



1  
2  
3  
4

**Document Number: DSP4014**

**Date: 2013-10-29**

**Version: 1.0.1**

## 5 **DMTF Process for Working Bodies**

6 **Supersedes: DSP4002, DSP4004**

7 **Effective Date: 2014-01-01**

8 **Document Type: Process**

9 **Document Status: DMTF Informational**

10 **Document Language: en-US**

11

12 Copyright Notice

13 Copyright © 2013 Distributed Management Task Force, Inc. (DMTF). All rights reserved.

14 DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems  
15 management and interoperability. Members and non-members may reproduce DMTF specifications and  
16 documents, provided that correct attribution is given. As DMTF specifications may be revised from time to  
17 time, the particular version and release date should always be noted.

18 Implementation of certain elements of this standard or proposed standard may be subject to third party  
19 patent rights, including provisional patent rights (herein "patent rights"). DMTF makes no representations  
20 to users of the standard as to the existence of such rights, and is not responsible to recognize, disclose,  
21 or identify any or all such third party patent right, owners or claimants, nor for any incomplete or  
22 inaccurate identification or disclosure of such rights, owners or claimants. DMTF shall have no liability to  
23 any party, in any manner or circumstance, under any legal theory whatsoever, for failure to recognize,  
24 disclose, or identify any such third party patent rights, or for such party's reliance on the standard or  
25 incorporation thereof in its product, protocols or testing procedures. DMTF shall have no liability to any  
26 party implementing such standard, whether such implementation is foreseeable or not, nor to any patent  
27 owner or claimant, and shall have no liability or responsibility for costs or losses incurred if a standard is  
28 withdrawn or modified after publication, and shall be indemnified and held harmless by any party  
29 implementing the standard from any and all claims of infringement by a patent owner for such  
30 implementations.

31 For information about patents held by third-parties which have notified the DMTF that, in their opinion,  
32 such patent may relate to or impact implementations of DMTF standards, visit  
33 <http://www.dmtf.org/about/policies/disclosures.php>.

CONTENTS

35 Introduction..... 6

36 1 Scope..... 7

37 2 Terms and definitions ..... 7

38 3 Symbols and abbreviated terms ..... 11

39 4 DMTF Committees, Subcommittees, Working Groups, Forums, and Chapters ..... 13

40 4.1 Committees ..... 13

41 4.1.1 Membership and participation ..... 13

42 4.1.2 Committee meetings ..... 13

43 4.1.3 Committee Chair ..... 13

44 4.2 Subcommittees..... 13

45 4.2.1 Subcommittee formation ..... 14

46 4.2.2 Subcommittee membership and participation ..... 14

47 4.2.3 Subcommittee meetings..... 14

48 4.2.4 Subcommittee Chair ..... 14

49 4.2.5 Subcommittee subteams ..... 15

50 4.2.6 Updating a Subcommittee charter ..... 15

51 4.2.7 Quiescing a Subcommittee ..... 15

52 4.2.8 Dissolving a Subcommittee ..... 15

53 4.3 Working Groups ..... 15

54 4.3.1 Working Group formation ..... 16

55 4.3.2 Working Group membership and participation ..... 16

56 4.3.3 Working Group meetings..... 16

57 4.3.4 Working Group Chair..... 16

58 4.3.5 Working Group subteams..... 17

59 4.3.6 Updating a Working Group charter..... 17

60 4.3.7 Quiescing a Working Group ..... 17

61 4.3.8 Dissolving a Working Group ..... 17

62 4.4 Forums ..... 18

63 4.4.1 Forum formation ..... 18

64 4.4.2 Forum membership and participation ..... 18

65 4.4.3 Forum meetings ..... 18

66 4.4.4 Forum officers ..... 19

67 4.4.5 Forum structure and subteams ..... 19

68 4.4.6 Collecting membership dues/fees and accounting ..... 19

69 4.4.7 Technical specification/standards ..... 19

70 4.4.8 Interoperability services..... 19

71 4.4.9 Marketing and PR activities ..... 19

72 4.4.10 Changes in Forum governances and operation ..... 19

73 4.4.11 Quiescing a Forum ..... 20

74 4.4.12 Dissolving a Forum ..... 20

75 4.5 Chapters..... 21

76 4.5.1 Chapter formation..... 22

77 4.5.2 Chapter membership and participation ..... 22

78 4.5.3 Chapter meetings ..... 22

79 4.5.4 Chapter officers ..... 22

80 4.5.5 Chapter structure and subteams ..... 22

81 4.5.6 Collecting membership dues/fees and accounting ..... 22

82 4.5.7 Technical specifications/standards..... 23

83 4.5.8 Interoperability services..... 23

84 4.5.9 Marketing and PR activities ..... 23

85 4.5.10 Changes in Chapter governance and operation..... 23

86 4.5.11 Quiescing a Chapter..... 23

87		4.5.12 Dissolving a Chapter .....	24
88	4.6	Common rules and procedures .....	24
89		4.6.1 Body formation .....	25
90		4.6.2 Chair and officer elections .....	26
91		4.6.3 Chair responsibilities .....	26
92		4.6.4 Chair vacancy .....	27
93		4.6.5 Chairing model changes .....	27
94		4.6.6 Rules of Order .....	28
95		4.6.7 Escalations .....	28
96		4.6.8 Voting .....	29
97		4.6.9 Vote counting .....	29
98		4.6.10 DMTF majority rules .....	29
99		4.6.11 Motions related to methods of voting .....	29
100		4.6.12 Requesting another Body to Ballot .....	29
101		4.6.13 Electronic Ballots .....	29
102		4.6.14 DMTF recording policy .....	31
103	5	DMTF release process, document information, and file formats .....	32
104		5.1 DMTF release process .....	32
105		5.1.1 Overview .....	32
106		5.1.2 DSP number acquisition .....	33
107		5.1.3 DMTF Document Status .....	34
108		5.1.4 Review phases .....	38
109		5.1.5 Document type, final status, and approval process .....	39
110		5.1.6 Document disposition .....	39
111		5.1.7 Availability of document versions and obsolescence .....	40
112		5.2 Numbering, versioning and title page material for DMTF documents .....	40
113		5.2.1 Document numbers .....	40
114		5.2.2 Required information for title pages or file headers .....	41
115		5.2.3 Specification, white paper, and document numbering process .....	42
116		5.2.4 Schema numbering process .....	43
117		5.2.5 Versioning of the CIM Infrastructure Specification .....	43
118		5.3 Accepted file formats .....	43
119	6	Comment resolutions and Change Requests .....	44
120		6.1 Comment resolution process .....	44
121		6.1.1 Comment resolution methods for Editing Bodies .....	44
122		6.1.1.1 Mantis .....	45
123		6.1.1.2 Change Requests .....	45
124		6.1.1.3 Spreadsheets .....	45
125		6.1.1.4 Kavi document comments .....	45
126		6.1.2 Comment resolution methods for parent bodies .....	45
127		6.2 Change Requests .....	46
128		6.2.1 CR classification .....	46
129		6.2.2 CR content .....	46
130		6.2.3 CR creation .....	46
131		6.2.4 CR sharing .....	47
132		6.2.5 CR owner .....	47
133		6.2.6 CR Ballots .....	47
134		6.2.7 Additional CR approval .....	48
135		6.2.8 CR adoption .....	48
136	7	DMTF Management Initiatives .....	48
137		7.1 Management Initiative .....	48
138		7.1.1 Technical components .....	48
139		7.1.2 Messaging components .....	49
140		7.1.3 Compliance and interoperability components .....	49
141		7.2 Management Initiative responsibility .....	49

142 7.3 Management Initiative formation ..... 49

143 7.4 Management Initiative coordination..... 49

144 8 Information access..... 49

145 8.1 Web posting ..... 50

146 8.2 Email lists ..... 50

147 8.3 Information restriction..... 50

148 8.4 Access removal ..... 50

149 8.5 Information dissemination ..... 50

150 8.6 Document information ..... 50

151 8.7 Call for essential patent rights ..... 50

152 9 Approval process state transition table..... 50

153 ANNEX A (informative) Process flowcharts..... 53

154 ANNEX B (informative) DR template..... 57

155 ANNEX C (informative) Change log ..... 58

156

157 **Figures**

158 Figure A-1 – Document approval process: DSP number acquisition ..... 53

159 Figure A-2 – Document approval process: Informational documents..... 54

160 Figure A-3 – Document approval process: DMTF Standard documents..... 55

161 Figure A-4 – Document and CR approval states..... 56

162

163 **Tables**

164 Table 1 – Phase length, status, confidentiality, and posting location ..... 38

165 Table 2 – Document type, final status, and approval process..... 39

166 Table 3 – Accepted source formats..... 43

167 Table 4 – Permitted published formats..... 44

168 Table 5 – Process state transitions and events..... 51

169

170

## Introduction

171 *DMTF Process for Working Bodies* (DSP4014) was prepared by the Process and Incubation Committee.  
172 This document defines the process governing DMTF bodies (Committees, Working Groups, Forums, and  
173 Chapters) and documents. It is targeted to all DMTF members as a framework to facilitate the DMTF's  
174 work.

175 It does not define the process for all DMTF bodies and activities. Please refer to the DMTF Policies page  
176 at <http://dmtof.org/about/policies> for a complete list.

177 The defined processes outlined in this document include:

- 178 • Body and sub-Body formation, structure, chartering, quiescing and dissolution
- 179 • Body membership and participation
- 180 • Meeting requirements and guidelines
- 181 • Chair, co-chair and vice-chair models and selection
- 182 • Voting and Ballots
- 183 • Supporting organizational processes
- 184 • Common rules and procedures
- 185 • DMTF document release process, comment resolutions and change requests
- 186 • DMTF management initiatives
- 187 • Information access
- 188 • Approval processes

189

# DMTF Process for Working Bodies

## 190 **1 Scope**

191 This document defines DMTF processes governing the formation, structure, and activities of DMTF  
192 bodies and the DMTF Release Process for DMTF documents. This includes documents that are intended  
193 to become standards, known as DMTF Standard Documents, as well as informational and procedural  
194 documents, known as DMTF Informational Documents.

## 195 **2 Terms and definitions**

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

198 The terms "shall" ("required"), "shall not", "should" ("recommended"), "should not" ("not recommended"),  
199 "may," "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described  
200 in [ISO/IEC Directives, Part 2](#), Annex H. The terms in parenthesis are alternatives for the preceding term,  
201 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that  
202 [ISO/IEC Directives, Part 2](#), Annex H specifies additional alternatives. Occurrences of such additional  
203 alternatives shall be interpreted in their normal English meaning.

### 204 **2.1**

#### 205 **Academic Alliance Member**

206 An individual belonging to an accredited institution of higher learning that has been assigned by the  
207 DMTF Board of Directors to a single Working Group or Subcommittee as a non-voting member.

### 208 **2.2**

#### 209 **Alliance Partner Member**

210 A not-for-profit association that has been offered and has accepted a membership in the DMTF. The  
211 designated Alliance Partner Member representatives may participate in designated DMTF Working  
212 Groups and designated Committees as non-voting members. Alliance Partner Members may also  
213 subscribe to the email lists, participate in list discussions, attend and participate in meetings, and make  
214 contributions to the DMTF.

### 215 **2.3**

#### 216 **Alternate Voter**

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

### 219 **2.4**

#### 220 **Ballot**

221 In this document, Ballot is defined as a vote by any means

### 222 **2.5**

#### 223 **Board Member**

224 Member Companies who are Voting Members and are elected by Voting Members to serve on the Board  
225 of Directors. Board Member companies appoint persons as representative directors to the Board.

- 226 **2.6**  
227 **Board of Directors**  
228 All corporate powers are exercised by and under the authority of the Board of Directors, and the affairs of  
229 the corporation are managed under its direction. Also referred to as the Board.
- 230 **2.7**  
231 **Body**  
232 This term is used as a substitution for Committee, Subcommittee, Forum, Chapter, or Working Group that  
233 is the focus of the text in question.
- 234 **2.8**  
235 **Change Request**  
236 **CR**  
237 The form used to request a change to the MOF Schema or a DMTF Document
- 238 **2.9**  
239 **DMTF Document**  
240 Any specification, presentation, white paper, schema, process document, policy, or other material  
241 released by the DMTF. This term does not include press releases, Web page material, or marketing  
242 collateral.
- 243 **2.10**  
244 **DMTF Informational Document**  
245 A document released by the DMTF of an informative nature that is meant to explain an aspect of the  
246 DMTF or its standards, policies, procedures, or mechanisms.
- 247 **2.11**  
248 **DMTF Informational Specification**  
249 A specification of an informative nature produced by DMTF incubators.  
250 These documents proceed through the process similar to DMTF Specifications rather than DMTF  
251 Informational documents; however, they are not DMTF Standards.
- 252 **2.12**  
253 **DMTF Member Review**  
254 The period that precedes release as a DMTF Standard.  
255 This period is used to meet intellectual property review requirements and to allow time to receive any final  
256 input from the DMTF members at large.
- 257 **2.13**  
258 **DMTF Specification**  
259 **DSP**  
260 Originally an abbreviation for “DMTF Specification”, a DSP is now a synonym for DMTF Document. Each  
261 DSP has a number associated with it.
- 262 **2.14**  
263 **DMTF Standard**  
264 A DMTF document status as well as a document phase. As a document status, it indicates a document of  
265 a normative nature that addresses a specific problem domain and has been released by the DMTF. As a  
266 document phase, it indicates that the document has been approved by the DMTF Board for publication.



- 267 **2.15**  
268 **Document Request**  
269 **DR**  
270 The form that is used to request DSPs or change editorial responsibility.
- 271 **2.16**  
272 **Document State**  
273 The state of the document, which is kept external to the document, such as in metadata on the website
- 274 **2.17**  
275 **Document Status**  
276 The status of the document, which is kept internal to the document. This is usually on the first page and  
277 limited to the status values defined in section 5.1.3.
- 278 **2.18**  
279 **Document Type**  
280 The type of the document which is kept internal to the document. This is usually on the first page and  
281 limited to the status values defined in section 5.1.5.
- 282 **2.19**  
283 **Editing Body**  
284 The Committee, Subcommittee, or Working Group assigned editorial responsibility for any given  
285 document.
- 286 **2.20**  
287 **Electronic Ballot**  
288 A Ballot conducted electronically following the procedures defined herein.
- 289 **2.21**  
290 **In Development**  
291 The period during which a document is being crafted by the Editing Body.
- 292 **2.22**  
293 **Leadership Member**  
294 Member Company that has full voting privileges, has full access to DMTF specifications and standards,  
295 and may chair a Body. Leadership Members may join, participate in, and vote in multiple Bodies.
- 296 **2.23**  
297 **Mantis**  
298 A comment-tracking tool provided by the DMTF for the use of its members in tracking changes to specific  
299 documents
- 300 **2.24**  
301 **Member Company**  
302 A corporation or association that allows its employees or representatives to subscribe to the email lists,  
303 participate in list discussions, attend and participate in meetings, and make contributions to the DMTF.  
304 The process for becoming a Member Company can be found at <http://www.dmtf.org/join/company>.
- 305 **2.25**  
306 **Model**  
307 A set of conceptual elements and the relationships between them that collectively define the semantics,  
308 behavior, and state of some thing.

309 **2.26**310 **MOF Schema**

311 A Schema based or derived from a MOF definition. This includes the CIM Schema, PRS Schema, and  
312 any additional Schema based or derived from MOF created by the DMTF or Alliance Partners.

313 **2.27**314 **Monitoring Member**

315 Member Company that has access to content and communications on the member-only section of the  
316 DMTF website but does not participate on any Committees, Subcommittees, or Working Groups.

317 **2.28**318 **Parent Body**

319 DMTF body immediately above the current body. The Parent Body for a Working Group is a  
320 Subcommittee. The Parent Body of a Subcommittee or Forum is a Committee. The Parent Body for a  
321 Committee is the Board.

322 **2.29**323 **Participating Member**

324 Member Company that has full access to DMTF specifications and standards. Participating Members may  
325 join and participate in multiple Bodies except Committees. Participating Members may vote in Working  
326 Groups, Forums and Chapters in which they have joined and participate.

327 **2.30**328 **Primary Voter**

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

332 **2.31**333 **Process Document**

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

335 **2.32**336 **Schema**

337 A formal language representation of a model. For example, a MOF representation of the CIM model  
338 defines a CIM Schema.

339 **2.33**340 **Sponsored Member**

341 An individual who is not an employee of a Member Company, but who is sponsored to participate by a  
342 Member Company and participates at the membership level of that Member Company.

343 **2.34**344 **Two Business Days**

345 Two non-holiday eight hour work day periods or the prior conference call or meeting of the Body,  
346 whichever period is shorter. For a group that meets once a week on Wednesdays at noon, this would be  
347 48 hours prior. For a group that meets once a week on Mondays at noon, this would be noon the previous  
348 Thursday. For a group that meets twice a week on Wednesday and Thursday at noon, this would mean  
349 that the agenda for Thursday is published immediately after or as part of the Wednesday meeting.

350 **2.35**

351 **Voting Member**

352 Member Company that has full voting privileges. This is synonymous with Board and Leadership Member  
353 companies.

354 **2.36**

355 **Work in Progress**

356 A DMTF Document release mechanism, DMTF document status, and a document phase. As a process, it  
357 is a method whereby a document can be made available to the public, industry partners, and other  
358 interested parties. The purpose of this mechanism is to garner feedback before the DMTF Standard  
359 phase. As a document status, it indicates a snapshot of work that has yet to be released by the DMTF. As  
360 a document phase, it indicates that the document has been approved by a Committee, but not the DMTF  
361 Board for publication only as a document of an informative nature.

### 362 **3 Symbols and abbreviated terms**

363 The following abbreviations are used in this document.

364 **3.1**

365 **CR**

366 Change Request

367 **3.2**

368 **DMTF**

369 Distributed Management Task Force

370 **3.3**

371 **DR**

372 Document Request

373 **3.4**

374 **DSP**

375 DMTF Specification

376 **3.5**

377 **IETF**

378 Internet Engineering Task Force

379 **3.6**

380 **MIB**

381 Management Information Base

382 **3.7**

383 **MOF**

384 Managed Object Format

385 **3.8**

386 **RONR**

387 Robert's Rules of Order Newly Revised

- 388 **3.9**
- 389 **URI**
- 390 Universal Resource Identifier
  
- 391 **3.10**
- 392 **URL**
- 393 Uniform Resource Identifier

394 **4 DMTF Committees, Subcommittees, Working Groups, Forums, and**  
395 **Chapters**

396 **4.1 Committees**

397 The Board of Directors is responsible for the creation and termination of Committees. Committees focus  
398 on specific aspects of the work and mission of the DMTF and are responsible for the development of  
399 DMTF marketing programs, technologies, and initiatives. Each Committee has a DMTF Board-approved  
400 charter that defines the scope of work to be undertaken by the Committee in alignment with the direction  
401 of the DMTF.

402 **4.1.1 Membership and participation**

403 A Committee consists of a representative from each of the Voting Member companies that are interested  
404 in participating, non-voting chairpersons of Subcommittees (see "Subcommittees," section 4.2), non-  
405 voting Chairs and vice-chairs of Committees, and a non-voting designated representative from each of  
406 the Alliance Partner Members that are interested in participating. DMTF expects as much continuity in  
407 representation as possible, subject to the contingencies of the Member Company's business.

408 **4.1.2 Committee meetings**

409 Notice of meetings must be posted on the DMTF Event calendar. Meeting agendas should be included in  
410 the Event calendar and must be sent to the Committee email list by the Committee Chair at least two  
411 business days before the meeting or the agenda may be set in the previous meeting, whichever is less.  
412 Meeting agenda may be modified by a vote of the Committee members in attendance. Collateral material  
413 or the material that is the subject of discussion shall be posted at least two business days prior to the start  
414 of the scheduled meeting. Meetings can be face-to-face events or teleconferences. Committees  
415 determine the frequency of their meetings.

416 **4.1.3 Committee Chair**

417 A Committee Chair is responsible for informing the Board of the progress and status of the specific work  
418 under development. Board companies should provide sufficient staffing of the right experience so that a  
419 Committee can complete its tasks on schedule. Committee Chairs are appointed by the Board of  
420 Directors.

421 **4.1.3.1 Committee Vice Chair**

422 All Committees must have a Vice Chair. It is the Vice Chair's responsibility to serve in the place of the  
423 Chair should the Chair be temporarily unable to fulfill the duties and responsibilities required of the Chair.  
424 Committee Vice Chairs are elected by the Committee according to the process in section 4.6.2, with the  
425 clarification that both the Parent Body and the Body referenced in that section are the Committee (thus  
426 the Board of Directors is not directly involved). No two Vice Chair candidates can be from the same  
427 company. The Vice Chair must be a voting member of the committee prior to the election. The Vice Chair  
428 cannot be from the same company as the Chair.

429 **4.2 Subcommittees**

430 The Committees can form Subcommittees. The Subcommittees focus on issues in specific areas of the  
431 Committee's charter. As goals, charter, timeline, and deliverables evolve, the Subcommittee Chair is  
432 responsible for updating this information and notifying the Chair of the parent Committee. In turn, the  
433 Chair notifies the Chairs of the other Committees. If there are issues with the changes, a discussion  
434 among the Committee, the Subcommittee's Chair, and the Subcommittee's members is scheduled. After

435 all issues are resolved, the updated charter, list of goals and deliverables, and timeline are Balloted by  
436 the Committee, which must in turn be approved by the Board of Directors.

437 To exist, a Subcommittee must have "active" goals, deliverables, timelines, and a charter. A  
438 Subcommittee can be considered active regardless of whether scheduled teleconferences occur or  
439 Ballots are requested of the parent Committee. A Subcommittee is considered to have active goals if at  
440 least one of its Working Groups has active goals. Additional requirements for submissions and  
441 participation can be defined by a Subcommittee by extending its charter and deliverables. If this is done, it  
442 must be approved by the Subcommittee members and documented on the Subcommittee's main web  
443 page. Changes to a Subcommittee charter *must* be approved by the parent Committee and the Board of  
444 Directors.

#### 445 **4.2.1 Subcommittee formation**

446 The process to propose and form a new Subcommittee is specified in section 4.6.1 with the  
447 Subcommittee being the Body referenced in that section.

#### 448 **4.2.2 Subcommittee membership and participation**

449 Subcommittees are open to DMTF Board and Leadership Members, Participating and Sponsored  
450 Members and designated Academic Alliance and Alliance Partner Members. Board and Leadership  
451 Members are encouraged to participate in as many Subcommittees as they can actively contribute to.  
452 Participating and Sponsored Members are non-voting members of Subcommittees. Academic Alliance  
453 and Alliance Partner Members are non-voting members of Subcommittees, as approved by the DMTF  
454 Board. Academic Alliance and Alliance Partner Members are assigned to specific Subcommittees as  
455 non-voting members when the board approves their application. Monitoring Members do not participate in  
456 Subcommittees.

#### 457 **4.2.3 Subcommittee meetings**

458 Meeting notices are posted on the DMTF Event calendar. Meeting agendas should be included in the  
459 Event calendar and must be sent to the Subcommittee email list by the Subcommittee Chair at least two  
460 business days before the meeting. Meetings can be face-to-face events or teleconferences.  
461 Subcommittees determine the frequency of their meetings. Collateral material or the material that is the  
462 subject of discussion shall be posted at least two business days prior to the start of the scheduled  
463 meeting.

#### 464 **4.2.4 Subcommittee Chair**

465 Voting Members are eligible to chair a Subcommittee. No other categories of membership have the right  
466 to chair a Subcommittee.

- 467 1) The Subcommittee Chair is a non-voting member of the parent Committee, unless voting as the  
468 Voting Member representative. A member company may chair at most one Subcommittee of  
469 any given Committee.
- 470 2) The Chair must adhere to the responsibilities as stated in section 4.6.3.
- 471 3) There is no fixed term for a Subcommittee Chair. Once elected, a Subcommittee Chair serves  
472 until they resign or a new election is mandated by the parent Committee.
- 473 4) Subsequent elections for a Subcommittee Chair follow the process for chair selection used in  
474 the Subcommittee Formation section.
- 475 5) All Subcommittees must have a vice-chair. It is the vice-chair's responsibility to serve in the  
476 place of the Chair should the Chair be temporarily unable to fulfill the duties and responsibilities  
477 required of the Chair. There are no restrictions on the number of Subcommittees that an  
478 individual may vice-chair.

479 6) In the unlikely circumstances that a Subcommittee Chair is unable to fulfill the responsibilities of  
480 the position and has not resigned, three Voting Member Subcommittee participants from three  
481 separate companies may submit a request to the parent Committee that a new election be held.  
482 The request must be submitted in writing. Prior to initiating the request, Subcommittee members  
483 are strongly encouraged to attempt to resolve their concerns directly with the Subcommittee  
484 Chair.

#### 485 **4.2.5 Subcommittee subteams**

486 The formation of a subteam within a Subcommittee is not allowed.

#### 487 **4.2.6 Updating a Subcommittee charter**

488 From time to time, it is necessary for Subcommittees to update their charter. This could be an expansion  
489 or reduction in scope, change in deliverables, timelines, Chairs or other information in the charter. The  
490 process to update a Subcommittee charter is as follows:

- 491 1) When a Subcommittee has approved an updated charter, they must forward it to the  
492 Committee. The Committee is then responsible for approving the changes to the charter.
- 493 2) The Committee Chair then notifies the Board of the changes to the charter. If the changes  
494 involve changes in scope, the charter must be approved by the Board. Changes in the first three  
495 sections of the charter are considered changes in scope (Management Problem(s) and  
496 Environment, Subcommittee Charter, Alliance Partnerships). If the changes do not involve  
497 changes in scope, the charter does not need formal approval by the Board. The charter can be  
498 considered to be approved after the following board meeting unless the Board chooses to take  
499 action and formally rejects the changes.

#### 500 **4.2.7 Quiescing a Subcommittee**

501 Subcommittees cannot be quiesced.

#### 502 **4.2.8 Dissolving a Subcommittee**

503 The process to dissolve a Subcommittee is as follows:

- 504 1) A Subcommittee Chair or Committee Chair may make a request to the appropriate Committee  
505 Chair that a Subcommittee be dissolved. This move is justified when no Subcommittee goals  
506 and deliverables remain; there are no Working Groups supported by the Subcommittee; or the  
507 Subcommittee is inactive. This information is then conveyed to the Committee by the  
508 appropriate Committee Chair. If anyone takes issue with the move to dissolve, a discussion  
509 between the Committees and the Subcommittee Chair is scheduled. Following the discussion, a  
510 report to the Subcommittee is made and another vote is held. Upon approval, the request is  
511 forwarded to the Board for approval.
- 512 2) After Board approval, an announcement is sent to all the DMTF members indicating that the  
513 Subcommittee is dissolved and providing the web location of its archived information. Questions  
514 regarding the work and deliverables of the Subcommittee can continue to be mailed to the  
515 DMTF list through the [Contact Us](#) page.

### 516 **4.3 Working Groups**

517 The Subcommittees form Work Groups, which are commonly known as Working Groups. The Working  
518 Groups focus on issues in specific areas of the Subcommittee's charter. As goals, charter, timeline, and  
519 deliverables evolve, the Working Group Chair is responsible for updating this information and notifying the  
520 Chair of the parent Subcommittee. In turn, the Chair notifies the Chairs of the other Working Group under  
521 the Subcommittees.

522 To exist, a Working Group must have "active" goals, deliverables, timelines, and a charter. A Working  
523 Group can be considered active regardless of whether scheduled teleconferences occur or change  
524 requests are submitted. Additional requirements for submissions and participation can be defined by a  
525 Working Group by extending its charter and deliverables. If this is done, it must be approved by the  
526 Working Group members and documented on the Working Group's main web page. Changes to a  
527 Working Group charter *must* be approved by the parent Subcommittee, Committee, and the Board of  
528 Directors.

#### 529 **4.3.1 Working Group formation**

530 The process to propose and form a new Working Group is specified in section 4.6.1 with the Working  
531 Group being the Body referenced in that section.

#### 532 **4.3.2 Working Group membership and participation**

533 Working Groups are open to DMTF Board, Leadership, Participating, and Sponsored Members and  
534 designated Academic Alliance and Alliance Partner Members. Board, Leadership, Participating, and  
535 Sponsored Members are encouraged to participate in as many Working Groups as they can actively  
536 contribute to. Academic Alliance and Alliance Partner Members are members of Working Groups but do  
537 not have the right to vote, as approved by the DMTF Board. Academic Alliance and Alliance Partner  
538 Members are assigned to specific Working Groups as members that do not have the right to vote when  
539 the Board approves their application. Monitoring Members do not participate in Working Groups.

#### 540 **4.3.3 Working Group meetings**

541 Meeting notices are posted on the DMTF Event calendar. Meeting agendas should be included in the  
542 Event calendar and must be sent to the Working Group email list by the Working Group Chair at least two  
543 business days before the meeting. Meetings can be face-to-face events or teleconferences. Working  
544 Groups determine the frequency of their meetings. Collateral material or the material that is the subject of  
545 discussion shall be posted at least two business days prior to the start of the scheduled meeting.

#### 546 **4.3.4 Working Group Chair**

547 Voting Members are eligible to chair a Working Group. Chairing a Working Group includes being a  
548 co-chair or vice-chair of a Working Group. Sponsored Members can chair a Working Group with Board  
549 approval. No other categories of membership have the right to chair a Working Group.

- 550 1) The Working Group Chair is a non-voting member of the parent Subcommittee, unless voting as  
551 the Voting Member representative. An individual may chair/co-chair more than one Working  
552 Group.
- 553 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working  
554 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the Chair  
555 should the Chair be temporarily unable to fulfill the duties and responsibilities required of the  
556 Chair. There are no restrictions on the number of Working Group that an individual may vice-  
557 chair.
- 558 3) There is no fixed term for a Working Group Chair. Once elected, a Working Group Chair serves  
559 until they resign or a new election is mandated by the parent Subcommittee.
- 560 4) Subsequent elections for a Working Group Chair follow the process for Chair selection used in  
561 section 4.3.1.



562 5) In the unlikely circumstances that a Working Group Chair is unable to fulfill the responsibilities  
563 of the position and has not resigned, three Voting Member Working Group participants from  
564 three separate companies may submit a request to the parent Subcommittee that a new  
565 election be held. The request must be submitted in writing, either via email or hard copy. The  
566 request is then voted in the Parent Body. Prior to initiating the request, Working Group  
567 members are strongly encouraged to attempt to resolve their concerns directly with the Working  
568 Group Chair.

#### 569 4.3.5 Working Group subteams

570 The formation of a subteam is sometimes necessary within a Working Group to focus the members.  
571 Subteams must use the Working Groups web page and reflector for all communications, documents, and  
572 meetings and shall not create their own. Subteams are meant to be informal working arrangements to get  
573 work items accomplished, such as investigations or specification authorship. As such, they shall not have  
574 any formal standing.

#### 575 4.3.6 Updating a Working Group charter

576 From time to time, it is necessary for Working Groups to update their charter. This could be an expansion  
577 or reduction in scope, change in deliverables, timelines, chairs, or other information in the charter. The  
578 process to update a Working Group charter is as follows:

- 579 1) When a Working Group has prepared an updated charter, they must forward it to the  
580 Subcommittee. The Subcommittee is then responsible for approving the changes to the charter.
- 581 2) The Subcommittee Chair then notifies the Board of the changes to the charter. If the changes  
582 involve changes in scope, the charter must be approved by the Board. Changes in the first three  
583 sections of the charter are considered changes in scope (Management Problem(s) and  
584 Environment, Working Group Charter, Alliance Partnerships). If the changes do not involve  
585 changes in scope, the charter does not need formal approval by the Board. The charter can be  
586 considered to be approved after the following Board meeting unless the Board chooses to take  
587 action and formally rejects the changes.

#### 588 4.3.7 Quiescing a Working Group

589 Should a Working Group become inactive for a period of time, the Working Group may be quiesced as  
590 follows:

- 591 1) The Working Group Chair or Subcommittee Chair may make a request to the appropriate  
592 Subcommittee Chair that a Working Group be quiesced. This move is justified when no  
593 deliverables remain but the group may need to become active again to work on a new revision.  
594 It may also be justified if the group lacks the resources to complete the assigned work, but  
595 expects to be able to continue it in the future (perhaps when other pending work is complete). A  
596 motion is made to quiesce the Working Group and a vote is held. If anyone takes issue with the  
597 move to quiesce, a discussion between the Subcommittees and the Working Group Chair is  
598 scheduled. Following the discussion, a report to the Subcommittee is made and another vote is  
599 held. Upon approval, the request is forwarded to the Committee and then (upon successful  
600 Committee vote) to the Board for approval.
- 601 2) After Board approval, an announcement is sent to all the DMTF members indicating that the  
602 Working Group is quiesced and providing the web location of its archived information.  
603 Questions regarding the work and deliverables of the Working Group can continue to be mailed  
604 to the DMTF list through the [Contact Us](#) page.

#### 605 4.3.8 Dissolving a Working Group

606 The process to dissolve a Working Group is as follows:

- 607 1) A Working Group Chair or Subcommittee Chair may make a request to the appropriate  
608 Subcommittee Chair that a Working Group be dissolved. This move is justified when no  
609 Working Group goals and deliverables remain or the Working Group is inactive. This information  
610 is then conveyed to the Subcommittee by the appropriate Subcommittee Chair. If anyone takes  
611 issue with the move to dissolve, a discussion between the Subcommittees and the Working  
612 Group Chair is scheduled. Following the discussion, a report to the Subcommittee is made and  
613 another vote is held. Upon approval, the request is forwarded to the Committee and then (upon  
614 successful Committee vote) to the Board for approval.
- 615 2) After Board approval, an announcement is sent to all the DMTF members indicating that the  
616 Working Group is dissolved and providing the web location of its archived information.  
617 Questions regarding the work and deliverables of the Working Group can continue to be mailed  
618 to the DMTF list through the [Contact Us](#) page.

## 619 **4.4 Forums**

620 The Interoperability Committee forms Forums. Forums focus on issues in specific areas of the  
621 Interoperability Committee's charter. Forums are different from Subcommittees and Working Groups in  
622 that Forums pursue work that is interesting to a subset of DMTF members and they collect/disperse  
623 monies, within the rules and regulations of the DMTF Bylaws, from this subset of the DMTF membership  
624 to succeed at their stated mission. As such, membership in a Forum may be restricted to DMTF members  
625 who fulfill key requirements like paying special dues or a membership fee. Forums may exist for any  
626 purpose within these guidelines and the DMTF Bylaws. Forums are intended to be self-funding (that is  
627 they are responsible for collecting monies to pay for programs or initiatives they seek to deliver), but may  
628 request funds from their governing Committees. As goals, charters, timelines, and deliverables evolve,  
629 the Forum Chair is responsible for updating this information, and notifying the Chair of the Committee. In  
630 turn, the Chair will notify the Chairs of the other Committees. If there are issues with the changes, a  
631 discussion between the Committees, the Forum Chair, and members is scheduled. After all issues are  
632 resolved, the updated charter, list of goals and deliverables, and timeline are Balloted by the Board of  
633 Directors.

634 Forums may still be considered active regardless of whether scheduled teleconferences occur, and/or  
635 change requests are submitted. It is necessary that Forums have "active" goals, deliverables, timelines,  
636 and charter in order to exist. Additional requirements for submissions and participation can be defined by  
637 a Forum basically extending the charter and deliverables of the team. If this is done, this must be  
638 approved by the Forum members and documented on the Forum's main web page. Changes to a Forum  
639 charter MUST be approved by the Interoperability Committee and the Board of Directors.

### 640 **4.4.1 Forum formation**

641 The process to propose and form a new Forum is specified in section 4.6.1 with the Forum being the  
642 Body referenced in that section.

### 643 **4.4.2 Forum membership and participation**

644 Forums are open to DMTF Board, Leadership, Participation, and Sponsored Members and designated  
645 Academic Alliance and Alliance Partner representatives that pay any additional fees/dues established by  
646 the Forum. Academic Alliance and Alliance Partner representatives are non-voting members of Forums,  
647 as approved by the DMTF Board. Academic Alliance and Alliance Partner Members are assigned to  
648 specific Forums as non-voting members when the Board approves their application. Monitoring  
649 membership does not include Forum access.

### 650 **4.4.3 Forum meetings**

651 Notice of meetings shall be posted on the DMTF Event calendar. Meeting agendas should be included in  
652 the Event calendar and must be sent to the Forum email list by the Forum Chair at least two business

653 days before the meeting. Collateral material, or the material that is the subject of discussion, shall be  
654 posted at least two business days prior to the start of the scheduled meeting. Meetings may be face-to-  
655 face events or teleconferences. Forums may decide on the frequency of their meetings.

#### 656 **4.4.4 Forum officers**

657 Forums may establish the cadre of officer positions needed to govern; however, each Forum must at  
658 least have a Chair. Officer positions may include but are not limited to Chair, Vice Chair, Treasurer, or  
659 Secretary. Voting Members who pay applicable Forum dues are eligible to be an officer in a Forum. A  
660 DMTF member company may hold only one officer position in any given Forum. Sponsored members can  
661 be an officer in a Forum with Board approval unless otherwise prohibited by the Forum charter. No other  
662 categories of membership have the right to be an officer in a Forum. The Forum Chair is a non-voting  
663 member of the sponsoring Committee, unless voting as the Voting Member representative. The Chair is  
664 responsible leading other officers that are elected to the Forum. Officers in a Forum should be elected  
665 every two years. In the event that an officer in a Forum resigns or can no longer fulfill the obligations of  
666 the office, a new officer is selected according to the process for Chair selection used in section 4.4.1.

667 The Chair/co-chair must adhere to the responsibilities as stated in section 4.6.3.

#### 668 **4.4.5 Forum structure and subteams**

669 It is sometimes necessary to form subteams within a Forum in order to focus the members. When this  
670 occurs, the work of the subteam must fall within the charter of the "parent" Forum—and the Forum's goals,  
671 charter, deliverables, and timeline must be updated to reflect the activities of the subteam. The formation,  
672 leadership, and termination of a subteam is a prerogative of the Forum. Also, the Forum may be  
673 organized into different classes of membership, each of which has different voting rights and membership  
674 fee/dues requirements.

#### 675 **4.4.6 Collecting membership dues/fees and accounting**

676 Dues/fee collection, banking services, and accounting services are provided to the Forum from DMTF  
677 central services. All Forum memberships will align with the DMTF's membership cycle and fiscal year,  
678 and follow DMTF's established practices.

#### 679 **4.4.7 Technical specification/standards**

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

#### 682 **4.4.8 Interoperability services**

683 The Interoperability Committee may choose to oversee or govern all conformance testing and certification  
684 programs required by a Forum. It may also choose to be the sole supplier of tools and infrastructure  
685 needed to carry out conformance testing and certification programs. As such, the Interoperability  
686 Committee may assess a fee to the Forum for these services or tools. These fees will be jointly agreed to  
687 by the Interoperability Committee and the Forum(s).

#### 688 **4.4.9 Marketing and PR activities**

689 Marketing and PR needed to carry out the Forums objectives are supplied to the Forum through the  
690 DMTF Marketing Committee.

#### 691 **4.4.10 Changes in Forum governances and operation**

692 From time to time, it may be necessary for a Forum to update their charter, dues, membership privileges,  
693 or other characteristics of the Forum's operation.

**694 4.4.10.1 Modifying the Forum charter**

695 When the Forum proposes an expansion or reduction in scope, change in deliverables, timelines, Chairs  
696 or other information in the Forum charter, the charter must be modified. The process to update a Forum  
697 charter is as follows:

698 When the Forum has prepared and accepted an updated charter, they must forward it to the Committee.  
699 The Committee is then responsible for reviewing changes to the charter and providing comments and  
700 recommendations back to the Forum as information.

701 The Committee Chair then notifies the Board of the changes to the charter. If the change involves  
702 changes in scope, the charter must be approved by the Board. Changes in the first three sections of the  
703 charter are considered changes in scope (Management Problem(s) and the Environment, Working Group  
704 Charter, Alliance Partnerships). If the changes do not involve changes in scope, the charter does not  
705 need formal approval of the Board. The charter can then be considered to be approved after the following  
706 Board meeting unless the Board chooses to take action and formally rejects the changes.

**707 4.4.10.2 Other changes in group practices and procedures**

708 When the Forum proposes changes that are not changes to the charter, but change operating practices  
709 or procedures that include Forum dues, membership classes, or changes in membership entitlements,  
710 the process is as follows.

711 When the Forum has prepared and accepted these changes, they must forward the proposed changes to  
712 the Committee. The Committee is then responsible for reviewing the changes and providing comments  
713 and recommendations back to the Forum as information.

714 The Committee Chair then notifies the Board of the changes. These changes do not need the formal  
715 approval of the Board. The changes can then be considered to be approved after the following Board  
716 meeting unless the Board chooses to take action and formally rejects the changes.

**717 4.4.11 Quiescing a Forum**

718 Forums cannot be quiesced.

**719 4.4.12 Dissolving a Forum**

720 The process to dissolve a Forum is as follows:

**721 4.4.12.1 Voluntary dissolution of a Forum**

722 A Forum Chair may request the Interoperability Committee Chair that a Forum be dissolved. This move is  
723 justified when there are no remaining Forum goals and deliverables or the Forum is inactive. This request  
724 is then conveyed to the DMTF Board by the Interoperability Committee Chair. If there are issues with the  
725 move to dissolve, a discussion between the Interoperability Committee Chair and the Forum's  
726 representative is scheduled to negotiate a solution. If there are no issues or discussion, a request to  
727 dissolve the Forum is sent to the Board for approval.

728 The Forum shall settle all accounts, current contracts, business obligations, and outstanding debts of the  
729 Forum before a motion to dissolve the Forum is accepted. Current contracts may be cancelled, or may be  
730 transferred to the DMTF Board, at the discretion of the Board.

731 If the Forum has established ongoing programs that they wish to continue after the Forum is dissolved,  
732 the Forum must develop a plan with the Interoperability Committee Chair for the continuation of such  
733 programs, and obtain the approval of the DMTF Board for the programs to continue.

734 Any funds remaining in the Forum's treasury after all debts and obligations are settled shall be transferred  
735 to the general fund of the DMTF.

#### 736 4.4.12.2 Involuntary dissolution of a Forum

737 A Forum may be involuntarily dissolved if its membership drops or other factors make it impossible for the  
738 Forum to operate within the rules and policies of the DMTF.

739 Having discovered that a Forum is operating outside the rules and policies of the DMTF, the  
740 Interoperability Committee Chair shall notify the Forum through the group's email alias of such  
741 nonconformance. The Forum then has a period of 60 days to restore operation of the Forum to the terms  
742 of DMTF rules and policies. If, after 60 days, the Forum remains out of conformance with DMTF rules and  
743 policies, the Interoperability Committee Chair notifies the DMTF Board, and the Board votes to dissolve  
744 the Forum.

745 After the DMTF Board dissolves a Forum, all funds remaining in the Forum's treasury shall be transferred  
746 to the general fund of the DMTF.

747 Ongoing conformance programs or other programs being run by the Forum may be continued or  
748 cancelled, at the discretion of the DMTF Board.

749 The DMTF Treasurer shall settle remaining accounts and debts owed by the Forum with money from the  
750 DMTF general fund. The Treasurer will cancel or continue current Forum contracts with outside vendors,  
751 at the discretion of the DMTF Board in keeping with DMTF policies.

#### 752 4.4.12.3 Announcement of dissolution

753 After the Board vote to dissolve the Forum passes, an announcement is sent to all DMTF members within  
754 20 business days indicating that the Forum is dissolved, and providing the web location of its archived  
755 information. At this time, the membership roster of the dissolved Forum is cleared. Questions regarding  
756 the work and deliverables of the Forum can continue to be mailed to the DMTF list, through the [Contact](#)  
757 [Us](#) page.

### 758 4.5 Chapters

759 The Regional Chapter Committee (RCC) forms Chapters. Chapters focus on issues in specific areas of  
760 the RCC's charter. Chapters are different from Subcommittees and Working Groups in that Chapters  
761 pursue work that is interesting to a subset of DMTF members and they collect/disperse monies, within the  
762 rules and regulations of the DMTF Bylaws, from this subset of the DMTF membership to succeed at their  
763 stated mission. As such, membership in a Chapter may be restricted to DMTF members who fulfill key  
764 requirements like paying special dues or a membership fee. Chapters may exist for any purpose within  
765 these guidelines and the DMTF Bylaws. Chapters are intended to be self-funding (that is they are  
766 responsible for collecting monies to pay for programs or initiatives they seek to deliver) but they may  
767 request funds from their governing Committees. As goals, charter, timeline, and deliverables evolve, the  
768 Chapter Chair is responsible for updating this information, and notifying the Chair of the Committee. In  
769 turn, the Chair will notify the Chairs of the other Committees. If there are issues with the changes, a  
770 discussion between the Committees, the Chapter Chair, and members is scheduled. After all issues are  
771 resolved, the updated charter, list of goals and deliverables, and timeline are Balloted by the Board of  
772 Directors.

773 Chapters may still be considered active regardless of whether teleconferences occur, and/or change  
774 requests are submitted. It is necessary that Chapters have "active" goals, deliverables, timeline, and  
775 charter in order to exist. Additional requirements for submissions and participation can be defined by a  
776 Chapter extending the charter and deliverables of the team. If this is done, this must be approved by the  
777 Chapter members and documented on the Chapter's main web page. Changes to a Chapter charter  
778 MUST be approved by the RCC and the Board of Directors.

**779 4.5.1 Chapter formation**

780 The process to propose and form a new Chapter is specified in section 4.6.1 with the Chapter being the  
781 Body referenced in that section.

**782 4.5.2 Chapter membership and participation**

783 Chapters are open to DMTF Board, Leadership, Participation, and Sponsored Members and designated  
784 Academic Alliance and Alliance Partner representatives that pay any additional fees/dues established by  
785 the Chapter. Academic Alliance and Alliance Partner representatives are non-voting members of  
786 Chapters, as approved by the DMTF Board. Academic Alliance and Alliance Partner Members are  
787 assigned to specific Chapters as non-voting members when the Board approves their application.  
788 Monitoring membership does not include Chapter access.

**789 4.5.3 Chapter meetings**

790 Notice of meetings shall be posted on the DMTF Event calendar. Meeting agendas should be included in  
791 the Event calendar and must be sent to the Chapter email list by the Chapter Chair at least two business  
792 days before the meeting. Collateral material, or the material that is the subject of discussion, shall be  
793 posted at least two business days prior to the start of the scheduled meeting. Meetings may be  
794 face-to-face events or teleconferences. Chapters may decide on the frequency of their meetings.

**795 4.5.4 Chapter officers**

796 Chapters may establish the cadre of officer positions needed to govern; however, each Chapter must at  
797 least have a Chair. Officer positions may include but are not limited to Chair, Vice Chair, Treasurer, or  
798 Secretary. Voting Members who pay applicable Chapter dues are eligible to be an officer in a Chapter. A  
799 DMTF member company may hold only one officer position in any given Chapter. Sponsored members  
800 can be an officer in a Chapter with Board approval unless otherwise prohibited by the Chapter charter. No  
801 other categories of membership have the right to be an officer in a Chapter. The Chapter Chair is a non-  
802 voting member of the sponsoring Committee, unless voting as the Voting Member representative. The  
803 Chair is responsible leading other officers that are elected to the Chapter. Officers in a Chapter should be  
804 elected every two years. In the event that an officer in a Chapter resigns or can no longer fulfill the  
805 obligations of the office, a new officer is selected according to the process for Chair selection used in  
806 section 4.5.1.

807 The Chair/co-chair must adhere to the responsibilities as stated in section 4.6.3.

**808 4.5.5 Chapter structure and subteams**

809 It is sometimes necessary to form subteams within a Chapter in order to focus the members. When this  
810 occurs, the work of the subteam must fall within the charter of the "parent" Chapter—and the Chapter's  
811 goals, charter, deliverables, and timeline must be updated to reflect the activities of the subteam. The  
812 formation, leadership, and termination of a subteam is a prerogative of the Chapter. Also, the Chapter  
813 may be organized into different classes of membership, each of which has different voting rights and  
814 membership fee/dues requirements.

**815 4.5.6 Collecting membership dues/fees and accounting**

816 Dues/fee collection, banking services, and accounting services are provided to the Chapter from DMTF  
817 central services. All Chapter memberships will align with the DMTF's membership cycle and fiscal year,  
818 and follow DMTF's established practices.

**819 4.5.7 Technical specifications/standards**

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

**822 4.5.8 Interoperability services**

823 The Interoperability Committee may choose to oversee or govern all conformance testing and certification  
824 programs required by a Chapter. It may also choose to be the sole supplier of tools and infrastructure  
825 needed to carry out conformance testing and certification programs. As such, the Interoperability  
826 Committee may assess a fee to the Chapter for these services or tools. These fees will be jointly agreed  
827 to by the Interoperability Committee and the Chapter(s).

**828 4.5.9 Marketing and PR activities**

829 Marketing and PR needed to carry out the Charter's objectives will be developed in conjunction with the  
830 DMTF Marketing Committee.

**831 4.5.10 Changes in Chapter governance and operation**

832 From time to time, it may be necessary for a Chapter to update their charter, dues, membership  
833 privileges, or other characteristics of the Chapter's operation.

**834 4.5.10.1 Modifying the Chapter charter**

835 When the Chapter proposes an expansion or reduction in scope, change in deliverables, timelines, Chairs  
836 or other information in the Chapter charter, the charter must be modified. The process to update a  
837 Chapter charter is as follows:

838 1) When the Chapter has prepared and accepted an updated charter, they must forward it to the  
839 Committee. The RCC is then responsible for reviewing changes to the charter and providing  
840 comments and recommendations back to the Chapter as information.

841 2) The RCC Chair then notifies the Board of the changes to the charter. If the change involves  
842 changes in scope, the charter must be approved by the Board. Changes in the first three  
843 sections of the charter are considered changes in scope (Management Problem(s) and the  
844 Environment, Working Group Charter, Alliance Partnerships). If the changes do not involve  
845 changes in scope, the charter does not need formal approval of the Board. The charter can then  
846 be considered to be approved after the following Board meeting unless the Board chooses to  
847 take action and formally rejects the changes.

**848 4.5.10.2 Other changes in group practices and procedures**

849 When the Chapter proposes changes that are not changes to the charter, but change operating practices  
850 or procedures that include Chapter dues, membership classes, or changes in membership entitlements,  
851 the process is as follows.

852 1) When the Chapter has prepared and accepted these changes, they must forward the proposed  
853 changes to the RCC. The RCC is then responsible for reviewing the changes and providing  
854 comments and recommendations back to the Chapter as information.

855 2) The RCC Chair then notifies the Board of the changes. These changes do not need the formal  
856 approval of the Board. The changes can then be considered to be approved after the following  
857 Board meeting unless the Board chooses to take action and formally rejects the changes.

**858 4.5.11 Quiescing a Chapter**

859 Chapters cannot be quiesced.

## 860 **4.5.12 Dissolving a Chapter**

861 The process to dissolve a Chapter is as follows:

### 862 **4.5.12.1 Voluntary dissolution of a Chapter**

863 A Chapter Chair may request the RCC Chair that a Chapter be dissolved. This move is justified when  
864 there are no remaining Chapter goals and deliverables or the Chapter is inactive. This request is then  
865 conveyed to the DMTF Board by the RCC Chair. If there are issues with the move to dissolve, a  
866 discussion between the RCC Chair and the Chapter's representative is scheduled to negotiate a solution.  
867 If there are no issues or discussion, a request to dissolve the Chapter is sent to the Board for approval.

- 868 1) The Chapter shall settle all accounts, current contracts, business obligations, and outstanding  
869 debts of the Chapter before a motion to dissolve the Chapter is accepted. Current contracts  
870 may be cancelled, or may be transferred to the DMTF Board, at the discretion of the Board.
- 871 2) If the Chapter has established ongoing programs that they wish to continue after the Chapter is  
872 dissolved, the Chapter must develop a plan with the RCC Chair for the continuation of such  
873 programs, and obtain the approval of the DMTF Board for the programs to continue.
- 874 3) Any funds remaining in the Chapter's treasury after all debts and obligations are settled shall be  
875 transferred to the general fund of the DMTF.

### 876 **4.5.12.2 Involuntary dissolution of a Chapter**

877 A Chapter may be involuntarily dissolved if its membership drops or other factors make it impossible for  
878 the Chapter to operate within the rules and policies of the DMTF.

- 879 1) Having discovered that a Chapter is operating outside the rules and policies of the DMTF, the  
880 RCC Chair shall notify the Chapter through the group's email alias of such nonconformance.  
881 The Chapter then has a period of 60 days to restore operation of the Chapter to the terms of  
882 DMTF rules and policies. If, after 60 days, the Chapter remains out of conformance with DMTF  
883 rules and policies, the RCC chair notifies the DMTF Board, and the Board votes to dissolve the  
884 Chapter.
- 885 2) After the DMTF Board dissolves a Chapter, all funds remaining in the Chapter's treasury shall  
886 be transferred to the general fund of the DMTF.
- 887 3) Ongoing programs being run by the Chapter may be continued or cancelled, at the discretion of  
888 the DMTF Board.
- 889 4) The DMTF Treasurer shall settle remaining accounts and debts owed by the Chapter with  
890 money from the DMTF general fund. The Treasurer will cancel or continue current Chapter  
891 contracts with outside vendors, at the discretion of the DMTF Board in keeping with DMTF  
892 policies.

### 893 **4.5.12.3 Announcement of dissolution**

894 After the Board vote to dissolve the Chapter passes, an announcement is sent to all DMTF members  
895 within 20 business days indicating that the Chapter is dissolved, and providing the web location of its  
896 archived information. At this time, the membership roster of the dissolved Chapter is cleared. Questions  
897 regarding the work and deliverables of the Chapter can continue to be mailed to the DMTF list, through  
898 the [Contact Us](#) page.

## 899 **4.6 Common rules and procedures**

900 This section contains information supporting the prior sections.



901 **4.6.1 Body formation**

902 This section covers the formation of bodies such as Subcommittees, Working Groups, and Forums,  
903 referred to in this section as Body and Parent Body.

- 904 1) Proposals for a new Body can be proposed by any three Voting Member companies of the  
905 DMTF. They are brought to the Chair of the appropriate Parent Body. A proposal to form the  
906 new Body must be submitted and an interim Chair or Co-Chairs identified (hereafter referred to  
907 as “interim Chair”). The interim Chair must be from a Board or Leadership Member company.  
908 The Parent Body Chair then hosts a discussion with the interim Body Chair(s) and the  
909 appropriate Parent Body. The goals of the discussion are to determine whether the work aligns  
910 with the strategy and focus of the DMTF; what existing work is available in the industry; whether  
911 cooperative relationships with standards outside the DMTF might be necessary; and so on. No  
912 binding vote need be held. If the Parent Body is a Subcommittee, a similar discussion must be  
913 held at the Committee. No binding vote need be held. The proposal goes to the Board for  
914 approval.
- 915 2) After the proposal for the new Body is approved by the Board, an announcement is sent to all  
916 Voting Member companies by the Committee Chair, soliciting interested participants to attend  
917 one or more teleconferences or face-to-face meetings. The purpose of these meetings is to craft  
918 an initial charter for the Body, a list of goals and deliverables, and a proposed timeline. At least  
919 three Voting Member companies must express interest in order to continue to the next step.
- 920 3) After at least three Board or Leadership Member companies have expressed interest in forming  
921 the new Body, representatives from these companies meet to discuss goals, a charter,  
922 deliverables, and a timeline. An interim group page may be created on the DMTF web site at  
923 this point to facilitate discussion and coordinate meetings. The Chair of the appropriate Parent  
924 Body is responsible for providing insight and observations about the DMTF, any requested help  
925 in anticipating Committee, Subcommittee, and Board questions and responses, and answers to  
926 procedural questions.
- 927 4) At the conclusion of the meetings, the interim Chair submits an initial charter, a list of goals and  
928 deliverables, and a timeline to the Chair of the appropriate Parent Body. In addition, the interim  
929 Chair must identify at least three member companies that are committed to the ongoing work.  
930 The Parent Body Chair then verifies the submitted information. If no issues exist, the charter,  
931 timeline, and lists are sent to the Parent Body for Ballot following the normal Ballot process. If  
932 the Parent Body is a Subcommittee, a similar discussion and vote must be held at the  
933 Committee. The charter goes to the Board for approval. Issues with the Working Group’s goals,  
934 charter, deliverables, committed companies, and timeline should be raised in the initial Ballot  
935 and then worked to closure.
- 936 5) After Board approval of the initial Working Group charter, the appropriate Committee Chair  
937 sends a second announcement to all DMTF members indicating the formation of the new Body  
938 and the timing of its first meeting. At the formation meeting for the Body, the charter, goals,  
939 deliverables, list of committed companies, and timeline are reviewed (and possibly amended);  
940 the chairing method for the Body is decided (single chair, chair/vice chair or co-chairs); the  
941 official Chair nomination process is started; and work on the deliverables commences. Meeting  
942 times for the new Body should also be discussed and Balloted if agreement during the meeting  
943 is not reached.
- 944 If the Body is a Forum or Chapter, any fees and officer positions, such as treasurer, are decided  
945 and the nomination process for these positions is started. Note that the process for deciding on  
946 these positions is the same as for deciding on Chairs.
- 947 6) At the Working Group formation meeting, any Chairs, vice-chairs, co-chairs or other officers that  
948 are elected are elected according to the procedure in section 4.6.2.

#### 949 4.6.2 Chair and officer elections

950 The following section applies to the selection of Chairs, Co-Chairs, Vice Chairs and other officers. While  
951 this section mentions Chairs, Co-Chairs and Vice Chairs specifically, the procedure applies to any elected  
952 position where there is a primary role (Chair), secondary or assistant role (Vice Chair) or shared role  
953 (Co-Chairs). Each candidate for any position must be from a singular company.

- 954 1) The presiding Parent Body Chair accepts nominations for the Chair of the Body. Nominations  
955 can be submitted at the meeting or by email to the appropriate Parent Body Chair alias.
- 956 2) At the next meeting, the appropriate Parent Body Chair announces the list of nominees. Each  
957 nominee describes his or her background and interest in the Chair role. If multiple candidates  
958 for Chair exist, the Chair is selected through an email Ballot to the appropriate Parent Body  
959 Chair alias. If only one Chair candidate exists, members may voice objections to the candidate  
960 to the appropriate Parent Body Chair alias within seven days of the candidate announcement.
- 961 3) If the group has decided that a Vice Chair should be selected, the Vice Chair is elected after the  
962 Chair has been selected and the process follows the Chair selection process. Candidates for  
963 Vice Chair must not be from the same company as the Chair.
- 964 4) If the group has decided that Co-Chairs should be selected, the election process is different if  
965 multiple candidates exist. For Co-Chair Ballots, each company gets two votes for Working  
966 Group Chair but each vote must be for different individuals. If there are two candidates with a  
967 majority of votes, they are elected Co-Chairs. If there is one winner with a simple majority (50%)  
968 votes, there will be a run-off vote for the other Co-Chair between the two candidates that  
969 receive the most votes besides the candidate with a majority. In the event that the prior methods  
970 do not result in Chair selection, Co-Chairs will be selected one at a time (similar to the process  
971 of voting Chair and then Vice Chair). Should no candidate receive a majority of votes at this  
972 point, a plurality will suffice.

#### 973 4.6.3 Chair responsibilities

974 This section covers the responsibilities of a Chair, Vice Chair or Co-Chair. The terms “Body”, “Parent  
975 Body” and “subordinate Body” are used here to make this section apply equally to all levels of the  
976 organization.

- 977 • The Chair is responsible for acting as the chair for all meetings and ensuring that all DMTF  
978 policies and procedures are followed.
- 979 • The Chair is responsible for attendance in and reports to meetings of the Body and Parent  
980 Body.
- 981 • The Chair is responsible for informing the Parent Body of the progress, schedule, and status of  
982 the specific technologies or programs under development by the Body and its subordinate  
983 bodies on a monthly basis.
- 984 • The Chair is responsible for bringing Body issues to the Parent Body for resolution and Body  
985 output to the Parent Body for forwarding to the DMTF Board through the organization for  
986 publication.
- 987 • The Chair is responsible for maintaining email lists and rosters for the Body.
- 988 • The Chair is responsible for ensuring that accurate minutes of each meeting are taken and  
989 posted on the web site, together with pertinent documents. If a Body chooses to rotate  
990 responsibility for recording minutes amongst its participants, each participating company is  
991 required to participate in the rotation.
- 992 • The Chair is also responsible for seeing that meeting attendance is tracked by using the  
993 tracking tool in the Body’s area of the web site.

- 994 • The Chair is responsible for ensuring that an accurate record of the status of all specifications  
995 owned by the Body is maintained.
- 996 • The Chair is responsible for ensuring the Body and all subordinate Body charters are up to date  
997 and operating within their charter.
- 998 • The Chair is responsible for publishing the agenda two business days prior to meetings and  
999 ensuring that all collateral material for discussions are published two business days prior to  
1000 meetings.
- 1001 • The Chair is responsible for declaration of voting results.
- 1002 • The Chair is responsible for Alliance Partner Work Register responsibilities and milestones as  
1003 declared in the Work Registers.
- 1004 • The Chair is responsible for ensuring that the DMTF Recording Policy is adhered to.
- 1005 • The Chair is responsible for ensuring that the Body and all subordinate Bodies have a  
1006 Vice Chair or Co-Chair that can assume the role of Chair upon a vacancy or absence of the  
1007 Chair.

1008 **4.6.4 Chair vacancy**

1009 From time to time certain events may result in the necessity for the Chair, Co-Chair or Vice Chair of a  
1010 DMTF Body to vacate. The following section indicates circumstances when Chair changes are warranted  
1011 and how they should be handled:

- 1012 1) When the Chair, Co-Chair or Vice Chair leaves or changes companies (other than through a  
1013 merger or buyout), the position held by that person must be vacated and a new election held; or  
1014 in the case of a Committee, a new Board appointment is made.
- 1015 2) When a Body changes Chairing model, the rules in section 4.6.5 require that an election be  
1016 held.
- 1017 3) When a member company is purchased by, or merged, with another company and the Co-  
1018 Chairs and/or the Chair and Vice Chair now report to the same company, one of the positions  
1019 must be vacated and a new election held for that position; or in the case of a Committee, a new  
1020 Board appointment is made.
- 1021 4) If no Vice Chair or Co-Chair has been elected at the time of the vacancy, the Chair of the Parent  
1022 Body assumes the responsibility until a new election can be completed; or in the case of a  
1023 Committee, a new Board appointment is made.

1024 **4.6.5 Chairing model changes**

1025 Should a DMTF Body deem it necessary to change its Chairing model (which can be done any time by  
1026 motion in the DMTF Body), the following procedures shall be followed:

- 1027 • When a group with a single Chair changes to a model with a Chair and a Vice Chair, the current  
1028 Chair maintains the position and an election is held for Vice Chair.
- 1029 • When a group with a single Chair changes to a model with Co-Chairs, the current Chair  
1030 maintains the position and an election is held for the other Co-Chair.
- 1031 • When a group with a Chair and Vice Chair changes to a model with a single Chair, the current  
1032 Chair maintains the position and the Vice Chair position is eliminated.
- 1033 • When a group with a Chair and Vice-Chair changes to a model with Co-Chairs, the current  
1034 Chair maintains the positions, the Vice Chair position is eliminated and an election is held for  
1035 the other Chair.

- 1036 • When a group with Co-Chairs changes to a model with a single Chair, the process is more  
1037 complex. If one Chair resigns, the other Chair maintains the position. Otherwise, the Chairs  
1038 become interim Chairs until an election is held for the single Chair seat.
- 1039 • When a group with Co-Chairs changes to a model with a Chair and Vice Chair, the process is  
1040 more complex. If one Chair resigns, the other Chair maintains the position. Otherwise, the  
1041 Chairs become interim Chairs until an election is held for the single Chair seat. The Vice Chair  
1042 position is then filled through the normal election process.

#### 1043 **4.6.6 Rules of Order**

1044 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the  
1045 DMTF (including Committees, Subcommittees, Working Groups, Forums, and Chapters) in all cases to  
1046 which they are applicable and in which they are not inconsistent with the DMTF Bylaws and any special  
1047 rules or processes that are defined in this document.

#### 1048 **4.6.7 Escalations**

1049 From time to time, in the course of DMTF activities a situation may arise where action taken or not taken  
1050 by a group or member is alleged to be in violation of the policies, processes, and procedures set forth by  
1051 the DMTF. Members involved in a disagreement should attempt to resolve the disagreement within the  
1052 group. If this attempt is unsuccessful, the issue should be documented in the group minutes. When this  
1053 situation occurs, an eligible member may appeal this with an escalation. The creation of an escalation  
1054 results in review of the situation and resolution by the parent group. "Group" may represent a Working  
1055 Group, Committee, Board, Forum, or any other DMTF grouping structure.

##### 1056 **4.6.7.1 Eligibility**

1057 Any DMTF member may raise an escalation.

##### 1058 **4.6.7.2 Responsibilities**

1059 When a member raises an escalation, it is the responsibility of the Chair of the parent group to place the  
1060 issue on the agenda for discussion within the next 3 regular meetings or 30 days, whichever is smaller.

- 1061 • The parent group Chair must inform the originating group Chair and the escalating member of  
1062 the escalation as to when it will be on an agenda for discussion. During that agenda slot, the  
1063 originator and origin group Chair are invited to attend regardless of normal participation rights.

##### 1064 **4.6.7.3 Escalation requirements**

1065 The complaint should state the nature of the objection(s) in writing, including any direct and material  
1066 adverse effects upon the appellants; the relevant section(s) of the DMTF policies, procedures, or  
1067 processes at issue; the actions or inactions at issue; and the specific remedial action(s) that would satisfy  
1068 the appellants' concerns.

##### 1069 **4.6.7.4 Timeline**

1070 An escalation must be raised within 30 days of the contested action.

##### 1071 **4.6.7.5 Further escalation**

1072 If the member escalating an issue is dissatisfied by the resolution of the parent group or committee, the  
1073 escalation may be raised to the next level in the organization. For example, an escalation starting in a  
1074 Working Group would move to the Subcommittee, the Technical Committee, and then the Board.

1075 **4.6.7.6 Final decisions**

1076 Escalations that reach and are resolved by the Board of Directors are considered final within the DMTF.

1077 **4.6.8 Voting**

1078 The voting processes are designed to be adaptable to the size of the Body, the nature of the question,  
1079 and efficiency of operation. In the case where there is a manageable number of voters and the Chair is  
1080 satisfied that the minimum number of voters necessary for the type of Body are present, a call for  
1081 unanimous consent is in order and may be used as determined by the Chair. If there exists an objection,  
1082 a vote is taken.

1083 **4.6.9 Vote counting**

1084 Vote counting may be by any means that the Chair determines will yield an accurate count unless an  
1085 incidental motion specifying a particular type of counting has been passed. In no case are abstentions  
1086 counted or recorded.

1087 Each voting Participating Member or Voting Member may cast only one vote in any DMTF Ballot  
1088 conducted by any means. If a Participating Member or Voting Member casts more than one vote, the  
1089 Chair shall select the vote cast by the Primary Voter. If the Primary Voter has abstained and there exists  
1090 conflict amongst the votes cast by Alternate Voters, the Chair shall discard all votes by the Participating  
1091 Member or Voting Member.

1092 **4.6.10 DMTF majority rules**

1093 All motions in the DMTF, unless specified herein, require a 2/3 majority of votes cast to pass. In addition,  
1094 there shall be a minimum of four votes cast by votes taken by a Committee unless specified by the Board;  
1095 all other bodies shall have a minimum of three votes cast. A Body may decide to reduce this majority rule  
1096 to those majorities stipulated in RONR by means of a motion to waive the 2/3 rule, which shall pass with a  
1097 minimum of a 75% majority.

1098 **4.6.11 Motions related to methods of voting**

1099 Any member may make an incidental motion to specify a voting mechanism during debate on a question  
1100 or at anytime until but not after the question on another motion has been stated. This incidental motion  
1101 shall require a simple majority to pass (RONR §30).

1102 Typical incidental motions include:

- 1103 • Motion for an Electronic Ballot q.v.
- 1104 • Motion for a standing vote (or show of hands)
- 1105 • Motion for a roll-call vote

1106 **4.6.12 Requesting another Body to Ballot**

1107 Should a vote be solicited of a Body other than the originating Body, such as a Ballot request to a Parent  
1108 Body, an email containing all the particulars shall be sent to [Ballot-request@dmf.org](mailto:Ballot-request@dmf.org) requesting that a  
1109 Ballot be opened to implement that request.

1110 **4.6.13 Electronic Ballots**

1111 Because RONR discusses but does not specify the procedures for Electronic Ballots, the rules governing  
1112 Electronic Ballots are described herein.

**1113 4.6.13.1 Validity**

1114 Electronic Ballots have equal weight and validity to other voting mechanisms described in Roberts Rules  
1115 of Order Newly Revised.

**1116 4.6.13.2 Electronic Ballot lifecycle**

- 1117 • A motion is made, discussed, and potentially amended that will be decided by Electronic Ballot.
- 1118 • An Electronic Ballot is opened by the Chair during, or subsequent to, the meeting.
- 1119 • The Electronic Ballot remains open for the time agreed unless extended.
- 1120 • Votes may be made or changed for the duration that the Electronic Ballot is open and until the  
1121 result is declared.
- 1122 • In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the  
1123 scheduled closure of an Electronic Ballot, and before it is declared, comments may be  
1124 discussed and voters may change their votes.
- 1125 • After all vote changes have been made, the Chair declares the result.

**1126 4.6.13.3 Amendments**

1127 Motions that are to be decided by Electronic Ballot may only be amended until the question has been  
1128 called. The question, as well as any associated references or documents, shall remain static for the  
1129 duration of the Electronic Ballot and shall be documented therein.

**1130 4.6.13.4 Comments**

1131 Comments, when appropriate, may be considered at the discretion of the Chair whether or not the vote  
1132 associated with the comment was counted or if the comment is associated with an abstention. Those  
1133 wishing to comment who are not Voting or Participating Members may do so by means of an abstention  
1134 with comment.

**1135 4.6.13.5 Incorporation of comments**

1136 Although comments are encouraged in order to receive the widest possible review, the question,  
1137 including attachments and associated documents, shall not be altered during comment disposition. A new  
1138 Ballot by any permitted means is required to approve a question or document with changes that are the  
1139 result of comments received during the process of an Electronic Ballot.

**1140 4.6.13.6 Duration**

1141 Electronic Ballots shall be open for a period of no less than 152 hours (six days plus eight hours). An  
1142 incidental motion made prior to declaration by any member and agreed to by simple majority may extend  
1143 the duration. Implicitly, Electronic Ballots are open until the results are declared in the next meeting of the  
1144 Body after the agreed closure time has expired or a meeting scheduled for an interval that includes the  
1145 scheduled closure time occurs.

**1146 4.6.13.7 Closure and declaration**

1147 If an Electronic Ballot closes between meetings of the voting Body, the declaration of the Ballot must be  
1148 part of the next meeting of that Body. It is recommended that Chairs set up the Electronic Ballot to close  
1149 during the meeting itself. The following procedures are for closing and declaring the results of the  
1150 Electronic Ballot:

- 1151 • The early part of the agenda for the voting Body must include an item for closing Electronic  
1152 Ballots.
- 1153 • The voting Body may discuss any comments made during the Balloting period.
- 1154 • Any member of the voting Body may either cast or change his existing vote. The responsibility  
1155 for recording this change falls upon the Chair. The votes shall be recorded in the Electronic  
1156 Ballot.
- 1157 • The Chair of the voting Body closes the Electronic Ballot and declares the results.

1158 **4.6.13.8 Recording of Electronic Ballots**

- 1159 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an  
1160 action is taken with respect to that Electronic Ballot.
- 1161 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the  
1162 minutes of the meeting in which they are made.
- 1163 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of  
1164 the meeting in which they are made.
- 1165 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are  
1166 declared.

1167 **4.6.13.9 Responsibility to manage**

1168 Electronic Ballots shall be opened, managed, and closed by the Chair or designee.

1169 **4.6.13.10 Identification of Electronic Ballots**

1170 Electronic Ballots shall be distinguished from other forms of information gathering, such as preference  
1171 polls, requests for comments, or other informal polls, by starting the text of the question with "Motion to";  
1172 shall state the question upon which the Body is voting; and shall have voting options of yes, no, and  
1173 abstain. Any other use of electronic voting facilities shall not be considered Electronic Ballots under this  
1174 section.

1175 **4.6.14 DMTF recording policy**

1176 DMTF meetings of any Body may, at the discretion of the designated recording secretary, may be audio-  
1177 recorded, provided the following rules are followed:

- 1178 • The purpose of recording is only to ensure accurate meeting notes.
- 1179 • Only the recording secretary may perform the recording.
- 1180 • The recordings may not be shared, or played back, by the recording secretary with any other  
1181 member.
- 1182 • The recordings must be destroyed after the minutes are approved by the group.
- 1183 • Participation in DMTF calls gives implicit permission for the recording secretary to record  
1184 according to these rules.
- 1185 • The Chair or secretary shall announce that the meeting is being recorded at the beginning of  
1186 the meeting, prior to the approval of the meeting agenda.
- 1187 • The following text should be placed in the meeting agenda template:  
1188 "DMTF PHONE CONFERENCES MAY BE RECORDED FOR QUALITY PURPOSES TO  
1189 ENSURE ACCURACY IN RECORD-KEEPING."

## 1190 **5 DMTF release process, document information, and file formats**

### 1191 **5.1 DMTF release process**

1192 The DMTF release process defined herein is intended to provide the procedures and processes for  
1193 release of material outside of the DMTF. Specifically, the intent is to specify the process for documents of  
1194 a normative nature (such as those produced by the Technical and Interoperability Committees), process  
1195 nature (such as those produced by the Process and Alliance Committees) or an informative nature (such  
1196 as those produced by any of the above Committees). It is not intended to address marketing documents  
1197 or other material produced by the Marketing Committee.

#### 1198 **5.1.1 Overview**

1199 The phases in the release process for a DMTF Standard are as follows:

- 1200 • DSP number acquisition
- 1201 • In Development
- 1202 • Work in Progress (optional)
- 1203 • Member Review
- 1204 • DMTF Standard

1205 The phases in the release process for a DMTF document that is not a DMTF Standard are as follows:

- 1206 • DSP number acquisition
- 1207 • In Development
- 1208 • Informational

1209 Examples of DMTF Standards include profiles, mapping specifications, registries, MOF Schema, schema  
1210 definitions, wrapper specifications, and assorted WBEM specifications.

1211 In addition to DMTF Standards, a Committee may release white papers, process documents, or technical  
1212 notes that provide supplemental content on the work produced by the Committee (which is restricted by  
1213 charter). These documents are released with a status of Informational. Collectively, these documents and  
1214 DMTF Standards are referred to as "documents."

1215 As DMTF Standards progress through the DMTF release process, their status, as documented in the  
1216 document, changes from In Development, to Draft Standard, and finally to DMTF Standard. This process  
1217 applies to all DMTF Standard documents.

1218 Every DMTF document must have its date, status, and version on the title page, as well as the required  
1219 DMTF copyright notice and disclaimers. See 5.2.3 for versioning requirements. In addition, Work in  
1220 Progress documents must contain the expiration date on the title page.

1221 The CIM (or other MOF-type Schema) standard is specified in Management Object Format (MOF). DMTF  
1222 MOF Schema consists of MOF files, UML diagrams, white papers, and other supporting documentation  
1223 (for example, supporting examples). The contents of the MOF files and the documentation are updated as  
1224 they progress through the DMTF release process.

1225 DMTF documents are developed collaboratively by Working Groups, and then reviewed and approved by  
1226 the larger organization. Acceptable formats for DMTF artifacts have been defined because the software  
1227 used across member companies and organizations for document review and editing varies. Items  
1228 submitted to the DMTF must be in an acceptable format, as described in section 5.3. Items submitted to  
1229 the DMTF after July 1, 2004, must use this format.



1230 Proposals or rough drafts for new documents and additions or changes to any type of DMTF Standard  
 1231 document, including updates, are made available to the originating Working Groups by posting this  
 1232 information to the Working Groups' web page(s). Additions and changes to DMTF Standard documents  
 1233 must be described by using a DMTF Change Request (CR), or by submitting an update to the document.  
 1234 Procedures defining the use of the DMTF CR are provided in section 6.2. If the proposal is written in  
 1235 collaboration with another standards organization, it may also be posted to the membership of that  
 1236 standards organization, using the guidelines of that standards organization.

### 1237 **5.1.2 DSP number acquisition**

1238 The first step of the process is for the Subcommittee, Forum, or Working Group to obtain editorial  
 1239 responsibility for the document. In the case of new works, this means acquiring a DSP number (see  
 1240 Figure A-1). In the case of prior works, this means acquiring editorial responsibility for the appropriate  
 1241 document, in whole or in part. For MOF Schema, editorial responsibility is decided according to  
 1242 Subcommittee, Forum, and/or Working Group charter and the section of the MOF being modified. The  
 1243 form used to obtain the DSP number is a Document Request (DR) as described below. This is also the  
 1244 form used to request development of a new schema.

#### 1245 **5.1.2.1 Document Requests (DR)**

1246 The purpose of a DR is to request ownership (either for a new or for an existing document), name  
 1247 change, or transition to the DMTF historical documents page. Such requests are included in DR format  
 1248 for convenience because the template has the appropriate front matter, an area to describe and justify  
 1249 what is needed, and a Body for the request form.

1250 Document Requests shall be submitted only by Chairs, though the document owner can be any member  
 1251 of an Editing Body. The DR should be approved by the DMTF Parent Committee before any work begins  
 1252 in an Editing Body.

#### 1253 **5.1.2.2 DR content and format**

1254 Document Requests are used for DMTF document acquisition, such as when requesting a DSP number  
 1255 or approval of a new schema (for example, a MOF prefix). DRs must be created by using the DR  
 1256 template, which is very similar to the CR template. The content of this template includes:

- 1257 • Chair(s) of the Body requesting the DSP number
- 1258 • Document Type being requested (DMTF Standard, white paper, etc.)
- 1259 • name of the associated document
- 1260 • name of the Editing Body
- 1261 • date the request began
- 1262 • background rationale for the accompanying document
- 1263 • intention to publish or submit to (see section 5.1.6)

1264 For MOF Schema, the following additional information is required:

- 1265 • Schema Prefix being requested
- 1266 • long description of the model
- 1267 • short description for the model
- 1268 • qualifiers to be used for this model
- 1269 • dependencies to other models

1270 DRs must be submitted by using the current version of the DMTF DR Template (see ANNEX B). A DR  
1271 should be added to the appropriate group's Document Request folder by the DR owner with a state of  
1272 Draft. Documents added to the Document Request folder are automatically named with the following  
1273 format: wgabbrevDR\$docnum.\$evnum.\$extension. Groups can use their CR folder, following this format,  
1274 if deemed appropriate.

1275 DRs shall be shared with the Parent Body prior to voting in the Parent Body. It is best to set up the DR  
1276 folder with automatic sharing to the Parent Body.

### 1277 **5.1.2.3 DR Balloting**

1278 In order for a DR to be approved, the Editing Body must vote to approve the DR. After it is approved by  
1279 the Editing Body, the DR document proceeds to the Parent Subcommittee (if any). After approval by the  
1280 Parent Subcommittee, it must be approved by the Parent Committee. After the Parent Committee  
1281 approves the DR, the Committee Secretary notifies the Editing Body that the DR has passed, the name of  
1282 the document that was approved, and the DSP number to be associated with that document.

### 1283 **5.1.3 DMTF Document Status**

1284 This section describes the DMTF Document Status and the procedures required to transition a document  
1285 through the development process.

1286 Allowable DMTF Document Status types for DMTF Documents are as follows:

- 1287 • In Development
- 1288 • Work in Progress
- 1289 • DMTF Draft Standard
- 1290 • DMTF Standard
- 1291 • DMTF Informational
- 1292 • DMTF Informational Specification

#### 1293 **5.1.3.1 In Development**

1294 When a Body is in the process of editing and developing a document, the document shall have a  
1295 document status of "In Development" and a confidentiality of "DMTF Confidential", to clearly delineate the  
1296 document's approval phase.

1297 Such documents shall show their document status and confidentiality on the first page and in the footer of  
1298 all remaining pages, unless they are in a non-page-oriented format (such as XML) where a footer is not  
1299 possible, in which case they shall have some file header showing their document status and  
1300 confidentiality.

1301 Such documents shall contain any required copyright and other notices.

#### 1302 **5.1.3.2 DMTF Work in Progress**

1303 A Body that has Editorial Responsibility (the Editing Body) for a document may vote to release a Work in  
1304 Progress for review to one or more recipients, including the general DMTF membership, an Alliance  
1305 Partner organization, or the general public. Such documents shall have a document status of "Work in  
1306 Progress – Not a DMTF Standard" and a confidentiality of "DMTF Confidential" labels prior to being  
1307 Balloted for release by the Editing Body. All such documents must be within the Working Group's charter  
1308 scope. Any type of document can be released as a Work in Progress, including those intended to have a  
1309 final document status of "DMTF Informational", "DMTF Standard", or "DMTF Informational Specification".

- 1310 Work in Progress documents shall show their document status on the first page and in the footer of all  
 1311 remaining pages, unless they are in a non-page-oriented format (such as XML) where a footer is not  
 1312 possible, in which case they shall have some file header showing their document status and no  
 1313 confidentiality.
- 1314 Work in Progress documents shall contain the required DMTF Confidentiality notices during the approval  
 1315 process. Upon final approval by the Parent Committee, any DMTF Confidentiality notices are to be  
 1316 removed.
- 1317 All such documents must contain a DSP number, all DMTF copyright notices, and their expiration date. A  
 1318 DMTF Document shared as a Work in Progress must include a version number that identifies the version  
 1319 targeted for release as a DMTF Documents, as specified in 5.2.3.
- 1320 Work in Progress documents must also contain the following disclaimer on the title page:
- 1321 “IMPORTANT: This specification is not a standard. It does not necessarily reflect the views of the  
 1322 DMTF or all of its members. Because this document is a Work in Progress, this specification may still  
 1323 change, perhaps profoundly. This document is available for public review and comment until the  
 1324 stated expiration date.”
- 1325 Work in Progress documents in development (?) must have the following footer: “DMTF Work in Progress  
 1326 - Not a DMTF Standard – DMTF Confidential” unless they are in a format such as XML where a footer is  
 1327 not possible.
- 1328 In order for a document to be released as a Work in Progress document outside of the Editing Body and  
 1329 shared with one or more recipients, the Editing Body must vote to approve the release. After it is  
 1330 approved by the Editing Body, the proposed Work in Progress document proceeds to the Parent  
 1331 Committee, bypassing any Parent Subcommittee. The Parent Committee must approve a Work in  
 1332 Progress document before it is released to ensure that it is within the Working Group’s chartered scope.
- 1333 Any material that is required to reproduce the document (such as drawings) must be checked into CVS  
 1334 prior to Committee vote.
- 1335 Occasionally, it is necessary to release an individual Change Request as a Work in Progress. This may  
 1336 be needed in order to obtain feedback on an individual change (Schema or otherwise) from non-DMTF  
 1337 members, such as Alliance Partners. In the case where an individual CR (Change Request) is the subject  
 1338 of a Work in Progress, the CR shall contain a DMTF copyright, patent policy and disclaimer notices, as  
 1339 well as an expiration date.
- 1340 All Work in Progress documents approved by the Parent Committee must contain an expiration date that  
 1341 is one to six months from the date of approval by the Parent Committee. After the expiration date has  
 1342 been reached, the Parent Committee is responsible for ensuring that the document is no longer shared  
 1343 with the recipients. Before the document expires, the originating Editing Body may submit an update to  
 1344 the document with a new expiration date (which is essentially a new Work in Progress). The period of  
 1345 time that a Work in Progress is shared, including extensions, must not exceed six months from the date of  
 1346 approval by the Parent Committee.
- 1347 Any feedback from Alliance Partner organizations, the general public, or a company or individual who is  
 1348 not a member of the DMTF is accepted only through the DMTF Feedback Portal to ensure that the DMTF  
 1349 has the copyright to the material and that the feedback adheres to the DMTF Patent Policy.
- 1350 After the Parent Committee has approved sharing a Work in Progress document, the owning Editing Body  
 1351 may decide to have the document withdrawn prior to the expiration date. The Editing Body may submit a  
 1352 request that the document be withdrawn.
- 1353 When the Working Group considers the Work in Progress ready to move to the next phase, the document  
 1354 is released using the approval process listed in Table 2, dependent on document type and desired final  
 1355 document status.

**1356 5.1.3.3 DMTF Draft Standard**

1357 An Editing Body may vote to release a Document as a candidate for DMTF Standard. Such documents  
1358 shall have a document status of "DMTF Draft Standard" and a confidentiality of "DMTF Confidential", prior  
1359 to being Balloted for release by the Editing Body. Such documents shall show their document status and  
1360 confidentiality on the first page and in the footer of all remaining pages, unless they are in a non-page-  
1361 oriented format (such as XML) where a footer is not possible, in which case they shall have some file  
1362 header showing their document status and confidentiality. All such documents must be within the Editing  
1363 Body's charter scope. All such documents must contain a DSP number, all DMTF copyright notices, and  
1364 required disclaimers including a notice that they are subject to change. All normative references in the  
1365 specification must be published before the specification can be released as DMTF Standard, or, in the  
1366 case of interdependent documents, they must be released simultaneously. All normative references shall  
1367 be published and references shall be persistent (that is, they should be published in a location that will not  
1368 change over time).

1369 The Parent Subcommittee (if any) must approve all DMTF Draft Standard documents before they proceed  
1370 to the Parent Committee for approval, in accordance with the Committee Voting Process. The Parent  
1371 Subcommittee also determines if a Member Review phase is needed. All new major versions of a  
1372 specification (1.0, 2.0) require a Member Review. In the case of minor changes, such as in errata  
1373 versions or in simple modifications that require a minor revision number change, a Member Review may  
1374 not be needed. It is the purview of the Parent Subcommittee to make the determination of Member  
1375 Review. If there is no Parent Subcommittee, the Parent Committee shall make the determination.

1376 After the Parent Subcommittee approves the document, it and any material (such as drawings) required  
1377 to reproduce the document must be checked into CVS.

1378 Before the Parent Committee approves the document for release as "DMTF Standard", the Chair of the  
1379 Parent Committee sends the document and a notice asking for claims of essential patent rights to the  
1380 DMTF Membership. DMTF Member comments are invited during this Member Review phase. The DMTF  
1381 Membership review comment-and-claim period closes 30 days after the notification is sent to the DMTF  
1382 Membership. This period is also known as "DMTF Member Review". The Parent Committee does not vote  
1383 on the approval of the document until the Member Review period ends.

1384 Comments, questions, and feedback on the DMTF Draft Standard during Member Review are addressed  
1385 by the Editing Body. Feedback may generate changes to the DMTF Draft Standard, which must be  
1386 approved by the Editing Body. Any changes appear in a new version of the DMTF Draft Standard (see  
1387 the exception for simplification of the editing process, below). This new DMTF Draft Standard must be  
1388 approved by any Parent Subcommittee before the document proceeds to the "DMTF Standard" approval  
1389 phase (see 5.1.3.5).

1390 The Parent Subcommittee, as part of the comment resolution process, shall determine if an additional  
1391 DMTF Member Review is needed. (For example, an additional Member Review might be needed if  
1392 comments result in new text that warrants an additional call for essential patent rights.)

1393 If no comments or claims are received, the document proceeds directly to the "DMTF Standard" approval  
1394 phase (see 5.1.3.5).

**1395 5.1.3.4 MOF Schema**

1396 In the case of the CIM and other MOF Schema, individual Working Groups or Subcommittees create  
1397 Change Requests to take the MOF Schema to the DMTF Standard phase (through a CR to remove the  
1398 "Experimental" qualifier) or to add to the next DMTF Standard release. All such Change Requests must  
1399 be approved by the Working Group or Subcommittee whose charter owns that part of the Schema. At the  
1400 discretion of the Working Group or Subcommittee owning that part of the Schema, parts of a Schema  
1401 may be removed. MOF Schemas and their changes do not have DSPs and do not follow the DSP  
1402 acquisition and release process, except when requesting the Schema Prefix for a new MOF Schema.

1403 For the DMTF MOF Schema to reach the DMTF Standard status it must contain one or more Managed  
1404 Object Format (MOF) files and UML diagrams that are provided in an acceptable format, as described in  
1405 section 5.3. The MOF files must not contain any elements that are qualified as Experimental. A white  
1406 paper or profile should also be released that includes a description of the circumstances under which the  
1407 classes can be subclassed, the expected usage of the classes, and at least two sample use cases. For a  
1408 change to the MOF Schema to remove the Experimental qualifier, implementation experience from two  
1409 independent implementations is required by a minimum of two companies that must be members of  
1410 DMTF or Alliance Partners. Implementation experience within an Alliance Partner organization may be  
1411 substituted with approval of the Parent Committee if the MOF Schema changes are representative of the  
1412 model developed by the external organization. For example, if an IETF MIB is modeled in CIM,  
1413 implementation experience for the MIB may be used to make the CIM changes to remove the  
1414 Experimental qualifier.

1415 Implementation experience for the MOF Schema includes using the server for experimental elements in  
1416 prototypes, internal systems, or product development. Implementation experience does not have to be  
1417 restricted to released products to be applicable. The goal is to validate that additions and changes to the  
1418 MOF Schema can be implemented and are complete.

#### 1419 **5.1.3.5 DMTF Standard**

1420 After the DMTF Member Review has been completed (or if no Member Review was needed), and after  
1421 the document intended to be released as "DMTF Standard" has been approved by the Editing Body and  
1422 any Parent Subcommittee, the Parent Committee may vote to release the document to the general public.  
1423 All such documents must contain a DSP number, all DMTF copyright notices, and all required disclaimers  
1424 including a notice that they are subject to change. They must not contain an expiration date. All normative  
1425 references in the specification must be published before the specification can be approved, or, in the case  
1426 of interdependent documents, the normative references must be released simultaneously. All normative  
1427 references shall be published and references shall be persistent (that is, they should be published in a  
1428 location that will not change over time).

1429 The Parent Committee must approve any DMTF Standard document in accordance with the Committee  
1430 Voting Rules before it can be brought to the DMTF Board for approval. The DMTF Board must also  
1431 approve the public release of all versions and releases of the DMTF Standards, in accordance with the  
1432 DMTF Board Voting Rules.

1433 After the DMTF Board has approved a document, the document is changed to have a document status of  
1434 "DMTF Standard" and no confidentiality (that is, no "DMTF Confidential" labels). Such documents shall  
1435 show their document status and no confidentiality on the first page and in the footer of all remaining  
1436 pages, unless they are in a non-page-oriented format (such as XML) where a footer is not possible, in  
1437 which case they shall have some file header showing their document status and no confidentiality. All  
1438 documents are then archived and may be published (see section 5.1.6).

1439 Corrections to a DMTF Standard must be handled as Errata. Errata are released using the process  
1440 defined in 5.1.3.3 and 5.1.3.5.

#### 1441 **5.1.3.6 DMTF Informational**

1442 Documents with the status of DMTF Informational consist of presentations, white papers, process  
1443 documents or any other non-DMTF Standard document. DMTF Standard documents must not be marked  
1444 as Informational. Informational documents may not be marked DMTF Draft Standard or DMTF Standard.  
1445 Presentations and white papers may be released with only Committee approval and do not require DMTF  
1446 Board approval. All such documents must be within the Editing Body's charter scope and be clearly  
1447 marked with the status of "DMTF Informational" on every page. All white papers must contain a DSP  
1448 number. All documents must contain all DMTF copyright notices, all required disclaimers, including a  
1449 notice that they are subject to change.

1450 Documents marked as Informational follow a shorter process than DMTF Standard documents because  
 1451 DMTF Member Review is not required. Informational documents must acquire a DSP number, but they do  
 1452 not go through the DMTF Draft Standard and DMTF Standard phases described in 5.1.3.3 and 5.1.3.5.  
 1453 Instead, they must be approved by the Editing Body and Parent Subcommittee, be checked into CVS,  
 1454 and be approved by the Parent Committee. If the document is not a presentation or white paper, it must  
 1455 also be approved by the Board. After completion of this process, the document may be published (see  
 1456 section 5.1.6).

1457 See Figure A-2 for the approval process for Informational documents.

#### 1458 **5.1.3.7 DMTF Informational Specification**

1459 Documents with a status of DMTF Informational Specifications consist of specifications developed by  
 1460 DMTF Incubators. As such, they are treated procedurally as DMTF Standards with respect to obtaining a  
 1461 DSP number and the need for a 30-day Member Review (during which they are marked as DMTF Draft  
 1462 Informational Specification). They must be checked into CVS prior to the 30-day Member Review. They  
 1463 must be Balloted in their Parent Committee and must also be approved by the DMTF Board. After  
 1464 completion of this process, the document may be published (see section 5.1.6).

1465 All DMTF Informational Specifications must contain all DMTF copyright notices, all required disclaimers,  
 1466 including a notice that they are subject to change.

1467 See Figure A-3 for the approval process for DMTF Standard documents, including DMTF Informational  
 1468 Specifications.

#### 1469 **5.1.4 Review phases**

1470 The length and posting of each phase varies as shown in Table 1.

1471 **Table 1 – Phase length, status, confidentiality, and posting location**

Phase	Length of Phase	Document Status	Confidentiality	Web Posting Location
Request for DSP	Indeterminate	N/A	N/A	N/A
Working Group	Indeterminate	In Development	DMTF Confidential	DMTF Internal Web Site – Working Group Web Page
Work in Progress (Optional)	Not more than six months	DMTF Work in Progress	DMTF Confidential until approved; then none	DMTF Public Web Site – Work-in-Progress Page
Draft Standard	Not less than 30 days	DMTF Draft Standard	DMTF Confidential	DMTF Internal Web Site – Draft Standard page
Standard	Less than five years	DMTF Standard	(none)	DMTF Public Web Site – Published Documents Page
Standard	Greater than five years with approval	DMTF Standard	(none)	DMTF Public Web Site – Historical section
Informational	Indeterminate	DMTF Informational	DMTF Confidential until approved; then none	DMTF Public Web Site
Informational Specification	Indeterminate	DMTF Informational Specification	(DMTF Confidential until approved; then none)	DMTF Public Web Site

1472 **5.1.5 Document type, final status, and approval process**

1473 The date and time of the publication of all Committee- and Board-approved specifications (but not white  
 1474 papers, process documents, schemas, or presentations) is determined by the Board with guidance from  
 1475 the Marketing Committee. This is intended to time publication with any press release material. If no delay  
 1476 is requested, disposition is assumed to be immediate.

1477 Table 2 defines the allowable document types, the allowable combinations of document types and final  
 1478 document status, and the approval process to be used for each combination.

1479 The motion at each level in the approval process shall indicate the document disposition (see section  
 1480 5.1.6) as well as the intended Final Document Status. Example motions are:

- 1481 • "Motion to approve DSPxxx for publication as a DMTF Standard"
- 1482 • "Motion to approve Collection x for providing it to INCITS"
- 1483 • "Motion to approve <Document/Diagram/Presentation> for external use"
- 1484 • "Motion to approve DR <DR name> for internal use"

1485 **Table 2 – Document type, final status, and approval process**

Document Type	Final Document Status	Approval Process
Specification	DMTF Standard	Standard Documents (see Figure A-3)
Specification	DMTF Informational Specification	Standard Documents (see Figure A-3)
White Paper	DMTF Informational	Informational Documents (see Figure A-2)
Process	DMTF Informational	Informational Documents (see Figure A-2)
Tech Note	DMTF Informational	Informational Documents (see Figure A-2)
Presentation	DMTF Informational	Informational Documents (see Figure A-2)

1486 **5.1.6 Document disposition**

1487 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are  
 1488 usually published through the DMTF web site. Some circumstances require that DMTF documents be  
 1489 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for  
 1490 example when a document is released to another entity. This section describes the requirements and  
 1491 methods for the dispensation of documents.

1492 **5.1.6.1 DMTF web site publication**

1493 Documents approved for publication are released on the DMTF web site. The changes required for that  
 1494 given Document Type are performed after the DMTF Board vote. These changes include steps, such as  
 1495 an editorial pass, change in Final Document Status (such as from "DMTF Draft Standard" to "DMTF  
 1496 Standard") and generation of the final document that is to be published (see sections 5.1.3.2, 5.1.3.5,  
 1497 5.1.3.6, and 5.1.3.7). The document is then published on the web site.

1498 Specifications are published and a URL is generated for the document according to the document name.  
 1499 The document is then published on the "published documents" page and added to the appropriate  
 1500 document directory. URLs may also be generated or updated at the major revision and  
 1501 major.minor.revision level. These URLs are used for reference by DMTF and other standards so that the  
 1502 latest revision is always incorporated by reference in the referencing document.

### 1503 5.1.6.2 Submission and transfer

1504 In the case where the document is intended to be either transferred or submitted to another organization,  
1505 the document needs to have a statement regarding the nature of the submission or transfer and a  
1506 statement about copyright grant. This statement can be either a part of the document or a separate  
1507 document, such as a cover letter. An IP disclaimer should be included if the document is a specification. If  
1508 included, the document is subject to approval by DMTF legal counsel before release.

1509 Documents intended to be submitted or transferred to another organization are subject to DMTF Board  
1510 approval regardless of Document Type and Final Document Status.

### 1511 5.1.7 Availability of document versions and obsolescence

1512 The release of a new version of a specification, white paper, or document does not make previous  
1513 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying  
1514 goal is upward compatibility between versions. This goal should be approached with caution because  
1515 maintaining upward compatibility between versions may not always be possible.

1516 Updates to a specification, white paper, or document are submitted to the Editing Body. Each  
1517 specification must contain a change history. (For graphical documents, such as UML diagrams, that are  
1518 not conducive to including a change history, this history is included in the MOF file.) The status of these  
1519 documents must be indicated as "Work in Progress," "Informational", "DMTF Draft Standard," or "DMTF  
1520 Standard." A change log and completed Change Request forms must be maintained for all specifications,  
1521 white papers, and documents.

1522 For a given version of a DMTF Standard, at most one revision may be shared as a Work in Progress,  
1523 released as a DMTF Draft Standard, or released as a DMTF Standard. For example, it is not permissible  
1524 for version 1.0.0f of a document to be shared outside of DMTF Working Groups as a Work in Progress  
1525 simultaneous with the release of version 1.0.0 as a DMTF Standard. Nor is it permissible for versions  
1526 1.0.0a and 1.0.0b of a document to be released as a Work In Progress simultaneously. It is possible to  
1527 have version 2.0.0 of a DMTF Standard specification published at the same time as version 1.6.2 of a  
1528 DMTF Standard specification, as well as version 1.7.0.

1529 Specifications and other documents that have reached a level of maturity where they are no longer  
1530 actively being updated should be posted to a section of the DMTF web site dedicated to "historical"  
1531 documents. The web site must contain information indicating that this specification is still relevant to the  
1532 industry but new versions should not be expected. Specifications that are greater than five years old and  
1533 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should  
1534 be moved to this portion of the web site, but the URL to the document should not change. Previous  
1535 versions of MOF Schema that are greater than two years old may fall into the "historical" category and  
1536 should be treated appropriately. Note that the URI of the document should remain persistent (remain the  
1537 same over time) to allow other specifications to reference DMTF Standards.

## 1538 5.2 Numbering, versioning and title page material for DMTF documents

### 1539 5.2.1 Document numbers

1540 DMTF documents, with the exception of the CIM and other MOF Schema, are given a DMTF  
1541 Specification (DSP) number. The version information for the document is inserted following this DSP  
1542 number. MOF Schemas are released as versioned MOF files with associated graphical representations  
1543 that are rendered using UML diagrams (provided in an acceptable format), as described in 5.3.

1544 DSP numbers associated with DMTF documents fall into the following ranges:

- 1545 • 0001-0999 – Technical Specifications
- 1546 • 1000-1999 – Profiles



- 1547 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 1548 • 3000-3999 – Working Group Charters
- 1549 • 4000-4999 – DMTF Process documents
- 1550 • 5000-5999 – Conformance Specifications, test scenarios, and other test related artifacts.
- 1551 • 6000-6999 – Machine Readable Profiles
- 1552 • 8000-8999 – XML/XSD Schema Representations
- 1553 • IS-0000 - IS-9999 – Informational Specifications

1554 DMTF documents that were approved before December 31, 2004 may have DSP numbers that are  
 1555 outside of the preceding ranges. When these documents are revised, they must be changed to conform  
 1556 to these ranges. However, documents should not be revised only for the purpose of placing them in the  
 1557 appropriate number range.

1558 **5.2.2 Required information for title pages or file headers**

1559 The title page material required for DMTF documents differs from the header material required for DMTF  
 1560 MOF Schemas.

1561 **5.2.2.1 DMTF documents**

1562 This category of documents consists of all DMTF documents that are not MOF Schemas, regardless of  
 1563 their status in the release process. Use of a standardized title page and format is strongly encouraged,  
 1564 but not technically required.

1565 DMTF documents must contain the following information, which is based on the document's status. These  
 1566 items are included in the document template.

- 1567 • Title
- 1568 The title of the document as registered when the DSP number was obtained.
- 1569 • DSP number
- 1570 This must be the DSP number obtained according to the policy described in 5.1.2.
- 1571 • Version number
- 1572 This version number must comply with the guidelines in 5.2.3.
- 1573 • Date
- 1574 This must be the effective date of the specification.
- 1575 • Expiration date
- 1576 The expiration date is needed only for Work in Progress documents. It should be in the same  
 1577 format as the date.
- 1578 • Logo
- 1579 A DMTF logo should be included on the title page.
- 1580 • Document Type
- 1581 This must be one of the type designations described in 5.1.5.
- 1582 • Document Status
- 1583 This must be one of the status designations described in 5.1.3.
- 1584 • Document Language
- 1585 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF

1586 Page 2 of the document must contain the following information:

- 1587 • DMTF Copyright Notice
- 1588 • DMTF Patent Policy notice

### 1589 **5.2.2.2 DMTF MOF Schemas**

1590 Because schemas have headers rather than title pages, DMTF MOF Schemas have different  
1591 requirements for the information typically found on the title page of a DMTF document.

1592 Any DMTF document without a title page must have the following material in its header:

- 1593 • DMTF copyright notice and disclaimers
- 1594 • Version
- 1595 • Release date
- 1596 • Abstract description
- 1597 • Status
- 1598 • Expiration date (if the document is a Work in Progress)

1599 The format of these items depends on the file type and must be consistent across files of the same type.

### 1600 **5.2.3 Specification, white paper, and document numbering process**

1601 Versioning of DMTF specifications, white papers, and documents takes the form *m.n.u*[*d*], where:

1602 ***m*** represents the major version identifier in numeric form. This number starts at 1 for new  
1603 documents. A change in this number representing an update to the document indicates that the  
1604 document contains changes that are not compatible with prior versions.

1605 ***n*** represents the minor version identifier in numeric form. This number starts at 0 for new  
1606 documents. A change in this number representing an update to the document indicates that the  
1607 document contains changes that are compatible with prior versions.

1608 ***u*** represents the update (errata or coordination changes) in numeric form. This number starts at 0  
1609 for new documents. A change in this number representing an update to the document indicates  
1610 that the document contains changes that are corrections to errors in prior versions or changes  
1611 in coordination with other documents. This digit may not be changed for Work in Progress  
1612 documents.

1613 ***dd*** represents the draft level in alphabetic form. This indicator is required for DMTF Draft Standard  
1614 and Work in Progress releases.

1615 Updated versions of documents must have one of these digits or letters changed from prior versions in  
1616 increasing order; gaps in the order are allowed.

1617 Non-Work-in-Progress documents are represented using only numeric entries (for example, 2.1.0 or  
1618 2.2.1).

1619 Any DMTF specification that has not been approved as DMTF Standard, but is shared outside of DMTF  
1620 must have the draft level identified. Any references to the specification version must include the alpha  
1621 identifier (*dd*) appended to the identifying version number. Drafts are denoted starting with a single alpha  
1622 character and, if necessary, progressing to two-letter notation: a, b, c ... x, y, z, aa, ab...zz.

1623 For example, a Work in Progress with version 2.2.0f will be released as DMTF Standard version 2.2.0.

1624 **5.2.4 Schema numbering process**

1625 A new MOF Schema is released using MOF and follows a version naming convention similar to the  
 1626 convention used for specifications, white papers, and documents (that is, using the format *m.n.u*,  
 1627 major.minor.update version). Version information is included in the header of the MOF file after the title  
 1628 and filename. (These are the first comment lines in the MOF file.)

1629 Starting with version 2.10, the CIM Schema includes both Experimental and non-Experimental types of  
 1630 MOF files. Experimental MOF files include new classes or changes that require implementation feedback.  
 1631 MOF changes that require implementation feedback must be tagged with the Experimental qualifier.

1632 When a class is changed, the version of the class is updated to the version of the Schema in which the  
 1633 change has been made.

1634 Approved Change Requests to correct MOF syntax errors, such as cardinality mismatch or other updates  
 1635 for standards coordination, are indicated using a third numeric value. For example, correcting a cardinality  
 1636 problem in version 2.2.0 would result in a new version that is identified as 2.2.1. These are known as  
 1637 Errata versions.

1638 If the DMTF defines a new MOF Schema that is not backward compatible with a previous release (such  
 1639 as one that reorders or changes the existing key or inheritance structure), that Schema becomes a new  
 1640 major version (that is, Schema version 3.0.0).

1641 Each MOF Schema release combines all of the Working Group changes to produce a self-consistent,  
 1642 commonly labeled version.

1643 **5.2.5 Versioning of the CIM Infrastructure Specification**

1644 Updating the minor version number of the *CIM Infrastructure Specification* indicates that the changes do  
 1645 not require a change to the parsers, browsers, and other tools that process CIM MOF. For example,  
 1646 version 2.2 may be updated to become version 2.3.

1647 However, if there is a specification change that adds new data types (or otherwise affects existing MOF  
 1648 tools), this change is incompatible with existing tools and must carry a new major version. As a result,  
 1649 version 2.n would become *CIM Infrastructure Specification* version 3.0.

1650 **5.3 Accepted file formats**

1651 DMTF sources must be in one of the formats shown in Table 3.

1652 **Table 3 – Accepted source formats**

Source Type	Approved Formats
MOF	UTF-8 text format
UML	XMI
Diagrams	Visio or ODF
Presentations	PowerPoint, Visio, or ODF
Specifications	Word (.doc, .docx), ODF, HTML, UTF-8 text format, or Visio

1653 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI  
 1654 or Visio.

1655 Source files for DMTF documents that are made available outside of DMTF Working Groups must be  
 1656 stored in the DMTF CVS repository. Source files are any files that are needed in order to make changes

1657 to the document. Documents shall not be Balloted at Committees until the documents are stored in the  
1658 DMTF CVS repository.

1659 A Subcommittee or Working Group developing a document (the Editing Body) must submit DMTF  
1660 specifications in PDF format to the appropriate Parent Body for approval. PDF is a common document  
1661 publication format within the industry, and PDF readers are free and available on the Internet. DMTF  
1662 specifications are published in PDF format. The Editing Body may also include the specification's source  
1663 file in Word or HTML format. This format is useful when change tracking is enabled. Any CR that  
1664 describes the changes should also accompany the document.

1665 Originating Bodies may choose, by vote, to use a different source format during the development  
1666 process. However, this source format must be converted to an acceptable format before it is released  
1667 outside of the Editing Body.

1668 DMTF published artifacts must be in one of the formats shown in Table 4.

1669 **Table 4 – Permitted published formats**

Artifact Type	Approved Formats
MOF	UTF-8 text format
XML such as XSLT,WSDL,XMI	UTF-8 text format
UML	PDF
Specifications, DMTF Standards, White Papers, Technical Notes	PDF and HTML

1670 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),  
1671 UTF-8 text format (for example, XML MOF rendering), PDF, or Visio, as appropriate.

1672 Published artifacts may be provided in compressed (.zip) format for download convenience.

1673 The filename for DMTF documents that are made available outside of a DMTF Working Group should use  
1674 this format:

1675 "DSP"<4 digit document number>"\_ "<m>". "<n>". "<u>". "<file extension>

1676 Versioning information, release date, etc., are conveyed by the filename as defined in 5.2.3. Additionally,  
1677 this information must be embedded inside the specification itself. When specifying the document number  
1678 for DMTF specifications numbered less than 1000, the leading zero must be specified. For example,  
1679 "DSP0825\_1.0.0.pdf" is correct, while "DSP825\_1.0.0.pdf" is not.

1680 **6 Comment resolutions and Change Requests**

1681 **6.1 Comment resolution process**

1682 During the normal course of document development, it is expected that comments will be made to  
1683 documents in both the Editing Body and any Parent organization. This section describes the processes  
1684 each Body uses to handle comment resolutions.

1685 **6.1.1 Comment resolution methods for Editing Bodies**

1686 Several mechanisms are available to DMTF Editing Bodies to handle comment resolution. Only the  
1687 methods listed below are approved mechanisms for Editing Bodies to track comments and their  
1688 resolutions. Any other method is not allowed by the DMTF. It is the purview of the Editing Body to decide  
1689 which mechanism to use. This method can be decided by the group on a per document basis, but it is  
1690 encouraged that a group follow only one of the methodologies below for every document for which they

1691 have editorial responsibility. The methodology shall be decided prior to the first Ballot for a document and  
1692 shall be consistent during the lifetime of that document unless the Editing Body changes the methodology  
1693 through a vote.

#### 1694 **6.1.1.1 Mantis**

1695 The DMTF has access to the Mantis tracking tool. Mantis can be used to track changes and include them  
1696 in the specifications. Mantis entries can be voted on individually or in groups by the Editing Body.

1697 Any voting result associated with a Mantis entry should be recorded in the Mantis entry. This can be done  
1698 by referencing minutes, referencing Ballots, or copying the voting record into the Mantis entry. In general,  
1699 directly voting on a Mantis entry should not be necessary as documents that are approved by WGs that  
1700 have the change in it imply the change has been approved.

#### 1701 **6.1.1.2 Change Requests**

1702 Change Requests (CRs) can be used by editing bodies to track individual changes or errata associated  
1703 with any individual document. CRs are described in section 6.2. For MOF Schema, Change Requests are  
1704 the only comment-resolution method that is allowed.

#### 1705 **6.1.1.3 Spreadsheets**

1706 Editing bodies can use spreadsheets to track individual changes to documents. The Editing Body should  
1707 use the approved DMTF spreadsheet template for such purposes. Spreadsheet entries can be voted on  
1708 individually or in groups by the Editing Body.

1709 Any voting result associated with an individual spreadsheet entry should be recorded in the entry using  
1710 the status field or a pointer to the Ballot or minutes recording the vote. If the whole spreadsheet has been  
1711 approved, it shall be reflected in the document state of the spreadsheet. In general, voting on individual  
1712 spreadsheet entries should not be necessary as documents that are approved by WGs that have the  
1713 change in it imply the change has been approved.

#### 1714 **6.1.1.4 Kavi document comments**

1715 Kavi Document Comments are those associated with documents using the current DMTF Web tool, in  
1716 which you can select the "add Comment" option for a given document. This comment type is required for  
1717 certain Ballot types tracked by the Web tool. While it is possible to use this method to track comment  
1718 resolutions, there is a scalability limit with the current version of the Kavi tools, particularly when trying to  
1719 share each comment to Parent groups. Therefore, this method of tracking comments is discouraged.

#### 1720 **6.1.2 Comment resolution methods for parent bodies**

1721 Parent bodies are expected to register comments against the documents of Editing Bodies. Any  
1722 substantive or editorial comments must be resolved by the Editing Body. Parent bodies may not make  
1723 any substantive or editorial changes, except those that affect the document state, status or draft level in  
1724 alphabetic form since modifying these is part of the DMTF release process.

1725 If a document fails to pass a Ballot or vote for approval, the Parent Body sends the document to the  
1726 Editing Body for resolution of comments. A document may pass a Ballot or vote for approval, but still have  
1727 comments registered against it. In this case, the document is approved and shall continue on through the  
1728 approval process. The registered comments shall be sent to the Editing Body to decide on a future course  
1729 of action, but that course of action does not affect the current document against which the comments  
1730 were registered.

## 1731 6.2 Change Requests

1732 Change Requests (CRs) are one of the mechanisms a Body can use to track and approve changes to  
1733 specifications. They can be used to track individual changes or groups of changes, approve requests, or  
1734 track any number of items as the Body deems necessary. Some DMTF processes require CRs at various  
1735 steps of the approval process, which is dictated by DMTF governance documents or by procedure.

### 1736 6.2.1 CR classification

1737 The following categories of Change Requests are subject to the following rules:

- 1738 • MOF Schema Change Requests

1739 Changes to the CIM and other MOF Schema shall be made using the CR process and  
1740 submitted to the Body that owns that particular section of the Schema. Bodies chartered to  
1741 modify the Schema may place additional requirements on CRs, such as the use of a  
1742 CR-generation tool.

- 1743 • Machine Readable Document Change Requests

1744 Changes to the MOF, XML, XSD, or other typically machine readable documents may be made  
1745 using the CR process when submitted to the Body that owns that document. Bodies chartered  
1746 to modify a document may place additional requirements on such CRs (for instance, use of a  
1747 CR-generation tool or a changed-document checking tool).

- 1748 • Document Change Requests

1749 Document Change Requests may be used within a Body that has editorial responsibility to gain  
1750 agreement on specific changes to a specification. This CR approach is particularly useful for  
1751 tracking complicated, granular additions or modifications to existing specifications or groups of  
1752 changes that need to be tightly coupled.

### 1753 6.2.2 CR content

1754 CRs must be created using the CR template. An approved CR template is available in the Technical  
1755 Committee Template folder, which is shared with all members.

1756 The content of this template includes:

- 1757 • CR number
- 1758 • name of the associated document or schema
- 1759 • name of the Editing Body
- 1760 • date the request began
- 1761 • background rationale for the accompanying change request
- 1762 • detailed list of changes

1763 This can take the form of XML ore metadata, if approved by the Editing Body and Parent Body  
1764 and Parent Committee.

### 1765 6.2.3 CR creation

1766 Change Requests must use the current version of the DMTF CR template and must be filled out per the  
1767 instructions in the template. The description of the CR must identify the version of the specification  
1768 impacted by the CR, provide a summary of the changes, and, in the case of MOF Schema changes,  
1769 identify the model or models impacted by the change (for example, CIM 2.9.1 Preliminary, Addition of  
1770 SoftwareIdentityResource in core model).

1771 A CR is added to the appropriate group's Change Request folder by the CR owner with a state of Draft.  
 1772 Documents added to the Change Request folder are automatically named with the following format:  
 1773 wgabbrevCR\$docnum.\$revnum.\$extension.

#### 1774 **6.2.4 CR sharing**

1775 CRs should be shared with the Subcommittee and any Working Groups or Subcommittees that might be  
 1776 interested in the change. Attempts should be made to ensure that input from interested Bodies is  
 1777 incorporated into the CR.

#### 1778 **6.2.5 CR owner**

1779 Each CR must have an owner defined within the owner section of the CR header. The owner of the CR  
 1780 may be the Chair of the Working Group or a designate. The owner of the CR is responsible for collecting  
 1781 Ballot comments, updating the discussion point section of the CR, and facilitating the Balloting between  
 1782 Bodies for CRs that span Bodies.

#### 1783 **6.2.6 CR Ballots**

1784 When an owner is ready to request that a CR be Balloted, its status is changed to WG – Pending or SC –  
 1785 Pending, as needed. The CR is then Balloted (sometimes referred to as “open for Ballot”). When the CR  
 1786 is being Balloted by the Working Group or Subcommittee, its status is changed to WG – Balloting or SC –  
 1787 Balloting respectively. CR Ballots are subject to the following rules:

- 1788 • CRs that have unanimous YES votes without comments are accepted accordingly.
- 1789 • CRs that have unanimous YES votes with comments are accepted pending the changes  
 1790 identified in the comments. Comments included with a YES vote must be minor (for example,  
 1791 pointing out typographical errors or mistakes in punctuation). Comments included with a YES  
 1792 vote must not suggest a change in semantics or identify major problems with the CR.
- 1793 • Any NO votes on a CR Ballot must be responded to by the CR owner. Any NO votes on a Ballot  
 1794 must include comments that are clear and actionable. The Working Group may ask for  
 1795 additional clarification from the company representative who voted NO. The owner's options in  
 1796 responding to the NO votes are as follows:
  - 1797 – ACCEPT the comments associated with any NO votes.
  - 1798 – DEFER the CR with a specific closure date.
  - 1799 – WITHDRAW the CR (perhaps consolidating the content with another CR).
  - 1800 – RESOLVE the comments by working out an alternative solution.
  - 1801 – REJECT the comments and state why they cannot be accommodated.

1802 All Ballot comments and the owner's responses must be included in the next Balloted version of  
 1803 the CR.

- 1804 • A comment can be actionable either in terms of specific elements of the CR that need to be  
 1805 changed or because a relevant area of analysis or investigation has not been sufficiently  
 1806 explored in the production of the CR. When specific elements of the CR require change, the  
 1807 elements and the changes need to be included in the CR Ballot comment. These changes  
 1808 should be sufficiently detailed so that the owner of the CR can implement them without  
 1809 conferring with the commenter. When the comment refers to an area of analysis or  
 1810 investigation, the comment must explain in what way the area of study cited calls into doubt the  
 1811 conclusions or assumptions that form the basis of the CR. The suggested action resulting from  
 1812 this comment may be either revision or withdrawal of the CR. The area of analysis and  
 1813 investigation must already be familiar to the Working Group that put forth the CR, or the

1814 comment must sufficiently introduce the area of analysis and investigation so that the Working  
1815 Group can take action.

1816 • The resolution must be accepted by the Body either as part of the meeting of the Body (as is  
1817 commonly the case with trivial changes) or through a re-Ballot of the CR after the issues have  
1818 been resolved. Comments from each Ballot of the CR, along with their resolution, must be  
1819 documented in the CR.

1820 • At any time after the initial Ballot is closed and notice is sent to the Body, a CR owner may  
1821 request that the next Ballot be a final Ballot. In this case, DMTF Majority rules apply to  
1822 determine if the CR succeeds (see section 4.6.10). Any member of the Body may request that a  
1823 final Ballot be held by motion in accordance to RONR.

1824 • If the Body cannot reach a resolution, the Body Chair may request that the CR be discussed at  
1825 the Parent Body level by notifying the appropriate Parent Body Chair. Any CR issue that cannot  
1826 be resolved in the discussion of the vote must be documented in the CR comments section prior  
1827 to Balloting.

## 1828 **6.2.7 Additional CR approval**

1829 After the CR has been approved at the Working Group level and if Subcommittee approval is required,  
1830 the status of the CR is changed to SC – Pending and the CR is shared with the Subcommittee. The  
1831 Subcommittee then votes on the document referenced by the DR.

1832 After the CR has been approved at the Subcommittee level, the status of the CR is changed to CMTE –  
1833 Pending and the DR and all referenced documents are shared with the Committee.

## 1834 **6.2.8 CR adoption**

1835 After all required parties have approved a CR and the CR needs no further approval, its state is changed  
1836 to SC – Adopted or WG – Adopted, as appropriate. When the Board has approved the associated  
1837 document, the state can be changed to DMTF – Adopted.

# 1838 **7 DMTF Management Initiatives**

1839 The DMTF may create Management Initiatives for purposes of consolidating messaging and promotion  
1840 around technical or interoperability deliverables.

## 1841 **7.1 Management Initiative**

1842 A Management Initiative is a DMTF-protected term applied to a set of specifications, documents, and  
1843 activities that address a specific resource domain (e.g., Server Management, Storage Management,  
1844 Desktop Management, etc.) that meet the following conditions.

### 1845 **7.1.1 Technical components**

1846 It must have technical components:

- 1847 • It must have a top-level specification that normatively defines the technical content of the  
1848 Management Initiative. That specification must reference one or more Management Profiles and  
1849 one or more WBEM Protocols or other specifications within the management domain.
- 1850 • It must reference white papers that describe the specifications and how they apply to the  
1851 management domain.



### 1852 **7.1.2 Messaging components**

1853 It must have messaging components:

- 1854 • It must have requirements for messaging or technical evangelism to promote the Management  
1855 Initiative for the mutual benefit of membership companies. This may include, but is not limited  
1856 to, press releases, tech notes, presentations, and coordination of events with the Marketing  
1857 Committee. This may be as simple as a web page presence and press release or presentation  
1858 and does not require a significant marketing effort.

### 1859 **7.1.3 Compliance and interoperability components**

1860 It should have compliance and/or interoperability components:

- 1861 • It may have requirements for compliance and interoperability. This may include, but is not  
1862 limited to, any of the following: formation of DMTF Forums, plug-fests, development of  
1863 compliance specifications, and test suites. This may be as simple as plug-fests or compliance  
1864 specifications and is not meant to imply DMTF enablement of this activity.

## 1865 **7.2 Management Initiative responsibility**

1866 The Technical Committee is responsible for approving that the technical aspects of the Management  
1867 Initiatives as appropriate. The Marketing Committee is responsible for approving that the messaging  
1868 components of the Management Initiative are appropriate. The Compliance and Interoperability  
1869 Committee is responsible for ensuring that the compliance and/or interoperability components are  
1870 appropriate.

## 1871 **7.3 Management Initiative formation**

1872 For a Management Initiative to be formed, the following steps must take place.

- 1873 1) A Management Initiative proposal must be prepared.
- 1874 2) The Technical Committee must approve the technical content of the proposal. It is assumed that  
1875 the technical content, in form of DSP(s) and white paper(s), is already on the roadmap for the  
1876 Technical Committee to approve
- 1877 3) The Marketing Committee must approve the marketing content of the proposal. It is assumed  
1878 that the messaging content is already on the Marketing Committee roadmap
- 1879 4) The Compliance and Interoperability Committee must approve any compliance and  
1880 interoperability content of the proposal.

1881 After these steps are completed, DMTF Board approval is required for the Management Initiative to be  
1882 created.

## 1883 **7.4 Management Initiative coordination**

1884 Subcommittees should be formed under the Marketing Committee to manage the messaging of the  
1885 Management Initiative and facilitate coordination across Committees as needed. This is done using the  
1886 Subcommittee creation process, indicated in section 4.2.1. The charter of the Subcommittee is to manage  
1887 the messaging of the Management Initiative.

## 1888 **8 Information access**

1889 A policy of the DMTF is to have stable information available to its members. Committee and Working  
1890 Group members are entitled to have access to any pertinent data related to the decisions and operations  
1891 of the team.

## 1892 **8.1 Web posting**

1893 It is the responsibility of the Chairs to ensure that all of the data required for the work of the team is made  
1894 available to all participants. Chairs accomplish this by posting to the Working Group web page in the  
1895 "Members Only" section of the DMTF web site.

## 1896 **8.2 Email lists**

1897 The DMTF maintains email lists for each Working Group for distributing information to its members. The  
1898 email lists are for participants of Committees, Subcommittees, and Working Groups. Committee and  
1899 Working Group email lists are for the internal use of the teams in support of their development or  
1900 marketing activities. These lists are not for general dissemination of information.

## 1901 **8.3 Information restriction**

1902 The restriction of information to a Committee or Working Group (until approved by that team and passed  
1903 to the next group in the DMTF organizational hierarchy) is to protect the DMTF and all its members from  
1904 partial ideas or incomplete or inaccurate information taken out of context. Participants understand the  
1905 history and context of this internal information.

## 1906 **8.4 Access removal**

1907 Failure to participate can result in an individual being dropped from a Committee, Subcommittee, or  
1908 Working Group, at the discretion of the Chair. This step is not taken hastily. Additions to, and removals  
1909 from, the Committee, Subcommittee, and Working Group rosters are the responsibility of the Chairs who  
1910 have that access right. Member access IDs and passwords are the responsibility of the DMTF.

## 1911 **8.5 Information dissemination**

1912 If a member wants to disseminate unreleased DMTF information within their company for internal review,  
1913 it is permitted as long as the information is marked as "DMTF Confidential." Confidential information  
1914 should not be redistributed to any employee of a non-DMTF member company without the permission of  
1915 the DMTF Board of Directors.

## 1916 **8.6 Document information**

1917 Document information is generally disseminated through the DMTF specification web pages and the  
1918 members are informed of specification updates through the DMTF newsletter. Access to the specification  
1919 web pages is open to anyone.

## 1920 **8.7 Call for essential patent rights**

1921 When a document is approved by the Board as a Preliminary Document, a request is made by the  
1922 appropriate Vice President, after approval from the Executive Committee, to Member Companies to  
1923 disclose any essential patent rights that might be infringed by an implementation of the technology  
1924 described in the posted document, as required in the DMTF Patent Policy.

## 1925 **9 Approval process state transition table**

1926 Table 5 represents the DMTF DR, CR, and document states, their description and new state based on  
1927 transition or event.

**Table 5 – Process state transitions and events**

State	Description	Transition	New State
DMTF – Adopted	The document or change request has been approved.		
BOD – ApprovedForPublication	The document or request has been approved for publication, but requires state and status change, specific disclaimers removed, and a document file name change to meet publishing requirements. The document is then checked into CVS.	Confirm	DMTF – Adopted
BOD – Balloting	The request is being Balloted by the Board.	Yes	DMTF – Adopted
		Conditional	BOD – Approved-Pending
		No	BOD – Update-needed
			CMTE – Update-needed
BOD – Pending	The document has been forwarded to the Board and is waiting for Ballot (initial state for Board).	Voting	BOD – Balloting
CMTE – Adopted	The document or request has been approved at the Committee level and no approval is needed by any Parent Body.		
CMTE – ApprovedForPublication	The document or request has been approved for publication, but requires state and status change, specific disclaimers removed, and a document file name change to meet publication requirements. The document is then checked into CVS.	Confirm	DMTF - Adopted
CMTE – Balloting	The document or change request is being Balloted by the Committee.	Yes	CMTE – Adopted
			BOD-Pending
		Conditional	CMTE – Approved-Pending
		No	CMTE – Update-needed
CMTE – EditorialReview	The document or request has been approved but requires the document state/status changed, directives applied and some disclaimers added prior to beginning the approval process for publication.	Confirm	BOD - Pending
CMTE – Pending	The document or change request has been forwarded to the Committee and is waiting for Ballot.	Voting	CMTE – Balloting
CMTE – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work. Only used when the CMTE is the EB.	Ready	CMTE – Pending
SC – Adopted	The document or change request has been approved at the Subcommittee level and no		

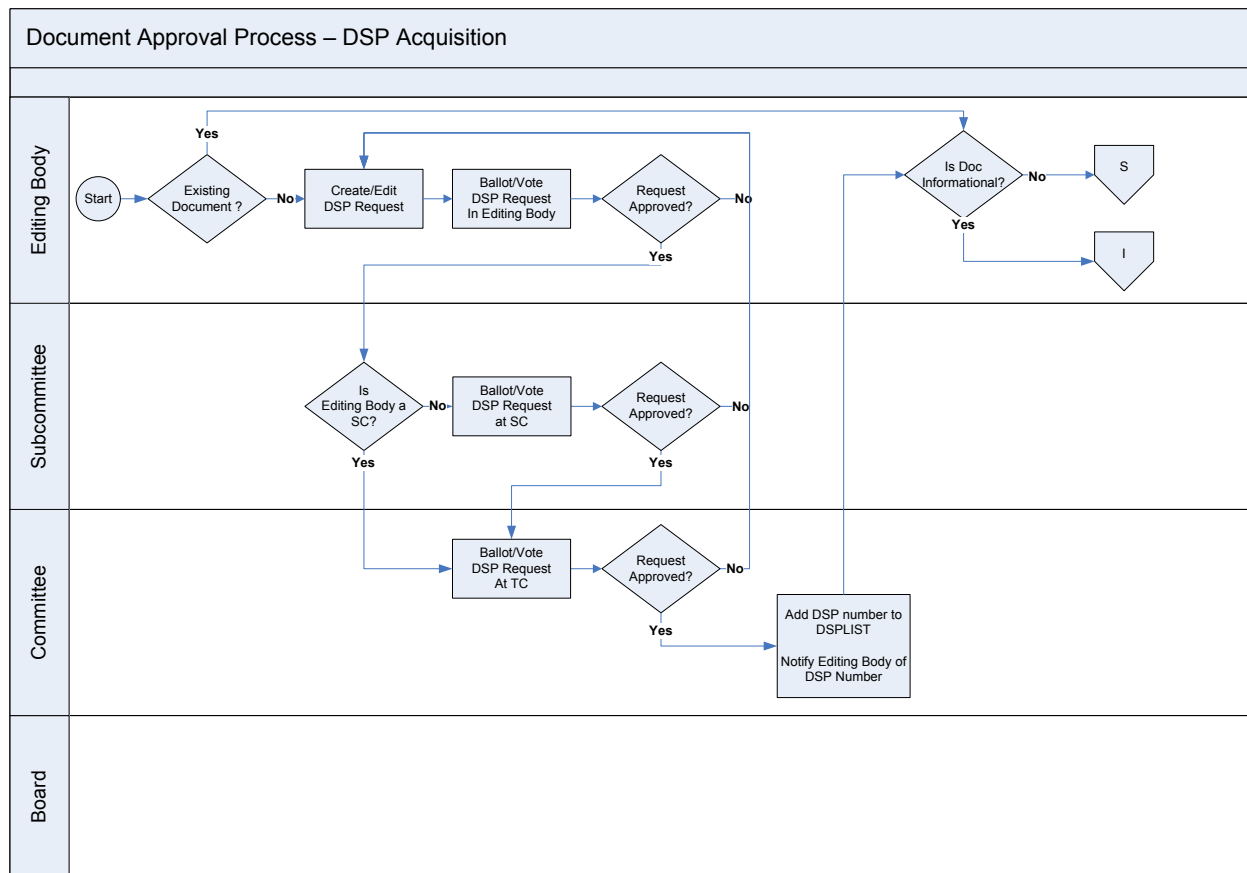
State	Description	Transition	New State
	approval is needed by any Parent Body.		
SC – Balloting	The change request is being Balloted by the Subcommittee.	Yes	SC – Adopted CMTE – Pending
		Conditional	SC – Approved-Pending
		No	SC – Update-needed
SC – EditorialReview	The document or request has been approved, but requires the document state/status changed, directives applied, and some disclaimers added prior to beginning the approval process for publication.	Confirm	CMTE - Pending
SC – Pending	The document or change request has been forwarded to the Subcommittee and is waiting for Ballot.	Voting	SC – Balloting
SC – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work. This state is only used when the SC is the EB.	Ready	SC – Pending
WG – Adopted	The change request has been approved by the WG, and it does not need approval from a higher authority (Technical Committee, Board, etc.).		
WG – Balloting	The change request is being Balloted by the WG.	Yes	WG – Adopted SC – Pending
		Conditional	WG – Approved-Pending
		No	WG – Update-needed
WG – EditorialReview	The document or request has been approved, but requires the document state/status changed, directives applied, and some disclaimers added prior to beginning the approval process for publication.	Confirm	SC - Pending
WG – Pending	The document is waiting for Ballot at the WG level. This is the default for Change Request creation.	Voting	WG – Balloting
WG – Update-needed	This document was presented to a Parent Body and it is being returned for update or further work.	Ready	WG – Pending
Draft	This state is used to begin a document at any level.		
Withdrawn	The document or Change Request has been withdrawn.	Withdraw from any state	Withdrawn

**ANNEX A  
(informative)**

**Process flowcharts**

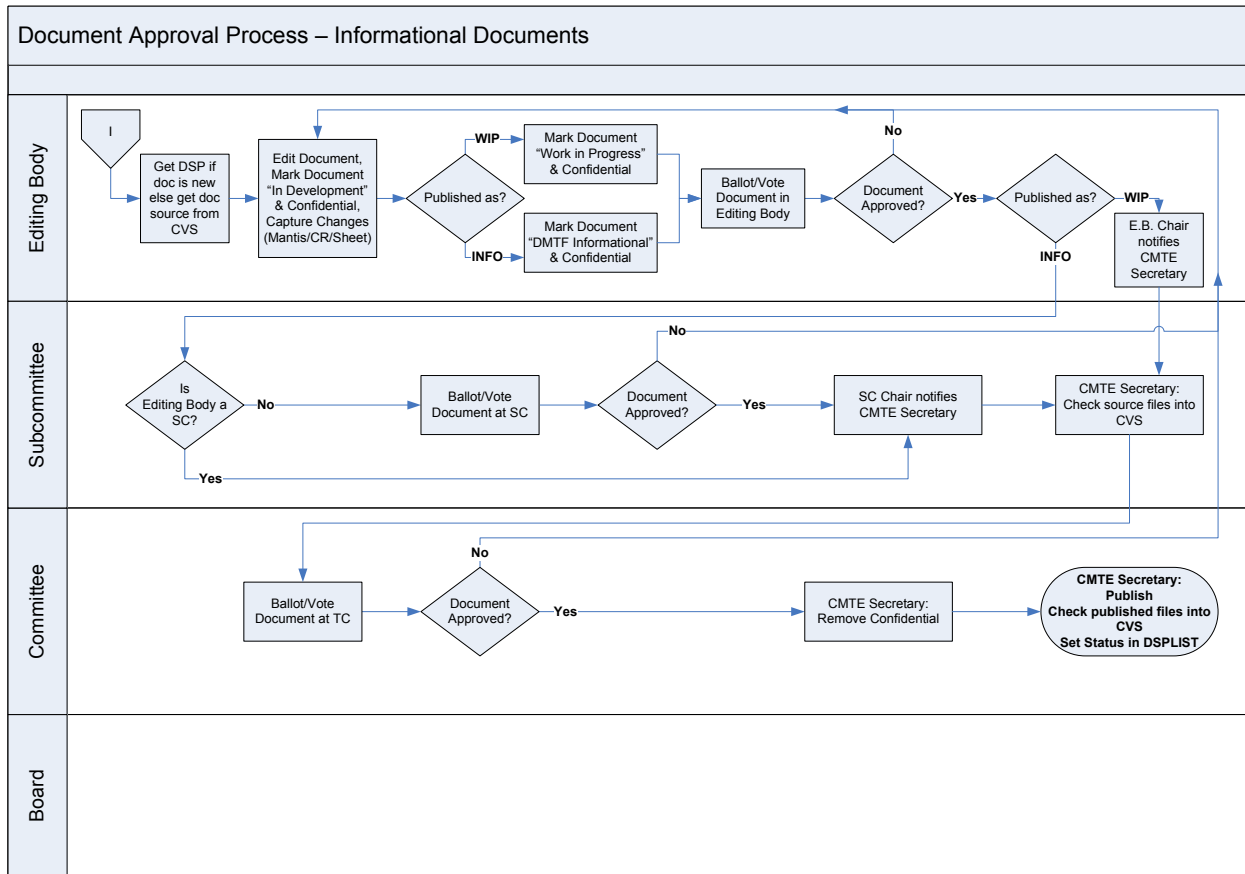
1929  
1930  
1931  
1932

1933 Figure A-1 through Figure A-4 were developed to help the reader understand the processes. These  
1934 flowcharts are for informational purposes to represent the processes in the DMTF and are not intended to  
1935 be the canonical source for DMTF processes.



1936  
1937

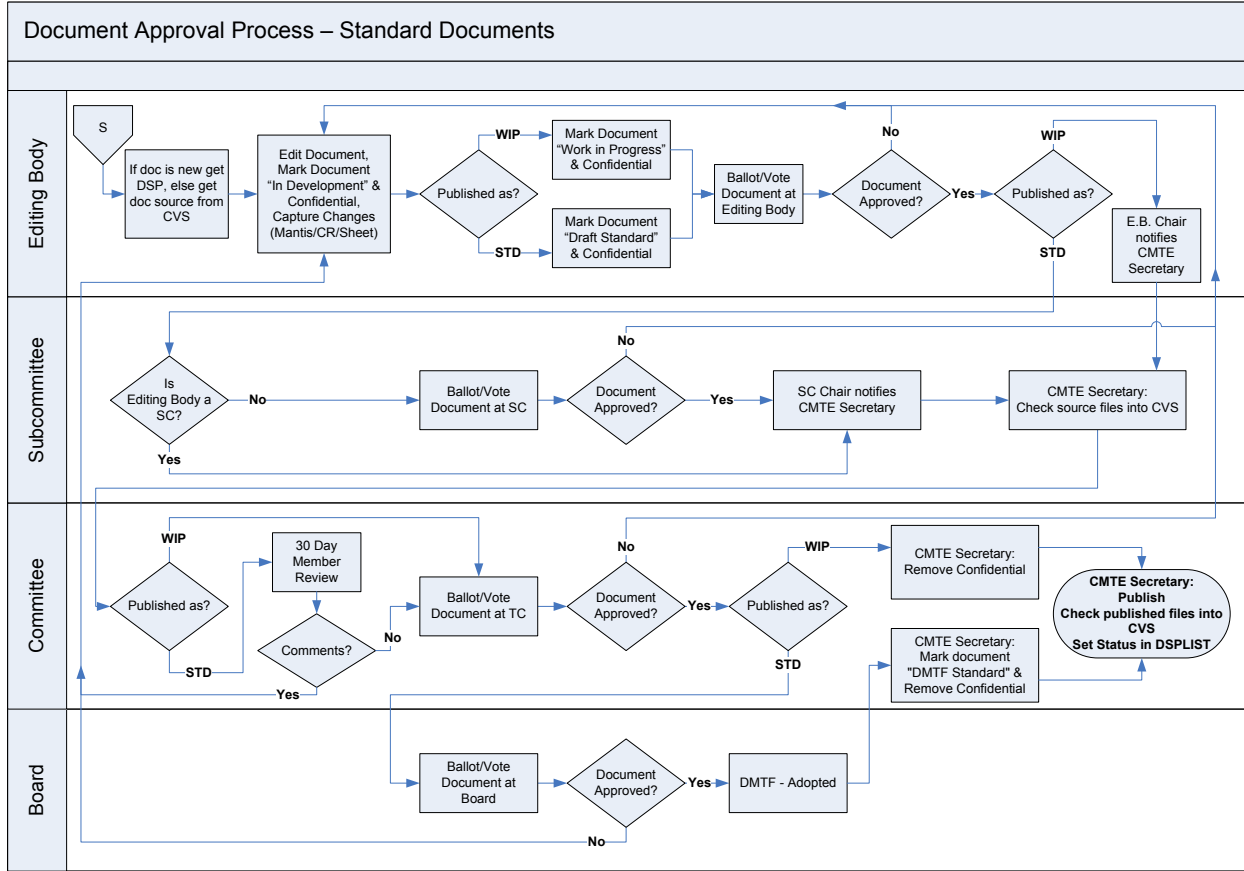
**Figure A-1 – Document approval process: DSP number acquisition**



1938

1939

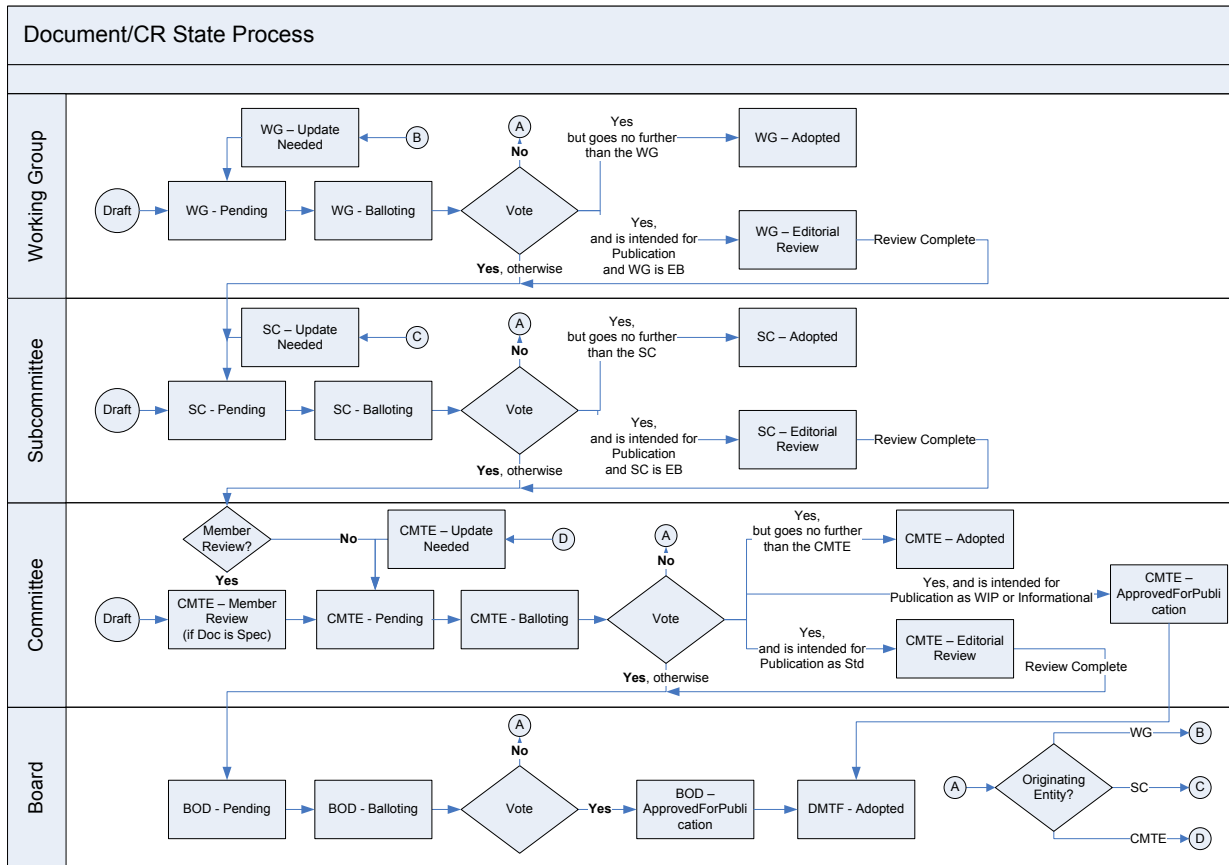
Figure A-2 – Document approval process: Informational documents



1940

1941

**Figure A-3 – Document approval process: DMTF Standard documents**



This is the document states, not necessarily the approval process. This is just a mapping to Kavi states to a union of our processes. Used by secretaries for tracking minutiae  
 State based on Ballot Results  
 Private, Withdrawn or Rejected States can occur from any other state  
 CRs to be shared with upper bodies only when in states were upper bodies require action

EB = Editing Body

1942

1943

1944

Figure A-4 – Document and CR approval states



**ANNEX B  
(informative)  
DR template**

1945  
1946  
1947

TO	DMTF VP of Technology
FROM	<a href="mailto:j.doe@example.com">j.doe@example.com</a>
GROUP	WIP WG, J.Doe Chair
DATE OF ORIGIN	

1948  
1949  
1950  
1951  
1952  
1953  
1954  
1955  
1956

**Document Information**

Document Name:

Document Type:

Editing Body:

Transfer: No (if Yes, provide DSP#)

Publication Disposition: Publish on DMTF Website

Synopsis and Rationale:

**ANNEX C  
(informative)****Change log**

1957

1958

1959

1960

1961

1962

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"

1963