and the tool is in compliance with the ATSC privacy policy. (See Section 3.8 above.) The Chairperson, Secretary, or ATSC staff shall disconnect any Automated Meeting Tool that appears as a separate virtual participant if it is not

accompanied by a human attendee responsible for the tool or is not in compliance with the ATSC privacy policy. (See Section 3.8 above.)

All meeting attendees should indicate their presence directly via the ATSC Enterprise System. Member account(s) in the ATSC Enterprise System shall accurately indicate whether the accountholder is authorized to vote on behalf of the entity they are representing. The Chairperson shall ensure those names not directly entered into the ATSC Enterprise System are included in the attendance list on the ATSC Enterprise System. The Chairperson or secretary may take attendance by reading the names of people who have recorded their attendance on the ATSC Enterprise System and adding those unable to do so in order to obtain a verified complete list. The ATSC Enterprise System attendance list shall be incorporated in the meeting minutes and considered the official record of attendance.

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.

3.10 Minutes

The Chairperson shall ensure accurate minutes are kept of all Group meetings. Chairpersons should designate a person to serve as Secretary wherever practical.

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.

To perform their duties related to ATSC activities, the Chairperson, Secretary, or an ATSC staff member may create an ATSC-controlled audio recording or use an Automated Meeting Tool for recording, transcription, or other automated processing. Before use, ATSC shall confirm that the applicable configuration and terms of the tool prohibit model training, unrelated secondary use, and unauthorized disclosure and limit access to persons and systems engaged in ATSC activities. Any AI-assisted draft document shall be reviewed and corrected as necessary by the Chairperson, Secretary, or ATSC staff member using the tool. However prepared, draft documents remain subject to approval at an ATSC meeting and become the official record only upon approval.

Recordings, verbatim transcripts, and other working artifacts shall be deleted as soon as they are no longer needed and no later than promptly after approval of the document, unless retention is required by law or an applicable ATSC records policy.

Minutes of all meetings shall include the attendance list, which directly provides 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.

Minutes shall be in a form similar to the template for minutes available from the ATSC Enterprise System.

A copy of the draft Technology Group minutes shall be sent to the ATSC President for review and approval prior to distribution.

Minutes of a meeting should be reviewed, revised as necessary and approved at the next meeting of the group.

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.

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.

4. DOCUMENTS

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.

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."

4.1 Document Numbering and Logs

All Technology Groups and Specialist Groups should number documents based upon the ATSC Style Guide available on the ATSC Enterprise System.

To assign unique document numbers to new documents, Groups may maintain a document log or may use the tools provided by the ATSC Enterprise System. If a document log is kept, it shall be in a format consistent with the document log template available on the ATSC Enterprise System.

4.2 ATSC Style Guide for Technical Documents

A detailed Style Guide is available to assist authors and editors of ATSC Technical Documents in the production of works that will ultimately become ATSC Technical Documents as defined in the Bylaws. 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.

4.3 Document Archives

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

4.4 Specifications Incorporated Directly into ATSC Standards and Recommended Practices

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.

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.

4.5 Normative References

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.

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).

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 is maintained by ATSC and made available on the ATSC web site (see the Policies page).

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

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.

4.6 Informative References

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 which are necessary to implement a mandatory or optional provision of the referring Standard.

An informative reference in an ATSC Standard or Recommended Practice must be publicly available.

4.7 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.

Type	Description	Standard	Recommended Practice	Technology Group Report
Normative Text	Text that describes elements necessary to conform to the document in which it is contained.	Required	Disallowed	Disallowed
Informative Text	Text that is potentially helpful to the user, but not indispensable and can be removed,	Allowed	Allowed	Allowed

	changed, or added editorially without affecting interoperability.			
Normative References	See Section 4.5.	Allowed	Allowed	Disallowed
Informative References	See Section 4.6	Allowed	Allowed	Allowed
“shall”	This word indicates specific provisions that are to be followed strictly (no deviation is permitted).	Allowed	Disallowed	Disallowed
“shall not”	This phrase indicates specific provisions that are absolutely prohibited.	Allowed	Disallowed	Disallowed
“should”	This word indicates that a certain course of action is preferred but not necessarily required.	Allowed	Allowed	Disallowed
“should not”	This phrase means a certain possibility or course of action is undesirable but not prohibited.	Allowed	Allowed	Disallowed

4.8 Periodic Review

ATSC staff should inquire of ATSC Members on the fifth anniversary year of publication whether Technical Documents should be reaffirmed, revised, or withdrawn.

Reaffirmed indicates that no known changes are needed, the document is active, and remains subject to periodic review.

If a document is determined to require revision or to be withdrawn, a new project proposal is required. 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. (See Project Proposal, Section 6.)

Revisions or Amendments of ATSC Standards or Recommended Practices as defined in Section 5, shall be subject to the five-year review period starting from the most recent date of document publication.

Project proposals for withdrawal of an ATSC Standard or Recommended Practice shall include evidence that one or more of the following conditions apply.

1) ATSC’s procedures (including its patent policy and preclusion of anti-competitive activity) were materially violated during the processing of the document; or
2) ATSC endorsement of the document is no longer in the best interest of the broadcast industry; and with reasonable due diligence it can be shown that:
    a) The document is not cited normatively by a current publication of ATSC or any other standards organization or industry forum; or
    b) The document is not referenced in government regulations; or
    c) There are no known commercial implementations.

If no ATSC Members indicate the desire to Revise or Withdraw after a reasonable review period, or a Project proposal to Revise or Withdraw is not approved, then the document shall be Reaffirmed.

4.9 Candidate Standard

Upon elevation of a Working Draft to Candidate Standard status, the document will be made publicly available on the ATSC web site.

Candidate Standards shall include the following note:

This specification is being put forth as a Candidate Standard by ATSC. This document is an editorial revision of the Working Draft (TG-#####) 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 [ ] Technology Group or originating Specialist Group. This specification may progress to Proposed Standard after its Candidate Standard period."

This Candidate Standard may be revised during this period.

5. DOCUMENT MODIFICATION

Modifications to Technical Documents may be administered as Corrigenda, Amendments, or Revisions as described below.

- 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 along with the original ATSC document. Distribution by ATSC of existing documents shall include any approved Corrigenda.
- 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 along with the original ATSC document. Distribution by ATSC of existing documents shall include any approved Amendments.
- 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 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.

Amendments and Revisions shall be approved with the same process used for approval of new documents. Corrigenda shall be approved with the same process used for approval of new documents except that a Technology Group can approve a Corrigenda in a meeting or by letter ballot.

Upon Membership ballot approval of a Corrigendum or Amendment the changes should be incorporated into a new year-month (numeric month with leading zero) version of the Standard or Recommended Practice.

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.

5.1 Comment Resolution

Upon completion of Technology Group ballots, the Technology Group Chair shall send all comments to the appropriate group for resolution by that appropriate group. If consensus is reached that resolution of a comment would require a purely editorial change to the balloted document, that group shall make such changes immediately.

If consensus is reached that resolution of a comment requires substantive changes to the balloted document, the appropriate group shall determine the appropriate parties to task with comment resolution, which may include the commenter and/or appropriate group.

- For a Proposed Standard, comment resolutions that result in substantive changes shall require a Proposed Standard re-ballot. If no substantive changes are made as a result of comment resolution, then the document progresses to Member ballot. In either case, comment resolutions with consensus are made as changes to the document. All comments, including unresolved comments and comments that did not result in changes to the document, shall be provided to voters in the subsequent ballot.
- For a Candidate Standard, comment resolutions with consensus are made as changes to the document. The document is published, and the originating Group retains responsibility for and updates the document whenever consensus is reached to do so.

All results and recommendations from Technology Group ballot comment resolution shall be provided in a timely manner to the Technology Group and are subject to Technology Group review and approval prior to advancing the document. The subsequent ballot shall include all comments and resolutions.

Upon completion of a Member ballot that results in an approved document, the document shall be published in accordance with the ATSC Bylaws. Ballot comments received on Member ballots are provided to the originating Technology Group for consideration for a future version of the document.

A record of these comments and their disposition shall be provided to the ATSC office in a format similar to the Comment Resolution Template available on the ATSC Enterprise System or another acceptable method.

The results of the comment resolution process shall be provided to the Membership and archived on the ATSC Enterprise System.

6. NEW PROJECT PROPOSAL

A *project* is development, revision, amendment, or withdrawal of a Technical Document.

To start a project:

- A project proposal shall be submitted for development, revision, amendment, or withdrawal of a Technical Document. Corrigenda do not require the project proposal.
- A project proposal form, ATSC document B/32, shall be completed by proponent(s). Consensus support by an ATSC Group is a strong endorsement and is encouraged, but not required.
- A project proposal form, ATSC document B/32, shall be sent to ATSC Vice President of Standards Development.
- ATSC Vice President of Standards Development assigns a document number and uploads it to ATSC's document repository.
- ATSC President and appropriate TG Chair review the project proposal to ensure B/32 is properly completed. If not, project proposal is sent back to proponent for corrections and resubmission to ATSC President and TG Chair until document B/32 is well-formed and ready for wider review.
- ATSC President or TG Chair sets review period start and end date and submits proposal to the Board and appropriate Technology Group for 2-week review. If no objections are received during this review, the project is automatically approved.

- If any objection is raised, the Board deliberates and makes a decision.

Project proposals can come from a member, a group of members, an ATSC Group, or the Board itself.

To change or stop a project:

- Technology Groups may re-evaluate their projects at any time.
- Determination of a 2/3 majority of a Technology Group shall be required to change the project proposal form of any project or to terminate any project, upon which event the Board shall be notified.

7. ATSC POLICIES

7.1 Communications

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.

7.2 ATSC Privacy Policy Statement

All Members and guest attendees at all ATSC Group meetings shall be required to honor the following agreement:

This is a meeting of a subgroup of ATSC, the Broadcast Standards Association. By opening this meeting to non-members, ATSC in no way intends to relinquish its rights to privacy for its business. 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 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 ATSC unless authorized by one of the foregoing persons.

Use of an Automated Meeting Tool, including software or services that record, transcribe, summarize, analyze, or otherwise process meeting content is permitted provided that meeting content may not be supplied to or used by an unauthorized third party for AI-model training or other secondary purposes, represented as the official record, or used to establish or misrepresent attendance or participation. Any such tool appearing as a separate virtual participant must be accompanied by the human attendee responsible for it and comply with the ATSC privacy policy; otherwise, it will be disconnected.

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 and all applicable anti-trust laws. Discussions must not involve any agreements or understandings that restrict competition, such as price-fixing, market allocation, or dividing customers or territories. If any participant has concerns about the legality of any discussion, they are encouraged to raise those concerns immediately. ATSC policy and rules documents are available at www.atsc.org.

Attendees unwilling to agree to these terms must leave the meeting.

The statements above should be included on the draft agenda and read or referenced by the Chairperson at the beginning of all meetings.

For Implementation Team meetings, the following text shall be included in the above statement:

> Implementation Team members are further bound by the rules in the Implementation Team Participation Agreement, which includes confidentiality clauses specific to Implementation Teams.

7.3 Use of ATSC Communications Systems

Access to email reflectors, the ATSC Enterprise System, and meeting participation by electronic means shall be in accordance with ATSC Policy B/12.

All users of the ATSC Enterprise System, and subscribers to ATSC email reflectors and 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.

7.4 Patent Policy

Chairpersons of ATSC Groups shall make participants aware of ATSC's Patent Policy (B/04) and shall notify the President of ATSC about any known issues regarding these policies.

– End of Document –