DMTF Process for Working Bodies

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Introduction

This document defines the process governing DMTF bodies (Committees, Working Groups, Forums, and Chapters) and documents. It is targeted to all DMTF members as a framework to facilitate the DMTF's work.

This document does not define the process for all DMTF bodies and activities. Please refer to the DMTF Policies page at https://www.dmtf.org/about/policies for a complete list.

The defined processes outlined in this document include:

- Body and sub-Body formation, structure, chartering, quiescing and dissolution

- Body membership and participation

- Meeting requirements and guidelines

- Chair, co-chair and vice-chair models and selection

- Voting and Ballots

- Supporting organizational processes

- Common rules and procedures

- DMTF document release process, comment resolutions and change requests

- DMTF management initiatives

- Information access

- Approval processes

DMTF Process for Working Bodies (DSP4014) was prepared by the Executive Committee.

DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems management and interoperability. For information about the DMTF, see https://www.dmtf.org/.

DMTF Process for Working Bodies

1   Scope

This document defines DMTF processes governing the formation, structure, and activities of DMTF Bodies and the DMTF Release Process for DMTF documents, including:

- Documents that are intended to become DMTF Standard Documents
- Documents that are intended to become DMTF Informational Documents
- Schemas
- Source code

2   Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Policies that may be found on https://www.dmtf.org/about/policies:

- DMTF Bylaws
- DMTF Patent and Technology Policy
- DMTF Software Submission Policy 2.0, April 3, 2024, https://www.dmtf.org/sites/default/files/DMTF_Software_Submission_Policy_04-03-2024.pdf
- DMTF DSP4003 – DMTF Alliance Partnership Process
- DMTF DSP4010 – DMTF Financial Process and Procedures

Charter Template

Document Request Template (DR)

ISO/IEC Directives Part 2 – Rules for the structure and drafting of International Standards https://www.iso.org/sites/directives/current/part2/index.xhtml

ISO 639-1:2002 – Codes for the representation of names of languages – Part 1 Alpha-2 code

3   Terms and definitions

In this document, some terms have a specific meaning beyond the normal English meaning. Those terms are defined in this clause.

The terms "shall" ("required"), "shall not," "should" ("recommended"), "should not" ("not recommended"), "may," "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described in ISO/IEC Directives, Part 2, Clause 7. The terms in parentheses are alternatives for the preceding term, for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that ISO/IEC Directives, Part 2, Clause 7, specifies additional alternatives. Occurrences of such additional alternatives shall be interpreted in their normal English meaning.

3.1 Alternate Voter

Any person eligible to vote in a particular Body who is not identified in the roster of that Body as the Primary Voter.

3.2 Ballot

A vote by any means.

3.3 Board of Directors
Board

A group of persons, as defined in the DMTF Bylaws, chosen to govern the affairs of the corporation.

3.4 Body

A substitution for Committee, Forum, Chapter, or Working Group.

3.5 DMTF Artifact

Any published material released by the DMTF.

3.6 DSP Identifier

"DMTF Standard Publication", an identifier assigned to most DMTF documents.

3.7 DMTF Standard

A DMTF document of a normative nature that addresses a specific problem domain and has been released by the DMTF.

3.8 Document Request
DR

The template that is used to obtain, take ownership or return DSP identifiers.

3.9 Editing Body

The Committee or Working Group assigned editorial responsibility for any given document.

3.10 Electronic Ballot

A Ballot conducted electronically following the procedures defined herein.

3.11 IP Solicitation

A notification to membership, consistent with the DMTF Patent Policy that solicits response of essential patent claims that relate to the subject document.

3.12 Parent Body

DMTF Body immediately above the current body in the hierarchy of DMTF Bodies.

3.13 Primary Voter

The person eligible to vote in a Body that has been identified in the roster of that Body as the primary voter. There may only be one Primary Voter representing any Member. A Member may elect to identify different persons as the Primary Voter in each Body in which it may vote.

3.14 Process Document

Any document produced by the DMTF that defines the policies and procedures that apply to the DMTF.

3.15 Leadership Member

A Leadership member is any DMTF member company that currently holds Leadership or Board level membership in DMTF.

3.16 Participation Member

A Participation member is any DMTF member company that currently holds Participation level membership in DMTF.

4 Symbols and abbreviated terms

The following abbreviations are used in this document.

4.1 DMTF

Distributed Management Task Force

4.2 DR

Document request

5 DMTF Committees, Working Groups, Forums, and Chapters

5.1 Structure and introduction

Bodies in the DMTF are arranged in a hierarchical structure rooted at the Board. Bodies reporting to the Board are called Committees and operate as Other Committees in accordance with the DMTF Bylaws. Working Groups and Chapters report to Committees. Forums may report to any Body. The Body to which a Body reports is referred to as its Parent Body.

Every Body has a Board-approved charter that defines its scope.

Procedures common to all Bodies are described in clause 5.8 and apply unless more specific guidance is provided in this clause.

5.2 Membership levels, roles, voting, and participation

As determined by Board resolution and documented herein, membership is divided into various levels that determine permissible roles, participation and voting rights within Bodies, as listed in Table 1. Additional requirements may be documented in a specific Body's Rules of Procedure.

Table 1 – Membership levels

Role or right	Leadership	Participation	Designated Alliance-Partner Representative	Academic Alliance-Partner Representative
Chair Committees	Yes	No	No	No
Vote in Committees	Yes	No	No	No
Participate in Committees	Yes	No	No	No
Chair Work Groups	Yes	No	No	No
Vote in Work Groups	Yes	Yes	No	
Participate in Work Groups	Yes	Yes	May	May[1]
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	May[1]	May[1]
Vote in Chapters	Yes	Yes	No	No

Role or right	Leadership	Participation	Designated Alliance-Partner Representative	Academic Alliance-Partner Representative
Participate in Chapters	Yes	Yes	No	No
Observe	Yes	Yes	May	May[2]

1 Fellow, Expert, Alliance Partner and Academic Alliance Partner level members may apply to participate in specific Working Groups or Forums in their application. The Board establishes specific participation at the time of approval.

2 Observer roles may exist only if permitted by the Body's Rules of Procedure

Member representatives are eligible for the role or right in any particular Body provided that the Member is of a suitable membership level, meets the requirements of a Body's Rules of Procedure, if any, and the representative has been admitted to the membership roll of that Body.

DMTF Fellows may act in any role in any Body as designated by the Board.

DMTF expects as much continuity in representation as possible.

Members are encouraged to participate in any and all Bodies where they can actively contribute.

5.3   Committees

The Board of Directors is responsible for the creation and termination of Committees. Committees focus on specific aspects of the work and mission of the DMTF and are responsible for the development of DMTF marketing programs, technologies, and initiatives.

5.3.1   Committee chair

Committee chairs are appointed by the Board of Directors.

5.3.1.1   Committee vice-chair

All Committees shall have a vice-chair. It is the vice-chair's responsibility to serve in the place of the chair should the chair be temporarily unable to fulfill the duties and responsibilities required of the chair. Committee vice-chairs are elected by the Committee according to the process in clause 5.8.3, with the clarification that both the Parent Body and the Body referenced in that clause are the Committee (thus the Board of Directors is not directly involved). The vice-chair must be a voting participant of the committee prior to the election.

5.4   Working Groups

Committees form Working Groups, consistent with the committee's charter.

To exist, a Working Group must have current unfulfilled goals and a charter. A Working Group can be considered active regardless of whether scheduled teleconferences occur or change requests are submitted.

5.4.1   Working Group chair

Eligible Member representatives may chair a Working Group.

1) The Working Group chair is a member of the parent committee, but may not vote unless otherwise eligible. A person may chair or co-chair more than one Working Group.

2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair should the chair be temporarily unable to fulfill the duties and responsibilities required of the chair. There are no restrictions on the number of Working Groups that a person may vice-chair.

3) Subsequent elections for a Working Group chair follow the process defined in clause 5.8.3.

4) In the unlikely event that a Working Group chair is unable to fulfill the responsibilities of the position and has not resigned, Working Group participants from three separate Leadership Members may submit a request to the parent Committee that a new election be held. The request must be submitted in writing, either via email or hard copy. The request is then voted in the parent Committee. Prior to initiating the request, Working Group members are strongly encouraged to attempt to resolve their concerns directly with the Working Group chair.

5.5   Forums

A Body may create Forums. Forums focus on issues in specific areas of the Body's charter. Forums are different from Working Groups in that Forums pursue work that is interesting to a subset of DMTF members and may collect and disperse monies, within the rules and regulations of the DMTF Bylaws, from this subset of the DMTF membership to succeed at their stated mission. As such, membership in a Forum may be restricted to DMTF members who fulfill key requirements like paying special dues or a Forum membership fee. Forums may exist for any purpose within these guidelines and the DMTF Bylaws. Forums are intended to be self-funding (that is, they are responsible for collecting monies to pay for programs or initiatives they seek to deliver), but may request funds from their Parent Body.

Forums may still be considered active regardless of whether scheduled teleconferences occur or change requests are submitted. It is necessary that Forums have current unfulfilled goals and charters to exist.

5.5.1   Forum officers

Forums may establish the cadre of officer positions needed to govern; however, each Forum must at least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or secretary. Leadership Members who pay applicable Forum dues are eligible to be an officer in a Forum. No other categories of membership have the right to be an officer in a Forum. The Forum chair is a member of the sponsoring Committee, but may not vote unless otherwise eligible. The chair is responsible for leading other officers that are elected to the Forum. Officers in a Forum should be elected every two years. In the event that an officer in a Forum resigns or can no longer fulfill the obligations of the office, a new officer is selected according to the process defined in clause 5.8.3.

5.5.2   Collection of membership dues and fees; accounting services

Collection of dues and fees, banking services, and other accounting services are provided to the Forum from DMTF central services. All Forum memberships will align with the DMTF's membership cycle and fiscal year, and follow DMTF's established practices.

5.5.3   Technical specifications and standards

The Technical Committee shall ultimately govern and manage all standards or specifications that a Forum may require.

5.5.4   Marketing and PR activities

Marketing and PR needed to carry out the Forum's objectives are supplied to the Forum through the DMTF Marketing Task Force.

5.6   Chapters

The Executive Committee forms Chapters. Chapters are coordinated through the Regional Chapter Task Force. Chapters focus on issues of concern to specific geographic regions. Membership in a Chapter may be restricted to DMTF members who fulfill key requirements such as paying special dues or a membership fee as defined in the chapter's Rules of Procedure. Chapters are intended to be self-funding (that is, they are responsible for collecting monies to pay for programs or initiatives they seek to deliver), however they may request funds from their governing Committee.

5.6.1   Chapter officers

Chapters may establish the cadre of officer positions needed to govern; however, each Chapter must at least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or secretary. Leadership Members who pay applicable Chapter dues are eligible to be an officer in a Chapter. A Member may hold only one officer position in any given Chapter. No other categories of membership have the right to be an officer in a Chapter. The Chapter chair is a member of the sponsoring Committee, but may not vote unless otherwise eligible. The chair is responsible for leading other officers that are elected to the Chapter. Officers in a Chapter should be elected every two years. In the event that an officer in a Chapter resigns or can no longer fulfill the obligations of the office, a new officer is selected according to the process defined in clause 5.8.3.

5.6.2   Collecting membership dues and fees; accounting services

Collection of dues and fees, banking services, and accounting services are provided to the Chapter from DMTF central services. All Chapter memberships will align with the DMTF's membership cycle and fiscal year, and follow DMTF's established practices.

5.6.3   Technical specifications or standards

The Technical Committee shall ultimately govern, manage, and approve all standards or specifications that a Chapter may require.

5.6.4   Marketing and PR activities

Marketing and PR needed to carry out the Charter's objectives will be developed in coordination with the DMTF Marketing Task Force.

5.7   Task Force

A Task Force may be created by any Body for the purpose of producing any document or proposal to its Parent Body or to perform any work, as directed by the Parent Body.

A Task Force may consist of one or more individuals appointed by the Parent Body; however, they do not need to be members of the Parent Body. By default, the members of a Task Force are members of the Parent Body and any participation in the Task Force by members who are not members Parent Body shall be included deliberately by an approved motion.

Task Forces are led by a person appointed by the Parent Body, or may be elected from amongst the Taskforce membership.

Task Forces have no minimum quorum rules and generally shall operate on a consensus basis. Votes, if required during Task Force issue resolution, require only a simple majority to pass.

Task Forces have no standing other than to generate proposals for presentation to their Parent Body.

Task Forces may be disbanded at the discretion of the Parent Body.

Task Force formation is recorded in the minutes of its Parent Body along with the intended scope and membership rules.

Task Force scope must be contained within the scope of its Parent Body.

Operation of a Task Force in all other ways operates the same as any other Body with regard to agenda and minutes and other procedures.

5.8 Common rules and procedures

This clause contains information supporting the prior clauses.

5.8.1 Body formation

This clause covers the formation of bodies such as Working Groups and Forums, referred to in this clause as Body.

1) Proposals for a new Body can be proposed by any three Leadership Members of the DMTF. They are brought to the chair of the appropriate Parent Body. A proposal to form the new Body must be submitted and an interim chair or co-chairs identified (hereafter referred to as "interim chair"). The interim chair must be a Leadership Member representative. The Parent Body chair then hosts a discussion with the interim Body chair(s) and the appropriate Parent Body. The goals of the discussion are to determine whether the work aligns with the strategy and focus of the DMTF; what existing work is available in the industry; whether cooperative relationships with standards outside the DMTF might be necessary; and so on. No binding vote need be held. The proposal goes to the Board for approval.

2) After the proposal for the new Body is approved by the Board, an announcement is sent to all Leadership Members by the Committee chair soliciting interested participants to attend one or more formation meetings or teleconferences. The purpose of these meetings is to craft an initial charter for the Body (see charter content 5.8.7.1), goals, deliverables, timeline, and Rules of Procedure (see Rules of Procedure 5.8.10), if applicable. An interim group page is created on the DMTF web site to facilitate discussion and coordinate meetings. At least three Leadership Members must express interest to continue to the next step.

3) The chair of the appropriate Parent Body is responsible for providing insight and observations about the DMTF, any requested help in anticipating Committee and Board questions and responses, and answers to procedural questions.

4) At the conclusion of the meetings, the interim chair submits the proposed initial charter and Rules of Procedure, if applicable, to the chair of the appropriate Parent Body along with proposed goals and an initial timeline. In addition, the interim chair must identify at least three Leadership Members that remain committed to the ongoing work. The Parent Body chair then verifies the submitted information. If no issues exist, the charter and list of committed Leadership Members are sent to the Parent Body for Ballot following the normal Ballot process. The charter and Rules of Procedure go to the Board for approval. Issues with the Body's proposed charter, Rules of Procedure and list of committed members should be raised in the initial Ballot and then worked to closure.

5) After Board approval of the Body's initial charter and Rules of Procedure, the appropriate Committee chair sends a second announcement to all DMTF members indicating the formation of the new Body and the timing of its first meeting. At the formation meeting for the Body, the charter and list of committed members are reviewed (and possibly amended); the chairing method for the Body is decided (single chair, chair and vice chair, or co-chairs); the official chair nomination process is started; and work on the deliverables commences. Meeting times for the new Body should also be discussed and Balloted if agreement during the meeting is not reached.

6) At the Body's first meeting, any chairs, vice-chairs, co-chairs or other officers are elected according to the procedure in clause 5.8.3.

5.8.2 Quiescing and reactivating a Body, de-chartering

5.8.2.1 Quiescing

Should a Body become inactive for a period of time or plan to become inactive, the Body may be quiesced as follows:

- The Body's chair may make a request to its Parent Committee's chair that the Body be quiesced. A motion is made to quiesce the Body at the parent Committee and a vote is held. Upon parent Committee approval, the request is forwarded to the Board for approval.

- After Board approval, an announcement is sent to all the DMTF members indicating that the Body is quiesced and the web location of its archived information. Questions regarding the work and deliverables of the Body can continue to be mailed to the DMTF list through the Contact page.

- If the Body has funds under its management, such as potentially Chapters or Forums, those accounts shall be settled and any excess shall be returned to the DMTF general fund. No reserve shall be carried forward.

5.8.2.2.Reactivating

Bodies that have been quiesced may be reactivated as follows:

- Any three Leadership Members shall make a request to reactivate to its Parent Committee.

- The Parent Committee shall vote. Upon an affirmative vote, the Parent Committee shall identify an interim chair or co-chairs for the reactivated Body. The interim chair(s) must be a Leadership Member representative. The proposal goes to the Board for approval.

- After Board approval, the process starting in section 5.8.1 item 2 shall be followed.

5.8.2.3.De-chartering

Any Body that has been inactive for a period of three years shall be de-chartered by an affirmative vote of the Board at any meeting subsequent to the three-year anniversary of inactivity or at the Board's discretion. It is not necessary that the Body be quiesced at the time of de-chartering.

Previously created and archived materials remain as part of the permanent record; however, for the Body to become reactivated, a new charter must be created that specifies the continuation of the work of the previously de-chartered Body.

5.8.3 Chair and officer elections

The following clause applies to the selection of chairs, co-chairs, vice-chairs and other officers. No Member may hold more than one chair or officer position in a particular Body.

5.8.3.1 Electing Officer

The Electing Officer shall be the Parent Committee's presiding officer for chair, vice-chair, and co-chair elections. The Electing Officer for other officers shall be the Body's presiding officer.

5.8.3.2 Order of Elections

If the Body's chairing model is single chair or chair and vice-chair, then the election for chair shall occur before any other election. If the Body's chairing model is co-chair, then the co-chair election shall occur before any other election.

5.8.3.3 Election Procedure

- The Electing Officer announces by email to the Body's mailing list that nominations for the vacant position(s) are being solicited. Nominations can be submitted at a meeting or by email to the Electing Officer's alias. Nominations shall be open for a minimum of five business days after announcement to the Body's email list.

- At the meeting following the close of the nomination period, the Electing Officer announces the list of candidates nominated for each vacancy. Candidates may describe their background and interest in the role. If multiple nominees for a vacancy exist, the winning candidate is selected through an email Ballot to the Electing Officer's alias. Each Member may vote once for each vacancy on the Ballot, provided that each vote is for different persons.

- If only one candidate exists for a vacancy, a default selection is made and announced. Members may voice objections to the default selection by email to the Electing Officer's alias within five business days of the announcement. Should an objection be received, an attempt shall be made to resolve it. If resolution is not possible, then an election shall be held after another five business day call for nominations. Such election shall be held even though only one candidate stands. A simple majority of the votes is sufficient to elect the candidate.

- If multiple candidates exist for a vacancy, then the candidate with a simple majority of the votes is selected. If no candidate has obtained a simple majority, then there shall be a run-off election between the two candidates with the most votes. The Electing Officer at the conclusion of each round of voting shall disclose the total number of votes cast for each vacancy as well as the number of votes achieved by each candidate.

- In the case of the simultaneous election of two co-chairs, each Member shall have the opportunity to cast two votes, each of which must be cast for different persons. Any candidate that receives a number of votes greater than 50% of the number of Members that cast votes is elected. If one position remains unfilled, then there shall be a run-off election between the remaining two candidates that had received the most votes. Should there remain unfilled positions, then each co-chair shall be voted sequentially and the candidate with a plurality of votes shall be elected.

5.8.4 Chair responsibilities

This clause covers the responsibilities of a chair, vice-chair, or co-chair.

- The chair is responsible for acting as the presiding officer for all meetings and ensuring that all DMTF policies and procedures are followed.

- The chair is responsible for attending meetings of the Body and providing reports to the Parent Body.

- The chair is responsible for informing the Parent Body of the progress, schedule, and status of the specific technologies or programs under development by the Body and its subordinate bodies on a monthly basis.

- As goals, schedules, and deliverables change, the chair is responsible for providing that data for publication on the Body's public web page by sending the request with all necessary information through the approvals required of an Informative Document (6) and ultimately to DMTF Administration for publication.

- The chair is responsible for bringing Body issues to the Parent Body for resolution and Body deliverables to the Parent Body for forwarding to the DMTF Board through the organization for publication.

- The chair is responsible for maintaining email lists and rosters for the Body.

- The chair is responsible for ensuring that accurate minutes of each meeting are taken and posted on the "Members Only" web site, together with pertinent documents. If a Body chooses to rotate responsibility for recording minutes amongst its participants, each such Member is required to join in the rotation.

- The chair is responsible for seeing that meeting attendance is tracked by using the tracking tool in the Body's area of the web site.

- The chair is responsible for ensuring that an accurate record of the status of all specifications owned by the Body is maintained.

- The chair is responsible for ensuring the Body and all subordinate Bodies are operating within their charters and those charters are up to date.

- The chair is responsible for publishing the agenda 72 hours prior to meetings and ensuring that all applicable collateral material for discussions are published 72 hours prior to meetings.

  - Collateral material, for the purposes of this document, includes:

    - Any document, presentation, source code, DR, or other artifact that is the subject of discussion.

    - The subject of an official electronic ballot or voice vote.

    - Any other document, presentation, or deliverable that is not considered feedback on a ballot or vote.

  - Collateral material not subject to the 72-hour rule includes:

    - Trivial fixes or minor changes to any document, presentation, source code, DR, or other artifact at the chair's discretion.

    - Introductory items presented under "new business" of a Body's agenda.

- The chair is responsible for declaration of voting results.

- The chair is responsible for Alliance Partner Work Register (DSP4003) responsibilities and milestones as declared in the Work Registers.

- The chair is responsible for ensuring adherence to the DMTF Recording Policy.

- The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair or co-chair that can assume the role of chair upon a vacancy or absence of the chair.

- The chair is responsible for coordinating with the DMTF Marketing task force so that press releases or other distribution of information related to those documents produced by the group are properly targeted and issued in a timely manner.

- The chair shall ensure that an appropriate Body representative capable of knowledgeably addressing issues or questions attend the meeting of a Parent Body that is considering an action or Ballot on behalf of the Body.

5.8.5 Chair vacancy

From time to time, events may result in the temporary absence of the chair, co-chair and/or vice-chair(s) of a DMTF Body. In this event, the chair of the Parent Body(s) may act in their stead. Additionally, the DMTF President may fill in temporarily in the absence of all of the Parent Body chairs, co-chairs and vice-chairs or in the temporary absence of any Vice Presidents and their designated alternates.

From time to time, events may result in the necessity for the chair, co-chair or vice-chair of a DMTF Body to vacate permanently. The following clause indicates circumstances when chair changes are warranted and how they should be managed:

1) When the chair, co-chair or vice-chair leaves or changes their relationship with the Leadership Member that they represent (other than through a merger or buyout), the position held by that person must be vacated and a new election held; or in the case of a Committee, a new Board appointment is made.

2) When a Body changes chairing model, the rules in clause 5.8.6 require that an election be held.

3) When a Leadership Member is purchased by, or merged with, another Leadership Member and the co-chairs or the chair and vice-chair now represent the same Leadership Member, one of the positions must be vacated and a new election held for that position; or in the case of a Committee, a new Board appointment is made.

4) If no vice-chair or co-chair has been elected at the time of the vacancy, the chair of the Parent Body assumes the responsibility until a new election can be completed; or in the case of a Committee, a new Board appointment is made.

5.8.6   Chairing model changes

Should a DMTF Body deem it necessary to change its chairing model (which can be done any time by motion in the DMTF Body), the following procedures shall be followed:

- When a Body with a single chair changes to a model with a chair and a vice-chair, the current chair maintains the position and an election is held for vice-chair.

- When a Body with a single chair changes to a model with co-chairs, the current chair maintains the position and an election is held for the other co-chair.

- When a Body with a chair and vice-chair changes to a model with a single chair, the current chair maintains the position and the vice-chair position is eliminated.

- When a Body with a chair and vice-chair changes to a model with co-chairs, the current chair maintains the positions, the vice-chair position is eliminated and an election is held for the other chair.

- When a Body with co-chairs changes to a model with a single chair, the process is more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs become interim chairs until an election is held for the single chair seat.

- When a Body with co-chairs changes to a model with a chair and vice-chair, the process is more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs become interim chairs until an election is held for the single chair seat. The vice-chair position is then filled through the normal election process.

5.8.7   Charters

All Bodies must have a Board-approved charter that defines the scope of work to be performed by the Body. Charter format shall be according to that defined in the *Charter Template*.

5.8.7.1   Charter content

Charter scope includes the following:

- Purpose, technology area, problems to be solved, and anticipated work to be performed.

- General nature of anticipated deliverables such as specifications, test code, example source code, schemas or other materials.

- Parent Body.

- Disambiguate the nature of the Body from any other DMTF Body.

Charter scope does not include the following:

- Specifically named deliverables

- Chairs

- Schedule or timeline

5.8.7.2 Initial charter creation

- Committee charters are set by the Board.

- The initial charters for other bodies are formed according to the initial charter procedures described in Body formation (clause 5.8.1).

5.8.7.3 Charter modification

- Bodies wishing to change their charters may do so by preparing the proposed new charter and then obtaining Board approval (clause 5.8.1 item 4).

5.8.8 Meeting notices, agenda, and materials

Meeting notices shall be posted on the DMTF event calendar. Meeting agenda should be included in the DMTF event calendar and must be sent to the Body's email list at least 72 hours prior to the meeting. Collateral material, or the material that is the subject of discussion, shall be posted at least 72 hours prior to the start of the meeting. Bodies may decide on the frequency and nature (teleconference or face-to-face) of their meetings.

5.8.9 Rules of Order

DMTF Bodies shall operate according to the rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) unless those rules are inconsistent with the DMTF Bylaws or any rules or processes that are defined in this document.

5.8.10 Rules of Procedure

Bodies may establish additional Rules of Procedure that may apply to themselves, to their child Bodies, or to both. Rules of Procedure may include specific additional processes that must not be inconsistent with DMTF Bylaws, policies, or this document. Any Member may escalate a Rules of Procedure that they believe contradicts DMTF Bylaws, policies, or this document by means of the Escalation Procedure (clause 5.8.11). All effective Rules of Procedure for any Body must be accessible from the Body's public facing web page. Rules of Procedure are approved by the Board (clause 5.8.1 item 6).

5.8.10.1 Financial rules

Forums and Chapters may establish additional fees for the purpose of funding their activities. Participation in such Bodies may be subject to payment of the fees described in their Rules of Procedure.

Approval of contracts, budgets, statements of work and expenses for all DMTF Bodies are subject to DSP4010 - DMTF Financial Process and Procedures

5.8.10.2 Other rules

The following is a non-exclusive list of the types of items that might be contained in a Body's Rules of Procedure:

- Procedures for submitting items for consideration and the forms attendant thereto.

- Specification of tools to be used for test, document generation, or otherwise in the pursuit of the Body's Charter.
- Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the Body's Charter.

5.8.10.3 Prohibited rules

No Rules of Procedure document may:

- Violate any provision of the DMTF Bylaws, policies, or this document.
- Diminish any Member's rights as defined in DMTF Bylaws, policies, or this document, including those rights that accrue based on their membership level.
- Include any provision disapproved by the Board through escalation or prior escalation.

5.8.10.4 Rules of Procedure approval

The proposing Body's Parent Committee approves Rules of Procedure.

Committee-approved Rules of Procedure go into effect 31 days past approval to permit potential escalations by objecting Members.

After a Member notifies the chair that an objection to a Rules of Procedure document not currently in effect is being escalated, the proposed Rules of Procedure shall be stayed until the escalation is complete.

5.8.11 Escalations

When an action taken or not taken by a Body or Member is alleged to be in violation of the policies, processes, and procedures set forth by the DMTF, Members should attempt to resolve the disagreement within the Body. If resolution is unsuccessful, the dispute must be documented in the Body's minutes. Any Member may appeal by means of an escalation. The creation of an escalation results in review of the situation and resolution by the Parent Body.

5.8.11.1 Responsibilities

When a Member raises an escalation, it is the responsibility of the chair of the Parent Body to place the issue on the agenda for discussion within the earlier of the next 3 regular meetings or 30 days.

- The Parent Body chair must inform the originating Body chair and the escalating Member of the escalation as to when it will be on an agenda for discussion. During that agenda slot, the originator and origin Body's chair are invited to attend regardless of normal participation rights.

5.8.11.2 Escalation requirements

The complaint should state the nature of the objection(s) in writing, including any direct and material adverse effects upon the appellants; the relevant clause(s) of the DMTF policies, procedures, or processes at issue; the actions or inactions at issue; and the specific remedial action(s) that would satisfy the appellants 'concerns.

5.8.11.3 Timeline

An escalation must be raised within 30 days of the contested action.

5.8.11.4 Further escalation

If the Member escalating an issue is dissatisfied by the decision of the Parent Body, the escalation may be raised to the next level in the organization.

5.8.11.5 Final decisions

Escalations that reach and are decided by the Board of Directors are final.

5.8.12 Voting

The voting processes are designed to be adaptable to the size of the Body, the nature of the question, and efficiency of operation. In the case where there is a manageable number of voters and the chair is satisfied that the minimum number of voters necessary for the type of Body are present, a call for unanimous consent is in order and may be used as determined by the chair. If an objection exists, a vote is taken.

5.8.13 Vote counting

Vote counting may be by any means that the chair determines will yield an accurate count unless an incidental motion specifying a particular type of counting has been passed. In no case are abstentions counted or recorded.

Each voting Participation Member or Leadership Member may cast only one vote in any DMTF Ballot conducted by any means. If a Participation Member or Leadership Member casts more than one vote, the chair shall select the vote cast by the Primary Voter. If the Primary Voter has abstained and there exists conflict amongst the votes cast by Alternate Voters, the chair shall discard all votes by the Participation Member or Leadership Member.

5.8.14 DMTF majority rules

All motions in the DMTF, unless specified herein, require a 2/3 majority of votes cast to pass. In addition, there shall be a minimum of four votes cast by votes taken by a Committee unless specified by the Board; all other bodies shall have a minimum of three votes cast. A Body may decide to reduce this majority rule to those majorities stipulated in RONR by means of a motion to waive the 2/3 rule, which shall pass with a minimum of a 75% majority.

5.8.15 Motions related to methods of voting

Any member may make an incidental motion to specify a voting mechanism during debate on a question or at any time until but not after the question on another motion has been stated. This incidental motion shall require a simple majority to pass (RONR §30).

Typical incidental motions include:

- [Motion for an Electronic Ballot](q.v.) (q.v.)
- Motion for a standing vote (or show of hands)
- Motion for a roll-call vote

5.8.16 Requesting another Body to Ballot

Should a vote be solicited of a Body other than the originating Body, such as a Ballot request to a Parent Body, an email containing all the particulars shall be sent to Ballot-request@dmtf.org requesting that a Ballot be opened to implement that request.

5.8.17 Electronic Ballots

Because RONR discusses but does not specify the procedures for Electronic Ballots, the rules governing Electronic Ballots are described herein.

5.8.17.1 Validity

Electronic Ballots have equal weight and validity to other voting mechanisms described in Robert's Rules of Order Newly Revised.

5.8.17.2 Electronic Ballot lifecycle

- A motion that will be decided by Electronic Ballot is made, discussed, and potentially amended.

- An Electronic Ballot is opened by the chair during, or subsequent to, the meeting.

- The Electronic Ballot remains open for the time agreed unless extended.

- Votes may be made or changed until the result is declared.

- In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the scheduled closure of an Electronic Ballot, but before it is declared, comments may be discussed and voters may change their votes.

- After all vote changes have been made, the chair declares the result.

5.8.17.3 Amendments

Motions that are to be decided by Electronic Ballot may only be amended until the question has been called. The question, as well as any associated references or documents, shall remain static for the duration of the Electronic Ballot and shall be documented therein.

5.8.17.4 Comments

Comments, when appropriate, may be considered at the discretion of the chair whether or not the vote associated with the comment was counted or if the comment is associated with an abstention. Those wishing to comment who are not Leadership or Participation Members may do so by means of an abstention with comment.

5.8.17.5 Incorporation of comments

Although comments are encouraged to receive the widest possible review, the question, including attachments and associated documents, shall not be altered during comment disposition. A new Ballot by any permitted means is required to approve a question or document with changes that are the result of comments received during the process of an Electronic Ballot.

5.8.17.6 Duration

Electronic Ballots shall be open for a period of no less than 152 hours (six days plus eight hours). An incidental motion made prior to declaration by any member and agreed to by simple majority may extend the duration. Implicitly, Electronic Ballots are open until the results are declared in the next meeting of the Body after the agreed closure time has expired or a meeting scheduled for an interval that includes the scheduled closure time occurs.

5.8.17.7 Closure and declaration

If an Electronic Ballot closes between meetings of the voting Body, the declaration of the Ballot must be part of the next meeting of that Body. It is recommended that chairs set up the Electronic Ballot to close

during the meeting itself. The following procedures are for closing and declaring the results of the Electronic Ballot:

- The early part of the agenda for the voting Body must include an item for closing Electronic Ballots.

- The voting Body may discuss any comments made during the Balloting period.

- Members of the voting Body may either cast or change their existing vote. The responsibility for recording this change falls upon the chair. The votes shall be recorded in the Electronic Ballot.

- The chair of the voting Body closes the Electronic Ballot and declares the results.

5.8.17.8 Recording of Electronic Ballots

- Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an action is taken with respect to that Electronic Ballot.

- The question as well as the decision to perform an Electronic Ballot are recorded in the minutes of the meeting in which they are made.

- Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of the meeting in which they are made.

- The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are declared.

5.8.17.9 Responsibility to manage

Electronic Ballots shall be opened, managed, and closed by the chair or designee.

5.8.17.10 Identification of Electronic Ballots

Electronic Ballots shall be distinguished from other forms of information gathering, such as preference polls, requests for comments (RFC), or other informal polls, by starting the text of the question with "Motion to"; shall state the question upon which the Body is voting; and shall have voting options of yes, no, and abstain. Any other use of electronic voting facilities shall not be considered Electronic Ballots under this clause.

5.8.18 DMTF recording policy

DMTF meetings of any Body may not be audio or video recorded under any circumstances.

5.8.19 Minimum requirements for meeting minutes

All meetings of any DMTF body, when that Body has adequate participation to permit decisions, must result in minutes that record decisions made. The contents of such minutes follow rules established in RONR 11th ed.

5.8.19.1 Meeting minutes format

The preamble to the minutes shall include:

- The kind of meeting – regular, special, adjourned regular or adjourned special; and

- The name of the Body; and

- The date and time (hour) of the meeting; and

- The location of the meeting in the case of a face-to-face meeting or simply the notation that it was a teleconference if there was no physical location; and

- The fact that the regular chair, vice-chair, or co-chair and secretary (minute-taker) were present or, if not, the name of the persons serving in these capacities; and

- Whether the minutes of the previous meeting(s), identified by date, were approved as posted or, if corrected, the notation that they were approved as corrected. Corrections are made in the minutes of the previous meeting and not detailed in the current minutes.

The body of the minutes shall include:

- A separate paragraph for each subject.

- The wording of each main motion as adopted or otherwise disposed of, as well as the name of the mover. The seconder (if any) is not recorded. Motions that are withdrawn are not recorded. The existence of motions to amend or of debate may be recorded but only parenthetically.

- If a main motion is disposed of temporarily, then any motions to amend and secondary motions that adhere to the main motion are recorded that are pending at the time of disposal.

The minutes shall end with the hour of adjournment.

Significantly more detail is provided in RONR (11th ed.) §48.

6   DMTF release process, document information, and file formats

Documents are sorted into classes and a procedure is defined in this clause for each class. The classes are:

- Normative documents such as:
    - DMTF Standards
    - DMTF Informative Standards
    - Schemata

- Informative documents such as:
    - Presentations
    - White papers
    - Posters
    - Software (executable or source code)
    - Use-cases or requirements
    - Marketing material for distribution to the DMTF Membership

- Policy documents such as:
    - This document
    - Other documents defining DMTF processes or procedures
    - Corporate policies
    - Charters
    - Body Rules of Procedure
    - Marketing material for public distribution
    - Budgets
    - Contracts and their addenda

- Source code such as:
    - Open source projects
    - Test code
    - Integration code
    - Sample or reference implementations

6.1   Overview

The steps in the release process for a normative document are as follows:

- DSP identifier acquisition (clause 6.2)
- Development (clause 6.3)
- Work in Progress (recommended) (clause 6.5)
- Technical Committee approval (clause 6.8)
- IP solicitation (clause 6.9) and parallel Board approval (clause 6.10)

- Publication (clause 6.11)

The steps in the release process for an Informative document are as follows:

- DSP identifier acquisition (clause 6.2)

- Development (clause 6.3)

- Work in Progress (recommended) (clause 6.5)

- Parent Committee approval (clause 6.7)

- Publication (clause 6.11)

The steps in the release process for a Policy document are as follows:

- DSP identifier acquisition (clause 6.2)

- Development (clause 6.3)

- Work in Progress (potential) (clause 6.5)

- Parent Committee approval (clause 6.7)

- Board approval (clause 6.10)

- Publication (clause 6.11)

The steps in the release process for Source code are as follows:

- DR approval (clause 6.2.3)

- Development (clause 6.3)

- Parent Committee approval (clause 6.7)

- Board approval (clause 6.10) for initial release

- Publication (clause 6.11)

6.2   DSP identifier, acquisition, transfer, disposal

Applies to document classes:

- Policy documents

- Normative documents

- Informative documents

As exceptions, the following documents do not require DSP identifiers:

- Charters

- Rules of Procedure

- Press releases or other marketing collateral

- Newsletters or other Member communications

- Posters, brochures, or other graphics for promotional display or distribution

- Web pages

- Bylaws or any other corporate document or filing

- Source code

DSP identifiers are used to identify all applicable DMTF documents. At most one editing body may have ownership of any DSP identifier at a time. A document request (DR) (clause 6.2.1) is used to acquire a new DSP identifier, dispose of one previously acquired but unused, obtain ownership for the document associated with a DSP identifier, obtain approval of a new schema name, obtain approval for publication of DMTF material to a non-DMTF location, or to change the document's name or disposition. The Editing Body's Parent Committee must approve DRs before any work begins in an Editing Body.

6.2.1 Document Request (DR) content and format

DRs must be created by using the DR template. The content of this template includes:

- Chair(s) of the Body requesting the DSP identifier

- Document Class being requested (Normative, Informative, Policy, Source code)

- Name of the associated document or artifact

- DSP identifier if previously issued

- Name of the Editing Body

- Date the request began

- Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier | Re-title| Publication of Source| Publication of Executable| | Add New GitHub Repository | Publish GitHub Repository Publicly

- Background rationale for the accompanying document

- Intention to publish (see clause 6.11)

6.2.2 DR preparation and submittal

The Editing Body prepares the DR clearly indicating the action proposed. Once prepared, the DR should be added to the appropriate group's Document Request folder by the DR owner with a status of "Draft." Documents added to the Document Request folder are automatically named with the following format: wgabbrevDR$docnum.$revnum.$extension.

DRs shall only be submitted by chairs.

DRs shall be shared with the Parent Committee prior to voting in the Parent Committee.

6.2.3 DR approval

The Editing Body must vote to approve the DR. Once approved by the Editing Body, the DR document proceeds to the Parent Committee for approval. Some DRs, such as those that take GitHub repositories public, also require board approval. After the Parent Committee (or DMTF board if applicable) approves the DR, the Committee Secretary notifies the Editing Body that the DR is approved, the name of the document that was approved, and the action taken.

6.2.4 DSP Number ranges

DSP identifiers associated with DMTF documents fall into the following ranges:

- 0001-0999 – Technical Specifications

- 1000-1999 – Profiles

- 2000-2999 – White Papers, Technical Notes, and other informational documents

- 3000-3999 – Working Group Charters

- 4000-4999 – DMTF Process documents

- 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.

- 6000-6999 – Machine Readable Profiles

- 8000-8999 – Schema Representations

- IS-0000 - IS-9999 – Informational Specifications

DMTF documents that were approved before December 31, 2004, may have DSP identifiers that are outside of the preceding ranges. When these documents are revised, they must be changed to conform to these ranges. However, documents should not be revised only for the purpose of placing them in the appropriate number range.

6.3   Development

Applies to document classes:

- All document classes

Prerequisites:

- DSP Identifier has been issued if required (clause 6.2).

- A DR has been processed and approved if required (clauses 6.2.1, 6.2.2, 6.2.3).

When an Editing Body is in the process of developing a document, the document shall have a document status of "Draft" and a confidentiality notation of "DMTF Confidential". A document remains in development until published.

6.4   Source Code

Source code shall only be managed in a Body with a charter that allows it. Source code contributions shall conform to the DMTF Software Submission Policy. Prior to development of source code within a body, a DR defining the scope and function of the source code shall be approved through the DMTF board.

The code repository shall meet the following requirements:

- There shall be a Readme file declaring the scope of the code. This scope shall be in alignment with the approved DR.
- There shall be a licensing statement that conforms with the DMTF Software Submission Policy.
- There shall be a contribution guideline that describes the contribution process and the Developer Certificate of Origin.
- Source Code shall be managed within a Body or Task Force and shall be managed during DMTF meetings.
- Source Code merges may be agreed to by consensus. Any member may call for a vote on a merge. This vote shall be conducted by the Parent Body if the merge was attempted in a Task Force.

6.5   Work in Progress

Applies to document classes:

- All document classes

Prerequisites:

- A document in Development (clause 6.3)

- A vote in the Editing Body to publish a Work in Progress release

Working Groups are encouraged to publish Work in Progress documents early and often. An interval between publications of Work in Progress documents of three months is considered usual. A Work in Progress release may contain any degree of change.

6.6   Editing Body approval

Applies to document classes:

- Normative documents

- Informative documents

- Work in Progress documents

- Process documents

- Source Code

- Internal documents (e.g., DRs, guides, training documentation)

Prerequisites:

- Work is complete for the candidate document.

- Substantially all non-deferred issues have been resolved.

- Editorial review in a manner acceptable to DMTF Admin has been completed.

Exceptions:

- Work in Progress documents may have any number of open issues.

- Work in Progress documents do not require editorial review.

An editing body may consider a document complete for approval when:

- All planned feature additions, corrections, and changes have been approved by the editing body.
- All edits for major scrubs from the technical editing team have been incorporated if a major scrub has been performed.

Feature additions, corrections, or other changes to a release artifact shall be documented by the editing body via change request or pull request. Approval of CRs and pull requests shall take place via voice vote during an official DMTF meeting of the editing body or electronic ballot. Vote disposition shall be documented in the minutes of the meeting as the record of note.

6.7   Parent Committee approval

Applies to document classes:

- Informative documents

- Work in Progress documents

- Process documents

- Source Code

- Internal documents (e.g., DRs, guides, training documentation)

Prerequisites:

- Work is complete for the candidate document.

- Substantially all non-deferred issues have been resolved.

- Editorial review in a manner acceptable to DMTF Admin has been completed.

- A vote in the Editing Body to release the document has passed.

Exceptions:

- Work in Progress documents may have any number of open issues.

- Work in Progress documents do not require editorial review.

The Parent Committee Ballots the document for publication to assure that it is within the Editing Body's scope as defined in the charter, and that process has been followed in its production. Documents with obvious quality problems may be rejected on that basis.

6.8   Technical Committee approval

Applies to document classes:

- Normative documents

- Source code

- Internal documents (e.g., DRs, guides, training documentation)

Prerequisites:

- Work is complete for the candidate document.

- Substantially all non-deferred issues have been resolved.

- Editorial review in a manner acceptable to DMTF Admin has been completed.

- The Editing Body has voted to release the document.

The Technical Committee Ballots the document for publication to assure that it is within the Editing Body's scope as defined in the charter, and that process has been followed in its production. Documents with obvious quality problems may be rejected on that basis.

All normative document approval Ballots shall be electronic. Normal and usual voting methods for electronic Ballots are observed (clause 5.8.17).

Normative documents presented for Technical Committee review may be, subsequent to Technical Committee approval, published as a Work in Progress at the discretion of the Technical Committee.

When the Technical Committee has approved the normative document, it shall be forwarded directly to DMTF Admin for publication pending completion of IP Solicitation and Board approval, which should occur in parallel to the extent possible.

Upon request or recommendation of a child body, the Technical Committee may delay the publication date of a normative document if supporting artifacts or dependent documentation have not yet been brought to the Technical Committee for approval; the delay shall not exceed a period longer than 90 days.

6.9   IP solicitation

Applies to document classes:

- Normative documents

- Source Code

Prerequisites:

- Technical Committee has approved the document or repository for publication.

The Technical Committee shall determine if an IP solicitation is needed on any draft normative document presented for approval. An IP solicitation is required for any new normative document or initial source code release and may be indicated if changes made by the Editing Body result in new feature or function. Changes to Source Code licenses or major source code release shall trigger IP solicitation. The Technical Committee may decide that no IP solicitation is required if the Editing Body makes such a recommendation and changes from a previously approved version contain no substantive modifications to function or feature.

The chair of the Technical Committee sends the candidate document and a notice asking for claims of essential patent rights to the DMTF Membership. The DMTF IP solicitation period closes 30 days after the notification is sent.

If no claims of essential patent rights are received by DMTF Admin upon the expiration of the IP solicitation period, the document or source code shall then be published.

If claims of essential patent rights are received, then DMTF Admin shall halt publication and shall inform the Technical Committee which shall then follow the steps as defined in the DMTF Patent and Technology Policy (DMTF Patent and Technology Policy). No publication is permitted until those steps have been completed.

6.10 Board approval

Applies to document classes:

- Policy documents
- Normative documents
- Initial release of Source Code

Prerequisites:

Parent Committee approval has been achieved.

Procedure:

The document or associated DR is added to the agenda of the next board meeting. It is the responsibility of the approving committee chair to assure that the document is raised for a vote at the next board meeting. The document must be made available to the board in time for a reasonable review prior to the board meeting.

- If the board approves the document, it shall be forwarded to DMTF Admin for publication.
- If the board rejects the document, it shall be returned to the Editing Body with comments, if any.
- If the board fails to act on the document, it shall be added to the agenda for the next board meeting in the early part of the agenda.

6.11 Publication

Applies to document classes:

- Policy documents
- Informative documents
- Normative documents
- Source Code

The DMTF publication process proceeds after there are no more approvals.

The secretary or chair of the final approving body forwards the document to DMTF Admin who then produces and publishes the final version of the document.

The steps in publication include the following activities.

- Pre-publication cleanup
  Consists of assuring correct front-matter format and content, change of document status and publication date, removal of confidentiality notifications, and removal of the version identification except for Work in Progress releases.

- Archiving
  DMTF Admin will copy the document to a secure location for long-term storage.

- If a normative document, and an IP solicitation was required, hold publication until verification of successful completion of the IP solicitation.

- Movement to the published document location on the DMTF web site
  DMTF Admin will publish the document on the DMTF web site or public DMTF GitHub repository.

- For Source Code, the code repository shall meet the following requirements:

  - There shall be a Readme file declaring the scope of the code.

  - There shall be a Licensing statement that conforms with the DMTF Software Submission Agreement.

  - Developer Certificate of Origin (DCO) checking shall be enabled.

Specifications are published and a URI is generated for the document according to the document name (clause 6.13). The document is then published on the "published documents" page and added to the appropriate document directory.

6.12 Front matter, numbering, and versioning for DMTF documents

6.12.1 DMTF document front matter, headers, footers

Applies to document classes:

- Normative documents

- Informative documents

- Policy documents

Exceptions:

- Charters

- Rules of Procedure

- Press releases or other marketing collateral

- Newsletters or other Member communications

- Posters, brochures, or other graphics for promotional display or distribution

- Web pages

- Bylaws or any other corporate document or filing

- Marketing materials

DMTF documents must begin with a front page that shall contain the following information. These items are included in the document template.

- Title
  The title of the document as registered when the DSP identifier was obtained.

- DSP identifier
  This must be the DSP identifier obtained according to the policy described in clause 6.2.

- Version number
  This version number must comply with the guidelines in clause 6.13.

- Date
  This must be the effective date of the document.

- Logo
  A DMTF logo should be included on the title page.

- Document Class
  "Policy," "Normative," or "Informative."

- Document Status
  "Draft," "Work in Progress," "Candidate Specification" or "Published."

- Document Disclaimer if any
  In the case of DMTF Works in Progress it shall be:

  "IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its members. Because this document is a Work in Progress, this document may still change, perhaps profoundly and without notice. This document is available for public review and comment until superseded."

- Documents Superseded, if any

- Document Language

- "DMTF Confidential" label for all DMTF documents prior to public release by DMTF

Page 2 of the document shall contain the following information:

- DMTF Copyright Notice

- DMTF Patent Policy Notice (DMTF Patent and Technology Policy)

- Notice that "The English version of this specification is the only normative version".

- Notice that all feedback or comment is to be provided through the DMTF Feedback Portal https://www.dmtf.org/standards/feedback.

Page headers shall contain:

- DSP identifier

- Document Title

Page footers shall contain:

- Page number

- Confidentiality notation
  "DMTF Confidential" unless published as final or as a Work in Progress

- Status
  "Draft," "Work in Progress," or "Published"

- Version number

6.12.2 Exception for non-display formats

Non-display formats such as XML files, source codes, and other machine-readable formats shall contain a comment or a file within its collection that contains the same information as in 6.12.1 above; however, the DMTF Logo is optional.

6.13 Document numbering and versioning, and filenames

6.13.1 Normative, Informational and Draft Versioning

Versioning of DMTF documents takes the form m.n.u[d[d]], where:

m	represents the major version identifier in numeric form. This number starts at 1 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are not compatible with prior versions.
n	represents the minor version identifier in numeric form. This number starts at 0 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are compatible with prior versions.
u	represents the update (errata or coordination changes) in numeric form. This number starts at 0 for new documents. A change in this number representing an update to the document indicates that the document contains changes that are corrections to errors in prior versions or changes in coordination with other documents. This digit may not be changed for Work in Progress documents.
dd	represents the draft level in alphabetic form. This indicator is required for DMTF draft documents.

Updated versions of documents must have one of these digits or letters changed from prior versions in increasing order; gaps in the order are permitted.

Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

All DMTF document in draft status must have the draft level identified. Any references to the specification version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c … x, y, z, aa, ab…zz.

6.13.2 Work in Progress Versioning

Versioning of DMTF Work in Progress documents shall adhere to the format defined in the following table:

Table 2 – Work in Progress version numbers

Published File Name	Description of Approximate Stage of Development
DSPXXXX_1.0.0WIP.01-29	First draft with outline and initial text
DSPXXXX_1.0.0WIP.30-49	Base features complete, major updates expected

Published File Name	Description of Approximate Stage of Development
DSPXXXX_1.0.0WIP.50-59	Most major additions complete, minor changes expected
DSPXXXX_1.0.0WIP.60-89	All major release features included, solicitation for feedback advertised
DSPXXXX_1.0.0WIP.90-98	All major release features complete, minor updates remaining
DSPXXXX_1.0.0WIP.99	Complete in final review and ready for standard or informational release
DSPXXXX_1.0.0WIP	Co-released when a completed document is currently in the approval process

WIP artifacts are released at the discretion of the editing body. The editing body shall determine the WIP version based on the approximate developmental stage of the WIP artifact. Editing bodies are not required to release WIP versions at each stage. The component pieces of a WIP.zip bundle shall reflect the WIP version of the bundle where possible.

6.13.3 File names

The filename for published DMTF documents should use this format:
"DSP"<4 digit document number>"_"<m>"."<n>"."<u>"WIP."<WIPNUM>"-"<t>"."<file extension>" where:

    WIPNUM   is the Work in Progress designation assigned by the authoring body

    t   is the two letter ISO language identifier as specified in ISO 639-1:2002.

The language identifier, *t*, and the preceding "-" may be omitted in English-language normative documents but are required for all translations.

Additionally, this information must be embedded inside the specification itself. When specifying the document number for DMTF specifications numbered below 1000, the leading zero must be specified. For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

6.14 Accepted file formats

DMTF sources should be in one of the formats indicated in Table 3.

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Table 3 – Accepted source formats

</div>

Source Type	Approved Formats
MOF	UTF-8 text format (.txt)
UML	XMI (.xmi)

Source Type	Approved Formats
Diagrams	Visio (.vsd, vsdx), SVG (.svg), ODF (.odg) or PlantUML (.puml)
Presentations	PowerPoint (.ppt, pptx), Visio (.vsd, .vsdx), or ODF (.odp)
Specifications	Word (.doc, .docx), ODF (.odt), Hypertext (.html, .htm), UTF-8 or UTF-16 text format (.txt), or Markdown (.md)
Text	Text (.txt)
Web	Hypertext (.html, .htm)
Image	JPEG (.jpg, .jpeg), Raster (.eps, .png,) Vector (.svg)
Source Code	Varies per programing language
Internal Document	Excel (.xlsx, .xls) Word (.doc, .docx) PowerPoint (.ppt, .pptx) Markdown (.md)

Note that source for graphical representations of UML or for class or instance diagrams can be either XMI or Visio.

The Editing Body must submit DMTF documents for approval in a format indicated in Table 4. The Editing Body must also provide access to the document source.

Table 4 – Permitted published formats

Artifact Type	Approved Formats
Source Code and other machine readable artifacts	UTF-8 text, or as required
UML	PDF
Specifications, DMTF Standards, White Papers, Technical Notes	PDF and HTML
Bundled Schema, Mockups, Informational Specification Bundles	ZIP (.zip - may contain .pdf, .xml, .yaml, .json, .bin, .map)

Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation), UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download convenience.

6.15 Document disposition

DMTF documents, after reaching their final approval at either the Board or the Committee levels, are usually published through the DMTF web site. Some circumstances require that DMTF documents be

released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for example, when a document is released to another entity. This clause describes the requirements and methods for the dispensation of documents.

6.15.1 Submission and transfer

When the document is intended to be either transferred or submitted to another organization, the document needs to have a statement regarding the nature of the submission or transfer and a statement about copyright grant. This statement can be either a part of the document or a separate document, such as a cover letter. An IP disclaimer should be included if the document is a specification. When the document is source code, an open source license conformant with DMTF policy should be included in the source. If included, the document is subject to approval by DMTF legal counsel before release.

Documents intended to be published by, submitted or transferred to another organization are subject to DMTF Board approval regardless of Document Type and Final Document Status, with the exception of informational presentations to be presented at public forums such as conferences and symposiums. A DR should be prepared that contains the appropriate information about the request and then taken through the process as defined in clause 6.2 prior to DMTF Board approval.

6.15.2 Availability of document versions and obsolescence

The release of a new version of a specification, white paper, or document does not make previous versions obsolete. Versions become obsolete when the market no longer requires them. The underlying goal is upward compatibility between versions. This goal should be approached with caution because maintaining upward compatibility between versions may not always be possible.

Updates to a specification, white paper, or document are submitted to the Editing Body. Each specification must contain a change history. (For graphical documents, such as UML diagrams, that are not conducive to including a change history, this history is included in the MOF file.) The status of these documents must be indicated as "Work in Progress," "Informational," "DMTF Draft Standard," or "DMTF Standard." A change log and completed Change Request forms must be maintained for all specifications, white papers, and documents.

Specifications and other documents that have reached a level of maturity where they are no longer actively being updated should be posted to a clause of the DMTF web site dedicated to "historical" documents. The web site must contain information indicating that this specification is still relevant to the industry but new versions should not be expected. Specifications that are greater than five years old and are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should be moved to this portion of the web site, but the URL to the document should not change. Previous versions of MOF Schema that are greater than two years old may fall into the "historical" category and should be treated appropriately. Note that the URI of the document should remain persistent (remain the same over time) to allow other specifications to reference DMTF Standards.

7   Issue resolution

7.1   Issue resolution process

During the normal course of document development or approval, issues may be raised against documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during review or approval, during the IP solicitation phase of document approval, or by external entities for Works in Progress.

7.1.1   Issue tracking and recordkeeping

All issues reported shall be recorded and the record kept as part of the Editing Body's permanent records. The record shall contain the following minimum information:

- Date issue was reported

- Issue reporter

- Issue description

- Date issue was resolved

- Resolution description

- Document revision containing resolution

- Evidence that the issue reporter has accepted the resolution in the case of an external reporter

7.1.1.1   Recordkeeping mechanism

Any method may be used to track issues. The DMTF provides a number of tools that may be used; however, any method that is persistent and that may be archived can be utilized.

7.1.2   Editing Body final decisions

Issues are decided according to voting rules defined herein (clause 5.8.12). In the case that a reporter does not agree with the issue resolution as proposed by the editing Body and provides a rationale that may be considered new information, a simple majority vote in the Editing body may be performed to re-open the issue. Should that simple majority vote fail, the resolution of record may be considered final.

8 DMTF Management Initiatives

"Management Initiative" is a term used to describe a set of activities, specifications, or documents that address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic importance and commitment of resources of such initiatives.

- Management Initiatives must have technical components involving one or more Bodies.

- Management Initiatives must have requirements for messaging or technical evangelism to promote the Management Initiative for the mutual benefit of the DMTF membership.

- Proposals for new Management Initiatives are presented to the Board and are enacted when approved. Proposals should include the reason why it is a particularly good opportunity for the DMTF, the activities expected, a schedule, and any anticipated budget impact.

8.1 Management Initiative coordination

The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the participating Bodies.

9   Information access

A policy of the DMTF is to have stable information available to its members. Body members are entitled to have access to any pertinent data related to the decisions and operations of the team.

9.1   Web posting

It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members Only" clause of the DMTF web site.

9.2   Email lists

The DMTF maintains email lists for each Body for distributing information to its members. The email lists are for the internal use of the Body's members in support of their development or marketing activities. These lists are not for general dissemination of information.

9.3   Information restriction

The restriction of unpublished information to a Body and those that are necessary to approve publication is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information taken out of context. Participants understand the history and context of this internal information.

9.4   Information dissemination

Members are permitted to disseminate unreleased DMTF information within their organization as long as the information is marked as "DMTF Confidential." Confidential information should not be redistributed to any non-member without the permission of the DMTF Board of Directors.

9.5   Document information

Document information is generally disseminated through the DMTF web site, and the members are informed of document updates through the DMTF newsletter or other means. Access to the published document web pages is open to anyone.

ANNEX A
(informative)

Change log

Version	Date	Description
1.0.0	2013-10-22	Consolidated DSP4002 and DSP4004, normalized some duplicate language, re-wrote electronic voting rules to tighten, clarify, and bring into conformance with RONR
1.0.1	2013-10-29	Corrected vote counting to "votes cast"
1.1.0	2014-03-20	Policy change on publication and expiration of WIP documents Forums may be formed by any Body Process defined for returning DSP identifiers DR form removed from DSP4014 Member level roles and rights clarified. Eliminated Sponsored Member
2.0.0	2014-10-31	Removed Technical Committee specific processes, Removed subcommittees Simplified issue tracking requirements Moved DSP number ranges Added requirements for meeting minutes Prohibited audio or video recording Defined Task Forces replacing Subteams Defined new Document Release process Defined regular means to quiesce, re-activate, and de-charter Bodies
2.1.0	2015-02-13	Changed order of document approval and IP solicitation at the Technical Committee Added an Observer role
2.2.0	2015-08-06	Added once more a board vote on specification releases
2.3.0	2015-12-10	Added DSP4010 to the list of referenced documents Updated clauses 5.8.10.1 (Financial rules) and 6.7 (Parent Committee approval)
2.4.0	2016-05-31	Added ability to publish DMTF material on non-DMTF locations. Clarified process around such publication.
2.5.0	2016-08-01	Clarified ability for academic members to observe in DMTF bodies, including Forums.
2.6.0	2016-11-18	Clarified roles and responsibilities. Cleaned up the introduction for consistency.
2.6.1	2017-08-09	Updates to the document disposition clause.

Version	Date	Description
2.7.0	2019-06-25	Normative documents may be released as WIP in parallel with IP solicitation. Upon request of a child body, the TC may delay the publication of an approved document by no more than 90 days. Editorial fixes and corrections.
2.7.1	2020-04-07	Editorial fix
2.8.0	2021-05-15	Added WIP versioning format changes Added zip as accepted file format Added GitHub Repository actions Added Source code as a document class and modified release process to account for the new designation
2.9.0	2021-06-29	Updated the amount of time in which the agenda and meeting notices must be published Added a description for collateral material as it relates to this document
2.10.0	2021-12-14	Updated the software release process to include open source projects started in the open Added SVG files as a valid diagram format Clarified Task Force participation
2.11.0	2022-04-08	Updated the process for reactivating a working body
2.12.0	2022-05-17	Defined terms "Leadership Member" and "Participation Member"
2.13.0	2023-10-13	Added .puml as accepted source format. Cleanup of 6.14 Table 3 source format files and extensions.
2.14.0	2024-05-16	5.8.4: clarified 72 hr rule, added source code. Added 6.4: Source Code, Added 6.6: Editing Body Approval. Various updates and clarifications.