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5 **DMTF Process for Working Bodies**

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154

Introduction

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

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

161 The defined processes outlined in this document include:

- 162 • Body and sub-Body formation, structure, chartering, quiescing and dissolution
- 163 • Body membership and participation
- 164 • Meeting requirements and guidelines
- 165 • Chair, co-chair and vice-chair models and selection
- 166 • Voting and Ballots
- 167 • Supporting organizational processes
- 168 • Common rules and procedures
- 169 • DMTF document release process, comment resolutions and change requests
- 170 • DMTF management initiatives
- 171 • Information access
- 172 • Approval processes

173

DMTF Process for Working Bodies

174 1 Scope

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

- 177 • Documents that are intended to become DMTF standard Documents
- 178 • Documents that are intended to become DMTF Informational Documents
- 179 • Schemas
- 180 • Source codes

181 2 Normative references

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

185 DMTF Bylaws

186 DMTF DSP0004 – Common Information Model (CIM) Metamodel

187 Change Request Template (CR)

188 Charter Template

189 Document Request Template (DR)

190 Uniform Resource Identifiers (URIs) – IETF RFC 3986 - <http://www.ietf.org/rfc/rfc3986.txt>

191 ISO/IEC Directives Part 2 – Rules for the structure and drafting of International Standards

192 3 Terms and definitions

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

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

201 3.1

202 Alternate Voter

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

- 205 **3.2**
206 **Ballot**
207 A vote by any means
- 208 **3.3**
209 **Board of Directors**
210 **Board**
211 A group of persons, as defined in the [DMTF Bylaws](#), chosen to govern the affairs of the corporation.
- 212 **3.4**
213 **Body**
214 A substitution for Committee, Subcommittee, Forum, Chapter, or Working Group.
- 215 **3.5**
216 **Change Request**
217 **CR**
218 The form used to request a change to the CIM schema or a DMTF Document.
- 219 **3.6**
220 **DMTF Document**
221 Any published material released by the DMTF except for press releases, web page material, or marketing
222 collateral.
- 223 **3.7**
224 **DMTF Draft Standard**
225 Any normative DMTF document that has not been approved by the DMTF Board for publication
- 226 **3.8**
227 **DMTF Informational Document**
228 Any non-normative DMTF document.
- 229 **3.9**
230 **DMTF Informational Specification**
231 An Informational document produced by a DMTF Incubator that may become a DMTF standard after the
232 incubator transitions to a regular DMTF working group.
233 These documents proceed through a process similar to DMTF Specifications rather than DMTF
234 Informational documents; however, they are not DMTF Standards.
- 235 **3.10**
236 **DMTF Member Review**
237 The period that precedes release as a DMTF Standard.
238 This period is used to meet intellectual property review requirements and to allow time to receive any final
239 input from the DMTF members at large.
- 240 **3.11**
241 **DMTF Standard Publication Identifier**
242 **DSP identifier**
243 An identifier assigned to all DMTF documents.

- 244 **3.12**
245 **DMTF Standard**
246 A DMTF document of a normative nature that addresses a specific problem domain and has been
247 released by the DMTF.
- 248 **3.13**
249 **Document Request**
250 **DR**
251 The template that is used to obtain, take ownership or return DSP identifiers.
- 252 **3.14**
253 **Document State**
254 The state of the document, which is kept external to the document, such as in metadata on the website
- 255 **3.15**
256 **Document Status**
257 The status of the document, which is kept internal to the document. This is usually on the first page and
258 limited to the status values defined in section 6.1.3.
- 259 **3.16**
260 **Document Type**
261 The type of the document which is kept internal to the document. This is usually on the first page and
262 limited to the status values defined in section 6.1.5.
- 263 **3.17**
264 **Editing Body**
265 The Committee, Subcommittee, or Working Group assigned editorial responsibility for any given
266 document.
- 267 **3.18**
268 **Electronic Ballot**
269 A Ballot conducted electronically following the procedures defined herein.
- 270 **3.19**
271 **In Development**
272 The period during which a document is being crafted by the Editing Body.
- 273 **3.20**
274 **Mantis**
275 A comment-tracking tool provided by the DMTF for the use of its members in tracking changes to specific
276 documents
- 277 **3.21**
278 **Model**
279 A set of conceptual elements and the relationships between them that collectively define the semantics,
280 behavior, and state of some thing.
- 281 **3.22**
282 **CIM schema**
283 A formal language representation of a model, conformant to the CIM meta-model defined in [DSP0004](#),
284 which is created by the DMTF or Alliance Partners.

285 Disambiguation: CIM Schema [uppercase Schema] is a CIM schema with schema name “CIM” that
286 defines a management ontology.

287 **3.23**

288 **Managed Object Format** 289 **MOF**

290 A schema description language used for specifying the interface of managed resources (storage,
291 networking, compute, software) conformant with the CIM meta-model defined in [DSP0004](#).

292 **3.24**

293 **MOF file**

294 A file containing the representation of a schema element written in the MOF language.

295 **3.25**

296 **Parent Body**

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

298 **3.26**

299 **Primary Voter**

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

303 **3.27**

304 **Process Document**

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

306 **3.28**

307 **Schema**

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

310 **4 Symbols and abbreviated terms**

311 The following abbreviations are used in this document.

312 **4.1**

313 **DMTF**

314 Distributed Management Task Force

315 **4.2**

316 **MIB**

317 Management Information Base

318 **4.3**

319 **URI**

320 [Uniform Resource Identifier](#)

321 **5 DMTF Committees, Subcommittees, Working Groups, Forums, and**
 322 **Chapters**

323 **5.1 Structure and introduction**

324 Bodies in the DMTF are arranged in a hierarchical structure rooted at the Board. Bodies reporting to the
 325 Board are called Committees and operate as Other Committees in accordance with the [DMTF Bylaws](#).
 326 Subcommittees and Chapters report to Committees. Working Groups report to Subcommittees. Forums
 327 may report to any Body. The Body to which a Body reports is referred to as its Parent Body.

328 Every Body has a Board-approved charter that defines its scope. Chapters and Forums may have
 329 procedural or financial addenda to their charters that must also be approved by the Board.

330 Procedures common to all Bodies are described in Section 5.8 and apply unless more specific guidance
 331 is provided in this section.

332 **5.2 Membership levels, roles, voting, and participation**

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

336

Role or right	Leadership	Participation	Designated Alliance-Partner representative	Academic Alliance-Partner representative
Chair Committees	Yes	No	No	No
Vote in Committees	Yes	No	No	No
Participate in Committees	Yes	No	Yes	No
Chair Subcommittees	Yes	No	No	No
Vote in Subcommittees	Yes	No	No	No
Participate in Subcommittees	Yes	Yes	Yes	Yes
Chair Work Groups	Yes	No	No	No
Vote in Workgroups	Yes	Yes	No	No
Participate in Work Groups	Yes	Yes	Yes	Yes
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	Yes	Yes
Vote in Chapters	Yes	Yes	No	No
Participate in Chapters	Yes	Yes	No	No

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

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

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

344 DMTF expects as much continuity in representation as possible.

345 Members are encouraged to participate in as many Bodies to which they can actively contribute.

346

347 **5.3 Committees**

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

351 **5.3.1 Membership and participation**

352 Chairs of Committees and Subcommittees (see "Subcommittees," section 5.4) may participate in any
353 Committee but may not vote unless they are otherwise eligible.

354 **5.3.2 Committee chair**

355 Committee chairs are appointed by the Board of Directors.

356 **5.3.2.1 Committee vice-chair**

357 All Committees must have a vice-chair. It is the vice-chair's responsibility to serve in the place of the chair
358 should the chair be temporarily unable to fulfill the duties and responsibilities required of the chair.
359 Committee vice-chairs are elected by the Committee according to the process in section 5.8.2, with the
360 clarification that both the Parent Body and the Body referenced in that section are the Committee (thus
361 the Board of Directors is not directly involved). The vice-chair must be a voting participant of the
362 committee prior to the election.

363 **5.4 Subcommittees**

364 The Committees can form Subcommittees. The Subcommittees focus on issues in specific areas of the
365 Committee's charter.

366 To exist, a Subcommittee must have current unfulfilled goals and a charter. A Subcommittee can be
367 considered active regardless of whether scheduled teleconferences occur or Ballots are requested of the
368 parent Committee. A Subcommittee is considered to have current unfulfilled goals if at least one of its
369 Working Groups has current unfulfilled goals. Additional requirements for submissions and participation
370 can be defined by a Subcommittee by extending its charter. If this is done, it must be approved by the
371 Subcommittee members and documented on the Subcommittee's main web page.

372 **5.4.1 Subcommittee chair**

373 Eligible Member representatives may be elected chair a Subcommittee.

374 1) The Subcommittee chair is a member of the parent Committee, but may not vote unless
375 otherwise eligible. A Member may chair at most one Subcommittee of any given Committee.

376 2) All Subcommittees must have a vice-chair. It is the vice-chair's responsibility to serve in the
377 place of the chair should the chair be temporarily unable to fulfill the duties and responsibilities

378 required of the chair. There are no restrictions on the number of Subcommittees that a person
379 may vice-chair.

380 3) In the event that a Subcommittee chair is unable to fulfill the responsibilities of the position and
381 has not resigned, Subcommittee participants from three separate Leadership Members may
382 submit a request to the parent Committee that a new election be held. The request must be
383 submitted in writing. Prior to initiating the request, Subcommittee members are strongly
384 encouraged to attempt to resolve their concerns directly with the Subcommittee chair.

385 **5.4.2 Subcommittee subteams**

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

387 **5.4.3 Quiescing a Subcommittee**

388 Subcommittees cannot be quiesced.

389 **5.4.4 Dissolving a Subcommittee**

390 The process to dissolve a Subcommittee is as follows:

- 391 1) A Subcommittee chair or Committee chair may make a request to the appropriate Committee
392 chair that a Subcommittee be dissolved. This move is justified when no Subcommittee goals
393 and deliverables remain; there are no Working Groups supported by the Subcommittee; or the
394 Subcommittee is inactive. This information is then conveyed to the Committee by the
395 appropriate Committee chair. If anyone takes issue with the move to dissolve, a discussion
396 between the Committees and the Subcommittee chair is scheduled. Following the discussion, a
397 report to the Subcommittee is made and another vote is held. Upon approval, the request is
398 forwarded to the Board for approval.
- 399 2) After Board approval, an announcement is sent to all the DMTF members indicating that the
400 Subcommittee is dissolved and providing the web location of its archived information. Questions
401 regarding the work and deliverables of the Subcommittee can continue to be mailed to the
402 DMTF list through the [Contact](#) page.

403 **5.5 Working Groups**

404 Subcommittees form Working Groups, consistent with the Subcommittee's charter

405 To exist, a Working Group must have current unfulfilled goals and a charter. A Working Group can be
406 considered active regardless of whether scheduled teleconferences occur or change requests are
407 submitted. Additional requirements for submissions and participation can be defined by a Working Group
408 by extending its charter. If this is done, it must be approved by the Working Group members and
409 documented on the Working Group's main web page.

410 **5.5.1 Working Group chair**

411 Eligible Member representatives may chair a Working Group.

- 412 1) The Working Group chair is a member of the parent Subcommittee, but may not vote unless
413 otherwise eligible. A person may chair or co-chair more than one Working Group.
- 414 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working
415 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair
416 should the chair be temporarily unable to fulfill the duties and responsibilities required of the
417 chair. There are no restrictions on the number of Working Groups that a person may vice-chair.
- 418 3) Subsequent elections for a Working Group chair follow the process defined in section 5.8.2.

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

425 5.5.2 Working Group subteams

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

431 5.5.3 Quiescing a Working Group

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

- 434 1) The Working Group chair or Subcommittee chair may make a request to the appropriate
435 Subcommittee chair that a Working Group be quiesced. This move is justified when no
436 deliverables remain but the group may need to become active again to work on a new revision.
437 It may also be justified if the group lacks the resources to complete the assigned work, but
438 expects to be able to continue it in the future (perhaps when other pending work is complete). A
439 motion is made to quiesce the Working Group and a vote is held. If anyone takes issue with the
440 move to quiesce, a discussion between the Subcommittees and the Working Group chair is
441 scheduled. Following the discussion, a report to the Subcommittee is made and another vote is
442 held. Upon approval, the request is forwarded to the Committee and then (upon successful
443 Committee vote) to the Board for approval.
- 444 2) After Board approval, an announcement is sent to all the DMTF members indicating that the
445 Working Group is quiesced and providing the web location of its archived information.
446 Questions regarding the work and deliverables of the Working Group can continue to be mailed
447 to the DMTF list through the [Contact](#) page.

448 5.5.4 Dissolving a Working Group

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

- 450 1) A Working Group chair or Subcommittee chair may make a request to the appropriate
451 Subcommittee chair that a Working Group be dissolved. This move is justified when no Working
452 Group goals and deliverables remain or the Working Group is inactive. This information is then
453 conveyed to the Subcommittee by the appropriate Subcommittee chair. If anyone takes issue
454 with the move to dissolve, a discussion between the Subcommittees and the Working Group
455 chair is scheduled. Following the discussion, a report to the Subcommittee is made and another
456 vote is held. Upon approval, the request is forwarded to the Committee and then (upon
457 successful Committee vote) to the Board for approval.
- 458 2) After Board approval, an announcement is sent to all the DMTF members indicating that the
459 Working Group is dissolved and providing the web location of its archived information.
460 Questions regarding the work and deliverables of the Working Group can continue to be mailed
461 to the DMTF list through the [Contact](#) page.

462 5.6 Forums

463 A Body may create Forums. Forums focus on issues in specific areas of the Body's charter. Forums are
464 different from Subcommittees and Working Groups in that Forums pursue work that is interesting to a

465 subset of DMTF members and may collect and disperse monies, within the rules and regulations of the
466 [DMTF Bylaws](#), from this subset of the DMTF membership to succeed at their stated mission. As such,
467 membership in a Forum may be restricted to DMTF members who fulfill key requirements like paying
468 special dues or a Forum membership fee. Forums may exist for any purpose within these guidelines and
469 the [DMTF Bylaws](#). Forums are intended to be self-funding (that is they are responsible for collecting
470 monies to pay for programs or initiatives they seek to deliver), but may request funds from their Parent
471 Body.

472 Forums may still be considered active regardless of whether scheduled teleconferences occur or change
473 requests are submitted. It is necessary that Forums have current unfulfilled goals and charter to exist.
474 Additional requirements for submissions and participation can be defined by a Forum that extend the
475 charter and deliverables of the team. If this is done, this must be approved by the Forum members and
476 documented on the Forum's main web page

477 **5.6.1 Forum officers**

478 Forums may establish the cadre of officer positions needed to govern; however, each Forum must at
479 least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or
480 secretary. Leadership Members who pay applicable Forum dues are eligible to be an officer in a Forum.
481 No other categories of membership have the right to be an officer in a Forum. The Forum chair is a
482 member of the sponsoring Committee, but may not vote unless otherwise eligible. The chair is
483 responsible leading other officers that are elected to the Forum. Officers in a Forum should be elected
484 every two years. In the event that an officer in a Forum resigns or can no longer fulfill the obligations of
485 the office, a new officer is selected according to the process defined in section 5.8.2

486 **5.6.2 Forum structure and subteams**

487 It is sometimes necessary to form subteams within a Forum to focus the members. When this occurs, the
488 work of the subteam must fall within the charter of the "parent" Forum—and the Forum's goals and charter
489 must be updated to reflect the activities of the subteam. The formation, leadership, and termination of a
490 subteam is a prerogative of the Forum. Also, the Forum may be organized into different classes of
491 membership, each of which has different voting rights and membership fee or dues requirements.

492 **5.6.3 Collection of membership dues and fees; accounting services**

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

496 **5.6.4 Technical specifications and standards**

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

499 **5.6.5 Interoperability services**

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

505 **5.6.6 Marketing and PR activities**

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

508 5.6.7 Quiescing a Forum

509 Forums cannot be quiesced.

510 5.6.8 Dissolving a Forum

511 The process to dissolve a Forum is as follows:

512 5.6.8.1 Voluntary dissolution of a Forum

513 When there are no remaining Forum goals and deliverables or the Forum is inactive the Forum chair
514 should prepare a proposal to dissolve and then obtain Board approval.

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

518 If the Forum has established ongoing programs that it wishes to continue after the Forum is dissolved, the
519 Forum must develop a plan with the Parent Body chair for the continuation of such programs and then
520 obtain Board approval.

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

523 5.6.8.2 Involuntary dissolution of a Forum

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

526 Having determined that a Forum is operating outside the rules and policies of the DMTF, the Parent Body
527 chair shall notify the Forum through the group's email alias of such nonconformance. The Forum then has
528 a period of 60 days to restore operation of the Forum to the terms of DMTF rules and policies. If, after 60
529 days, the Forum remains out of conformance with DMTF rules and policies, the Parent Body chair obtains
530 Board approval for dissolution.

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

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

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

538 5.6.8.3 Announcement of dissolution

539 Within twenty business days after the Board approves dissolution, a notice is sent to all DMTF members
540 containing the Forum dissolution announcement, and the web location of its archived information. At this
541 time, the membership roster of the dissolved Forum is cleared. Questions regarding the work and
542 deliverables of the Forum can continue to be mailed to the DMTF list, through the [Contact](#) page.

543 5.7 Chapters

544 The Regional Chapter Committee (RCC) forms Chapters. Chapters focus on issues in specific areas of
545 the RCC's charter. Chapters are different from Subcommittees and Working Groups in that Chapters
546 pursue work that is interesting to a subset of DMTF members and they collect and disperse monies,
547 within the rules and regulations of the [DMTF Bylaws](#), from this subset of the DMTF membership to

548 succeed at their stated mission. As such, membership in a Chapter may be restricted to DMTF members
549 who fulfill key requirements like paying special dues or a membership fee. Chapters may exist for any
550 purpose within these guidelines and the [DMTF Bylaws](#). Chapters are intended to be self-funding (that is
551 they are responsible for collecting monies to pay for programs or initiatives they seek to deliver) but they
552 may request funds from their governing Committees.

553 Chapters may still be considered active regardless of whether teleconferences occur or change requests
554 are submitted. It is necessary that Chapters have current unfulfilled goals and charter to exist. Additional
555 requirements for submissions and participation can be defined by a Chapter extending the charter and
556 deliverables of the team. If this is done, this must be approved by the Chapter members and documented
557 on the Chapter's main web page.

558 **5.7.1 Chapter officers**

559 Chapters may establish the cadre of officer positions needed to govern; however, each Chapter must at
560 least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or
561 secretary. Leadership Members who pay applicable Chapter dues are eligible to be an officer in a
562 Chapter. A Member may hold only one officer position in any given Chapter. No other categories of
563 membership have the right to be an officer in a Chapter. The Chapter chair is a member of the sponsoring
564 Committee, but may not vote unless otherwise eligible. The chair is responsible for leading other officers
565 that are elected to the Chapter. Officers in a Chapter should be elected every two years. In the event that
566 an officer in a Chapter resigns or can no longer fulfill the obligations of the office, a new officer is selected
567 according to the process defined in section 5.8.2.

568 **5.7.2 Chapter structure and subteams**

569 It is sometimes necessary to form subteams within a Chapter to focus the members. When this occurs,
570 the work of the subteam must fall within the charter of the "parent" Chapter—and the Chapter's goals and
571 charter must be updated to reflect the activities of the subteam. The formation, leadership, and
572 termination of a subteam is a prerogative of the Chapter. Also, the Chapter may be organized into
573 different classes of membership, each of which has different voting rights and membership fee or dues
574 requirements.

575 **5.7.3 Collecting membership dues and fees; accounting services**

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

579 **5.7.4 Technical specifications or standards**

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

582 **5.7.5 Interoperability services**

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

588 **5.7.6 Marketing and PR activities**

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

5.7.7 Quiescing a Chapter

Chapters cannot be quiesced.

5.7.8 Dissolving a Chapter

The process to dissolve a Chapter is as follows:

5.7.8.1 Voluntary dissolution of a Chapter

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

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

5.7.8.2 Involuntary dissolution of a Chapter

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

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

5.7.8.3 Announcement of dissolution

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

632 5.8 Common rules and procedures

633 This section contains information supporting the prior sections.

634 5.8.1 Body formation

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

- 637 1) Proposals for a new Body can be proposed by any three Leadership Members of the DMTF.
638 They are brought to the chair of the appropriate Parent Body. A proposal to form the new Body
639 must be submitted and an interim chair or co-chairs identified (hereafter referred to as “interim
640 chair”). The interim chair must be a Leadership Member representative. The Parent Body chair
641 then hosts a discussion with the interim Body chair(s) and the appropriate Parent Body. The
642 goals of the discussion are to determine whether the work aligns with the strategy and focus of
643 the DMTF; what existing work is available in the industry; whether cooperative relationships with
644 standards outside the DMTF might be necessary; and so on. No binding vote need be held. If
645 the Parent Body is a Subcommittee, a similar discussion must be held at the Committee. No
646 binding vote need be held. The proposal goes to the Board for approval.
- 647 2) After the proposal for the new Body is approved by the Board, an announcement is sent to all
648 Leadership Members by the Committee chair, soliciting interested participants to attend one or
649 more teleconferences or face-to-face meetings. The purpose of these meetings is to craft an
650 initial charter for the Body, (see charter content 5.8.6.1). At least three Leadership Members
651 must express interest to continue to the next step.
- 652 3) After at least three Leadership Members have expressed interest in forming the new Body,
653 representatives from these members meet to discuss goals, a charter, deliverables, and a
654 timeline. An interim group page may be created on the DMTF web site at this point to facilitate
655 discussion and coordinate meetings. The chair of the appropriate Parent Body is responsible for
656 providing insight and observations about the DMTF, any requested help in anticipating
657 Committee, Subcommittee, and Board questions and responses, and answers to procedural
658 questions.
- 659 4) At the conclusion of the meetings, the interim chair submits the proposed initial charter to the
660 chair of the appropriate Parent Body along with proposed goals and an initial timeline. In
661 addition, the interim chair must identify at least three Leadership Members that are committed to
662 the ongoing work. The Parent Body chair then verifies the submitted information. If no issues
663 exist, the charter and list of committed Leadership Members are sent to the Parent Body for
664 Ballot following the normal Ballot process. If the Parent Body is a Subcommittee, a similar
665 discussion and vote must be held at the Committee. The charter goes to the Board for approval.
666 Issues with the Working Group’s proposed charter and list of committed members should be
667 raised in the initial Ballot and then worked to closure.
- 668 5) After Board approval of the Body’s initial charter, the appropriate Committee chair sends a
669 second announcement to all DMTF members indicating the formation of the new Body and the
670 timing of its first meeting. At the formation meeting for the Body, the charter and list of
671 committed members are reviewed (and possibly amended); the chairing method for the Body is
672 decided (single chair, chair and vice chair or co-chairs); the official chair nomination process is
673 started; and work on the deliverables commences. Meeting times for the new Body should also
674 be discussed and Balloted if agreement during the meeting is not reached.
- 675 If the Body is a Forum or Chapter, any fees and officer positions, such as treasurer, are decided
676 and the nomination process for these positions is started. Note that the process for deciding on
677 these positions is the same as for deciding on chairs.
- 678 6) At the Body’s formation meeting, any chairs, vice-chairs, co-chairs or other officers are elected
679 according to the procedure in section 5.8.2.

680 5.8.2 Chair and officer elections

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

683 5.8.2.1 Electing Officer

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

686 5.8.2.2 Order of Elections

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

690 5.8.2.3 Election Procedure

- 691 • The Electing Officer announces by email to the Body's mailing list that nominations for the
692 vacant position(s) are being solicited. Nominations can be submitted at a meeting or by email to
693 the Electing Officer's alias. Nominations shall be open for a minimum of five business days
694 after announcement to the Body's email list.
- 695 • At the meeting following the close of the nomination period, the Electing Officer announces the
696 list of candidates nominated for each vacancy. Candidates may describe their background and
697 interest in the role. If multiple nominees for a vacancy exist, the winning candidate is selected
698 through an email Ballot to the Electing Officer's alias. Each Member may vote once for each
699 vacancy on the ballot provided that each vote is for different persons.
- 700 • If only one candidate exists for a vacancy, a default selection is made and announced.
701 Members may voice objections to the default selection by email to the Electing Officer's alias
702 within five business days of the announcement. Should an objection be received, an attempt
703 shall be made to resolve it. If resolution is not possible, then an election shall be held after
704 another five business day call for nominations. Such election shall be held even though only
705 one candidate stands. A simple majority of the votes is sufficient to elect the candidate.
- 706 • If multiple candidates exist for a vacancy then the candidate with a simple majority of the votes
707 is selected. If no candidate has obtained a simple majority, then there shall be a run-off election
708 between the two candidates with the most votes. The Electing Officer at the conclusion of each
709 round of voting shall disclose the total number of votes cast for each vacancy as well as the
710 number of votes achieved by each candidate.
- 711 • In the case of the simultaneous election of two co-chairs each Member shall have the
712 opportunity to cast two votes each of which must be cast for different persons. Any candidate
713 that receives a number of votes greater than 50% of the number of Members that cast votes is
714 elected. If one position remains unfilled, then there shall be a run-off election between the
715 remaining two candidates that had received the most votes. Should there then remain unfilled
716 positions then each co-chair shall be voted sequentially and the candidate with a plurality of
717 votes shall be elected.

718 5.8.3 Chair responsibilities

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

- 720 • The chair is responsible for acting as the presiding officer for all meetings and ensuring that all
721 DMTF policies and procedures are followed.
- 722 • The chair is responsible to attend meetings of the Body and to provide reports to the Parent
723 Body.

- 724 • The chair is responsible for informing the Parent Body of the progress, schedule, and status of
725 the specific technologies or programs under development by the Body and its subordinate
726 bodies on a monthly basis.
- 727 • As goals, schedules, and deliverables change, the chair is responsible for providing that data for
728 publication on the Body’s public web page by sending the request with all necessary information
729 through the approvals required of an Informational Document (6.1.3.6) and ultimately to [tc-
730 support@dmf.org](mailto:tc-support@dmf.org) for publication.
- 731 • The chair is responsible for bringing Body issues to the Parent Body for resolution and Body
732 deliverables to the Parent Body for forwarding to the DMTF Board through the organization for
733 publication.
- 734 • The chair is responsible for maintaining email lists and rosters for the Body.
- 735 • The chair is responsible for ensuring that accurate minutes of each meeting are taken and
736 posted on the “Members Only” web site, together with pertinent documents. If a Body chooses
737 to rotate responsibility for recording minutes amongst its participants, each such Member is
738 required to join in the rotation.
- 739 • The chair is also responsible for seeing that meeting attendance is tracked by using the tracking
740 tool in the Body’s area of the web site.
- 741 • The chair is responsible for ensuring that an accurate record of the status of all specifications
742 owned by the Body is maintained.
- 743 • The chair is responsible for ensuring the Body and all subordinate Bodies are operating within
744 their charters and those charters are up to date.
- 745 • The chair is responsible for publishing the agenda two business days prior to meetings and
746 ensuring that all collateral material for discussions are published two business days prior to
747 meetings.
- 748 • The chair is responsible for declaration of voting results.
- 749 • The chair is responsible for Alliance Partner Work Register responsibilities and milestones as
750 declared in the Work Registers.
- 751 • The chair is responsible for ensuring adherence to the DMTF Recording Policy.
- 752 • The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair
753 or co-chair that can assume the role of chair upon a vacancy or absence of the chair.

754 **5.8.4 Chair vacancy**

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

- 758 1) When the chair, co-chair or vice-chair leaves or changes their relationship with the Leadership
759 Member that they represent (other than through a merger or buyout), the position held by that
760 person must be vacated and a new election held; or in the case of a Committee, a new Board
761 appointment is made.
- 762 2) When a Body changes chairing model, the rules in section 5.8.5 require that an election be
763 held.
- 764 3) When a Leadership Member is purchased by, or merged, with another Leadership Member and
765 the co-chairs or the chair and vice-chair now represent the same Leadership Member, one of
766 the positions must be vacated and a new election held for that position; or in the case of a
767 Committee, a new Board appointment is made.

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

771 5.8.5 Chairing model changes

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

- 774 • When a Body with a single chair changes to a model with a chair and a vice-chair, the current
775 chair maintains the position and an election is held for vice-chair.
- 776 • When a Body with a single chair changes to a model with co-chairs, the current chair maintains
777 the position and an election is held for the other co-chair.
- 778 • When a Body with a chair and vice-chair changes to a model with a single chair, the current
779 chair maintains the position and the vice-chair position is eliminated.
- 780 • When a Body with a chair and vice-chair changes to a model with co-chairs, the current chair
781 maintains the positions, the vice-chair position is eliminated and an election is held for the other
782 chair.
- 783 • When a Body with co-chairs changes to a model with a single chair, the process is more
784 complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
785 become interim chairs until an election is held for the single chair seat.
- 786 • When a Body with co-chairs changes to a model with a chair and vice-chair, the process is
787 more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
788 become interim chairs until an election is held for the single chair seat. The vice-chair position is
789 then filled through the normal election process.

790 5.8.6 Charters

791 All Bodies must have a Board-approved charter that defines the scope of work to be performed by the
792 Body.

793 5.8.6.1 Charter content

794 Charter scope includes the following:

- 795 • Purpose, technology area, problems to be solved, and anticipated work to be performed.
- 796 • General nature of anticipated deliverables such as specifications, test code, example source
797 code, schemas or other materials.
- 798 • Parent Body.
- 799 • Disambiguate the nature of the Body from any other DMTF Body.

800 Charter scope does not include the following:

- 801 • Specifically named deliverables
- 802 • Chairs
- 803 • Schedule or time-line

804 5.8.6.2 Initial charter creation

- 805 • Committee charters are set by the Board

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

808 **5.8.6.3 Charter modification**

- 809 • Bodies wishing to change their charters may do so by preparing the proposed new charter and
810 then obtaining Board approval (5.8.11).

811 **5.8.7 Meeting notices, agenda, and materials**

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

817 **5.8.8 Rules of Order**

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

821 **5.8.9 Rules of Procedure**

822 Bodies may establish additional Rules of Procedure that may apply to themselves, to their child Bodies,
823 or to both. Rules of Procedure may include specific additional processes that must not be inconsistent
824 with DMTF Bylaws, policies, or this document. Although Board approval is not required for Rules of
825 Procedure, any Member may escalate a Rules of Procedure that they believe contradict DMTF Bylaws,
826 policies, or this document by means of the Escalation Procedure (5.8.10). All effective Rules of
827 Procedure for any Body must be accessible from the Body's public facing web page.

828 **5.8.9.1 Financial rules**

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

831 **5.8.9.2 Other rules**

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

- 834 • Procedures for submitting items for consideration and the forms attendant thereto.
- 835 • Specification of tools to be used for test, document generation, or otherwise in the pursuit of the
836 Body's Charter.
- 837 • Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the
838 Body's Charter.

839 **5.8.9.3 Prohibited rules**

840 No Rules of Procedure document may:

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

845 5.8.9.4 Rules of Procedure approval

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

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

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

851 5.8.10 Escalations

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

857 5.8.10.1 Responsibilities

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

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

863 5.8.10.2 Escalation requirements

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

868 5.8.10.3 Timeline

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

870 5.8.10.4 Further escalation

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

873 5.8.10.5 Final decisions

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

875 5.8.11 Obtaining Board approval

876 Certain proposals (e.g. charters, documents, or events) require approval of the Board and are indicated
877 herein as “obtain Board approval” or similar forms. The procedure for obtaining this approval is:

- 878 • The proposal is approved by the originating Body
- 879 • The proposal is forwarded to the Parent Body for approval
- 880 • Any issues, negotiations, clarifications, modifications are resolved between the Parent Body and
881 the submitting Body until the Parent Body approves the proposal.
- 882 • If the Parent Body is the Board, the approval process is complete. If not, the Parent Body takes
883 responsibility for the proposal and then submits the proposal to its Parent Body.

884 5.8.12 Voting

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

890 5.8.13 Vote counting

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

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

899 5.8.14 DMTF majority rules

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

905 5.8.15 Motions related to methods of voting

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

909 Typical incidental motions include:

- 910 • Motion for an Electronic Ballot q.v.
- 911 • Motion for a standing vote (or show of hands)
- 912 • Motion for a roll-call vote

913 5.8.16 Requesting another Body to Ballot

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

917 5.8.17 Electronic Ballots

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

920 5.8.17.1 Validity

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

923 5.8.17.2 Electronic Ballot lifecycle

- 924 • A motion that will be decided by Electronic Ballot is made, discussed, and potentially amended.
- 925 • An Electronic Ballot is opened by the chair during, or subsequent to, the meeting.
- 926 • The Electronic Ballot remains open for the time agreed unless extended.
- 927 • Votes may be made or changed until the result is declared.
- 928 • In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the
929 scheduled closure of an Electronic Ballot, but before it is declared, comments may be discussed
930 and voters may change their votes.
- 931 • After all vote changes have been made, the chair declares the result.

932 5.8.17.3 Amendments

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

936 5.8.17.4 Comments

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

941 5.8.17.5 Incorporation of comments

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

946 5.8.17.6 Duration

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

952 5.8.17.7 Closure and declaration

953 If an Electronic Ballot closes between meetings of the voting Body, the declaration of the Ballot must be
954 part of the next meeting of that Body. It is recommended that chairs set up the Electronic Ballot to close
955 during the meeting itself. The following procedures are for closing and declaring the results of the
956 Electronic Ballot:

- 957 • The early part of the agenda for the voting Body must include an item for closing Electronic
958 Ballots.
- 959 • The voting Body may discuss any comments made during the Balloting period.
- 960 • Members of the voting Body may either cast or change their existing vote. The responsibility for
961 recording this change falls upon the chair. The votes shall be recorded in the Electronic Ballot.
- 962 • The chair of the voting Body closes the Electronic Ballot and declares the results.

963 5.8.17.8 Recording of Electronic Ballots

- 964 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an
965 action is taken with respect to that Electronic Ballot.
- 966 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the
967 minutes of the meeting in which they are made.
- 968 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of
969 the meeting in which they are made.
- 970 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are
971 declared.

972 5.8.17.9 Responsibility to manage

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

974 5.8.17.10 Identification of Electronic Ballots

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

980 5.8.18 DMTF recording policy

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

- 983 • The purpose of recording is only to ensure accurate meeting notes.
- 984 • Only the recording secretary may perform the recording.
- 985 • The recordings may not be shared, or played back, by the recording secretary with any other
986 member.
- 987 • The recordings must be destroyed after the minutes are approved by the group.
- 988 • Participation in DMTF calls gives implicit permission for the recording secretary to record
989 according to these rules.
- 990 • The chair or secretary shall announce that the meeting is being recorded at the beginning of the
991 meeting, prior to the approval of the meeting agenda.

992 • The following text should be placed in the meeting agenda template:

993 "DMTF PHONE CONFERENCES MAY BE RECORDED FOR QUALITY PURPOSES TO
994 ENSURE ACCURACY IN RECORD-KEEPING."

995 **6 DMTF release process, document information, and file formats**

996 **6.1 DMTF release process**

997 The DMTF release process defined herein is intended to provide the procedures and processes for
998 release of material outside of the DMTF. Specifically, the intent is to specify the process for documents of
999 a normative nature (such as those produced by the Technical and Interoperability Committees), process
1000 nature (such as those produced by the Process and Alliance Committees) or an informative nature (such
1001 as those produced by any of the above Committees). It is not intended to address marketing documents
1002 or other material produced by the Marketing Committee.

1003 **6.1.1 Overview**

1004 The phases in the release process for a DMTF Standard are as follows:

- 1005 • DSP identifier acquisition
- 1006 • In Development
- 1007 • Work in Progress (recommended)
- 1008 • Member Review
- 1009 • DMTF Standard

1010 The phases in the release process for a DMTF document that is not a DMTF Standard are as follows:

- 1011 • DSP identifier acquisition
- 1012 • In Development
- 1013 • Informational

1014 Examples of DMTF Standards include profiles, mapping specifications, registries, MOF Schema, schema
1015 definitions, wrapper specifications, and assorted WBEM specifications.

1016 In addition to DMTF Standards, a Committee may release white papers, process documents, or technical
1017 notes that provide supplemental content on the work produced by the Committee (which is restricted by
1018 charter). These documents are released with a status of Informational. Collectively, these documents and
1019 DMTF Standards are referred to as "documents."

1020 As DMTF Standards progress through the DMTF release process, their status, as documented in the
1021 document, changes from In Development, to Draft Standard, and finally to DMTF Standard. This process
1022 applies to all DMTF Standard documents.

1023 Every DMTF document must have its date, status, and version on the title page, as well as the required
1024 DMTF copyright notice and disclaimers. See 6.2.3 for versioning requirements.

1025 The CIM, or other DMTF CIM metamodel conformant model, is represented using MOF files, UML
1026 diagrams, white papers, and other supporting documentation (for example, supporting examples). The
1027 contents of the MOF files and the documentation are updated as they progress through the DMTF
1028 release process.

1029 DMTF documents are developed collaboratively by Working Groups, and then reviewed and approved by
1030 the larger organization. Acceptable formats for DMTF artifacts have been defined because the software

1031 used across Members for document review and editing varies. Items submitted to the DMTF must be in
 1032 an acceptable format, as described in section 6.3. Items submitted to the DMTF after July 1, 2004, must
 1033 use this format.

1034 Proposals or rough drafts for new documents and additions or changes to any type of DMTF Standard
 1035 document, including updates, are made available to the originating Working Groups by posting this
 1036 information to the Working Groups' web page(s). Additions and changes to DMTF Standard documents
 1037 must be described by using a DMTF Change Request (CR), or by submitting an update to the document.
 1038 Procedures defining the use of the DMTF CR are provided in section 7.2. If the proposal is written in
 1039 collaboration with another standards organization, it may also be posted to the membership of that
 1040 standards organization, using the guidelines of that standards organization.

1041 **6.1.2 DSP identifier, acquisition, transfer, disposal**

1042 DSP identifiers are used to identify all DMTF documents. At most one editing body may have ownership
 1043 of any DSP identifier at a time. A document request (DR 6.1.2.1) is used to acquire a new DSP identifier,
 1044 dispose of one previously acquired but unused, obtain ownership for the document associated with a
 1045 DSP identifier, obtain approval of a new schema name, or to change the document's name or disposition.
 1046 The Body's Parent Committee must approve DRs before any work begins in an Editing Body.

1047 **6.1.2.1 Document Request (DR) content and format**

1048 DRs must be created by using the DR template. The content of this template includes:

- 1049 • chair(s) of the Body requesting the DSP identifier
- 1050 • Document Type being requested (DMTF Standard, Schema, white paper, etc.)
- 1051 • Name of the associated document
- 1052 • DSP identifier if previously issued
- 1053 • Name of the Editing Body
- 1054 • Date the request began
- 1055 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier
- 1056 • Background rationale for the accompanying document
- 1057 • Intention to publish or submit to (see section 6.1.6)

1058 For MOF Schema, the following additional information is required:

- 1059 • Schema Prefix being requested
- 1060 • Long description of the model
- 1061 • Short description for the model
- 1062 • Qualifiers to be used for this model
- 1063 • Dependencies to other models

1064 **6.1.2.2 DR preparation and submittal**

1065 The Editing Body prepares the DR clearly indicating the action proposed. Once prepared, the DR should
 1066 be added to the appropriate group's Document Request folder by the DR owner with a state of Draft.
 1067 Documents added to the Document Request folder are automatically named with the following format:
 1068 wgabbrevDR\$docnum.\$revnum.\$extension. Groups can use their CR folder, following this format, if
 1069 deemed appropriate.

1070 DRs shall only be submitted by chairs.

1071 DRs shall be shared with the Parent Body prior to voting in the Parent Body. It is best to set up the DR
1072 folder with automatic sharing to the Parent Body and Parent Committee.

1073 **6.1.2.3 DR approval**

1074 The Editing Body must vote to approve the DR. After it is approved by the Editing Body, the DR document
1075 proceeds for approval by the Parent Subcommittee (if any) and then by the Parent Committee in order.
1076 After the Parent Committee approves the DR, the Committee Secretary notifies the Editing Body that the
1077 DR is approved, the name of the document that was approved, and the action taken.

1078 **6.1.3 DMTF Document Status**

1079 This section describes the DMTF Document Status and the procedures required to transition a document
1080 through the development process.

1081 Allowable DMTF Document Status types for DMTF Documents are as follows:

- 1082 • In Development
- 1083 • Work in Progress
- 1084 • DMTF Draft Standard
- 1085 • DMTF Standard
- 1086 • DMTF Informational
- 1087 • DMTF Informational Specification

1088 **6.1.3.1 In Development**

1089 When a Body is in the process of editing and developing a document, the document shall have a
1090 document status of "In Development" and a confidentiality of "DMTF Confidential", to clearly delineate the
1091 document's approval phase.

1092 Such documents shall show their document status and confidentiality on the first page and in the footer of
1093 all remaining pages, unless they are in a non-page-oriented format (such as XML) where a footer is not
1094 possible, in which case they shall have some file header showing their document status and
1095 confidentiality.

1096 Such documents shall contain any required copyright and other notices.

1097 **6.1.3.2 DMTF Work in Progress**

1098 The Editing Body for a document may vote to release a Work in Progress (a preliminary or draft version of
1099 the document) for review to the general public. Such documents shall have a document status of "Work in
1100 Progress – Not a DMTF Standard" and a confidentiality of "DMTF Confidential" labels prior to being
1101 Balloted for release by the Editing Body. All such documents must be within the Working Group's charter
1102 scope. Any type of document can be released as a Work in Progress, including those intended to have a
1103 final document status of "DMTF Informational", "DMTF Standard", or "DMTF Informational Specification".

1104 Work in Progress documents shall show their document status on the first page and in the footer of all
1105 remaining pages, unless they are in a non-page-oriented format (such as XML) where a footer is not
1106 possible, in which case they shall have some file header showing their document status and no
1107 confidentiality.

1108 Work in Progress documents shall contain the required DMTF Confidentiality notices during the approval
1109 process. Upon final approval by the Parent Committee, any DMTF Confidentiality notices are to be
1110 removed.

- 1111 All such documents must contain a DSP identifier, and all DMTF copyright notices. A DMTF Document
1112 shared as a Work in Progress must include a version number that identifies the version targeted for
1113 release as a DMTF Documents, as specified in 6.2.3.
- 1114 Work in Progress documents must also contain the following disclaimer on the title page:
- 1115 “IMPORTANT: This specification is not a standard. It does not necessarily reflect the views of the
1116 DMTF or all of its members. Because this document is a Work in Progress, this specification may still
1117 change, perhaps profoundly. This document is available for public review and comment until
1118 superseded.”
- 1119 Work in Progress documents in development (?) must have the following footer: “DMTF Work in Progress
1120 - Not a DMTF Standard – DMTF Confidential” unless they are in a format such as XML where a footer is
1121 not possible.
- 1122 In order for a document to be released as a Work in Progress document outside of the Editing Body and
1123 shared with one or more recipients, the Editing Body must vote to approve the release. After it is
1124 approved by the Editing Body, the proposed Work in Progress document proceeds to the Parent
1125 Committee, bypassing any Parent Subcommittee. The Parent Committee must approve a Work in
1126 Progress document before it is released to ensure that it is within the Working Group’s chartered scope.
- 1127 Any material that is required to reproduce the document (such as drawings) must be checked into CVS
1128 prior to Committee vote.
- 1129 An individual Change Request can be released as a Work in Progress to obtain feedback on an individual
1130 change (Schema or otherwise) from non-DMTF members, such as Alliance Partners. When an individual
1131 CR (Change Request) is the subject of a Work in Progress, the CR shall contain a DMTF copyright,
1132 patent policy and disclaimer notices.
- 1133 Working Groups are encouraged to publish Work in Progress documents early and often. An interval
1134 between publication of Work in Progress documents of three months is considered usual.
- 1135 Any feedback from Alliance Partner organizations, the general public, or a company or person who is not
1136 a member of the DMTF is accepted only through the DMTF Feedback Portal to ensure that the DMTF has
1137 the copyright to the material and that the feedback adheres to the DMTF Patent Policy.
- 1138 When the Working Group considers the Work in Progress ready to move to the next phase, the document
1139 is released using the approval process listed in Table 2, dependent on document type and desired final
1140 document status.
- 1141 **6.1.3.3 DMTF Draft Standard**
- 1142 An Editing Body may vote to release a Document as a candidate for DMTF Standard. Such documents
1143 shall have a document status of “DMTF Draft Standard” and a confidentiality of "DMTF Confidential", prior
1144 to being Balloted for release by the Editing Body. Such documents shall show their document status and
1145 confidentiality on the first page and in the footer of all remaining pages, unless they are in a non-page-
1146 oriented format (such as XML) where a footer is not possible, in which case they shall have some file
1147 header showing their document status and confidentiality. All such documents must be within the Editing
1148 Body’s charter scope. All such documents must contain a DSP identifier, all DMTF copyright notices, and
1149 required disclaimers including a notice that they are subject to change. All normative references in the
1150 specification must be published before the specification can be released as DMTF Standard, or, in the
1151 case of interdependent documents, they must be released simultaneously. All normative references shall
1152 be published and references shall be persistent (that is, they should be published in a location that will not
1153 change over time).
- 1154 The Parent Subcommittee (if any) must approve all DMTF Draft Standard documents before they proceed
1155 to the Parent Committee for approval, in accordance with the Committee Voting Process. The Parent
1156 Subcommittee also determines if a Member Review phase is needed. All new major versions of a

1157 specification (1.0, 2.0) require a Member Review. In the case of minor changes, such as in errata
1158 versions or in simple modifications that require a minor revision number change, a Member Review may
1159 not be needed. It is the purview of the Parent Subcommittee to make the determination of Member
1160 Review. If there is no Parent Subcommittee, the Parent Committee shall make the determination.

1161 After the Parent Subcommittee approves the document, it and any material (such as drawings) required
1162 to reproduce the document must be checked into CVS.

1163 Before the Parent Committee approves the document for release as "DMTF Standard", the chair of the
1164 Parent Committee sends the document and a notice asking for claims of essential patent rights to the
1165 DMTF Membership. DMTF Member comments are invited during this Member Review phase. The DMTF
1166 Membership review comment-and-claim period closes 30 days after the notification is sent to the DMTF
1167 Membership. This period is also known as "DMTF Member Review". The Parent Committee does not vote
1168 on the approval of the document until the Member Review period ends.

1169 Comments, questions, and feedback on the DMTF Draft Standard during Member Review are addressed
1170 by the Editing Body. Feedback may generate changes to the DMTF Draft Standard, which must be
1171 approved by the Editing Body. Any changes appear in a new version of the DMTF Draft Standard (see
1172 the exception for simplification of the editing process, below). This new DMTF Draft Standard must be
1173 approved by any Parent Subcommittee before the document proceeds to the "DMTF Standard" approval
1174 phase (see 6.1.3.5).

1175 The Parent Subcommittee, as part of the comment resolution process, shall determine if an additional
1176 DMTF Member Review is needed. (For example, an additional Member Review might be needed if
1177 comments result in new text that warrants an additional call for essential patent rights.)

1178 If no comments or claims are received, the document proceeds directly to the "DMTF Standard" approval
1179 phase (see 6.1.3.5).

1180 **6.1.3.4 MOF Schema**

1181 In the case of the CIM and other MOF Schema, individual Working Groups or Subcommittees create
1182 Change Requests to take the MOF Schema to the DMTF Standard phase (through a CR to remove the
1183 "Experimental" qualifier) or to add to the next DMTF Standard release. All such Change Requests must
1184 be approved by the Working Group or Subcommittee whose charter owns that part of the Schema. At the
1185 discretion of the Working Group or Subcommittee owning that part of the Schema, parts of a Schema
1186 may be removed. MOF Schemas and their changes do not have DSPs and do not follow the DSP
1187 acquisition and release process, except when requesting the Schema Prefix for a new MOF Schema.

1188 For the DMTF MOF Schema to reach the DMTF Standard status it must contain one or more Managed
1189 Object Format (MOF) files and UML diagrams that are provided in an acceptable format, as described in
1190 section 6.3. The MOF files must not contain any elements that are qualified as Experimental. A white
1191 paper or profile should also be released that includes a description of the circumstances under which the
1192 classes can be subclassed, the expected usage of the classes, and at least two sample use cases. For a
1193 change to the MOF Schema to remove the Experimental qualifier, implementation experience from two
1194 independent implementations is required by a minimum of two Members or Alliance Partners.
1195 Implementation experience within an Alliance Partner organization may be substituted with approval of
1196 the Parent Committee if the MOF Schema changes are representative of the model developed by the
1197 external organization. For example, if an IETF MIB is modeled in CIM, implementation experience for the
1198 MIB may be used to make the CIM changes to remove the Experimental qualifier.

1199 Implementation experience for the MOF Schema includes using the server for experimental elements in
1200 prototypes, internal systems, or product development. Implementation experience does not have to be
1201 restricted to released products to be applicable. The goal is to validate that additions and changes to the
1202 MOF Schema can be implemented and are complete.

1203 6.1.3.5 DMTF Standard

1204 After the DMTF Member Review has been completed (or if no Member Review was needed), and after
1205 the document intended to be released as "DMTF Standard" has been approved by the Editing Body and
1206 any Parent Subcommittee, the Parent Committee may vote to release the document to the general public.
1207 All such documents must contain a DSP identifier, all DMTF copyright notices, and all required
1208 disclaimers including a notice that they are subject to change. All normative references in the
1209 specification must be published before the specification can be approved, or, in the case of
1210 interdependent documents, the normative references must be released simultaneously. All normative
1211 references shall be published and references shall be persistent (that is, they should be published in a
1212 location that will not change over time).

1213 The Parent Committee must approve any DMTF Standard document in accordance with the Committee
1214 Voting Rules before it can be brought to the DMTF Board for approval. The DMTF Board must also
1215 approve the public release of all versions and releases of the DMTF Standards, in accordance with the
1216 DMTF Board Voting Rules.

1217 After the DMTF Board has approved a document, the document is changed to have a document status of
1218 "DMTF Standard" and no confidentiality (that is, no "DMTF Confidential" labels). Such documents shall
1219 show their document status and no confidentiality on the first page and in the footer of all remaining
1220 pages, unless they are in a non-page-oriented format (such as XML) where a footer is not possible, in
1221 which case they shall have some file header showing their document status and no confidentiality. All
1222 documents are then archived and may be published (see section 6.1.6).

1223 Corrections to a DMTF Standard must be handled as Errata. Errata are released using the process
1224 defined in 6.1.3.3 and 6.1.3.5.

1225 6.1.3.6 DMTF Informational

1226 Documents with the status of DMTF Informational consist of presentations, white papers, process
1227 documents, source codes, external web site material, or any other non-DMTF Standard document. DMTF
1228 Standard documents must not be marked as Informational. Informational documents may not be marked
1229 DMTF Draft Standard or DMTF Standard. Presentations, white papers, and external web site material
1230 may be released with only Committee approval and do not require DMTF Board approval. All such
1231 documents must be within the Editing Body's charter scope and be clearly marked with the status of
1232 "DMTF Informational" on every page. All white papers must contain a DSP identifier. All documents must
1233 contain all DMTF copyright notices, all required disclaimers, including a notice that they are subject to
1234 change.

1235 Documents marked as Informational follow a shorter process than DMTF Standard documents because
1236 DMTF Member Review is not required. Informational documents must acquire a DSP identifier, but they
1237 do not go through the DMTF Draft Standard and DMTF Standard phases described in 6.1.3.3 and 6.1.3.5.
1238 Instead, they must be approved by the Editing Body and Parent Subcommittee, be checked into CVS,
1239 and be approved by the Parent Committee. If the document is not a presentation or white paper, it must
1240 also be approved by the Board. After completion of this process, the document may be published (see
1241 section 6.1.6).

1242 See Figure A-2 for the approval process for Informational documents.

1243 6.1.3.7 DMTF Informational Specification

1244 Documents with a status of DMTF Informational Specifications consist of specifications developed by
1245 DMTF Incubators. As such, they are treated procedurally as DMTF Standards with respect to obtaining a
1246 DSP identifier and the need for a 30-day Member Review (during which they are marked as DMTF Draft
1247 Informational Specification). They must be checked into CVS prior to the 30-day Member Review. They
1248 must be Balloted in their Parent Committee and must also be approved by the DMTF Board. After
1249 completion of this process, the document may be published (see section 6.1.6).

1250 All DMTF Informational Specifications must contain all DMTF copyright notices, all required disclaimers,
1251 including a notice that they are subject to change.

1252 See Figure A-3 for the approval process for DMTF Standard documents, including DMTF Informational
1253 Specifications.

1254 6.1.4 Review phases

1255 The length and posting of each phase varies as shown in Table 1.

1256 **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)	Until superseded	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

1257 6.1.5 Document type, final status, and approval process

1258 The date and time of the publication of all Committee- and Board-approved specifications (but not white
1259 papers, process documents, schemas, or presentations) is determined by the Board with guidance from
1260 the Marketing Committee. This is intended to coordinate the publication with any press release material. If
1261 no delay is requested, release is assumed to be immediate.

1262 Table 2 defines the allowable document types, the allowable combinations of document types and final
1263 document status, and the approval process to be used for each combination.

1264 The motion at each level in the approval process shall indicate the document disposition (see section
1265 6.1.6) as well as the intended Final Document Status. Example motions are:

- 1266 • "Motion to approve DSPxxxx for publication as a DMTF Standard"
- 1267 • "Motion to approve Collection x for providing it to INCITS"
- 1268 • "Motion to approve <Document | Diagram | Presentation> for external use"

- “Motion to approve DR <DR name> for internal use”

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)
Source code	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)

6.1.6 Document disposition

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

6.1.6.1 DMTF web site publication

Documents approved for publication are released on the DMTF web site. The changes required for the given Document Type are performed after the DMTF Board vote. These changes include steps, such as an editorial pass, change in Final Document Status (such as from “DMTF Draft Standard” to “DMTF Standard”) and generation of the final document that is to be published (see sections 6.1.3.2, 6.1.3.5, 6.1.3.6, and 6.1.3.7). The document is then published on the web site.

Specifications are published and a URI is generated for the document according to the document name. The document is then published on the “published documents” page and added to the appropriate document directory. URIs may also be generated or updated at the major revision and major.minor.revision level. These URIs are used for reference by DMTF and other standards so that the latest revision is always incorporated by reference in the referencing document.

6.1.6.2 Submission and transfer

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

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

6.1.7 Availability of document versions and obsolescence

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

1301 Updates to a specification, white paper, or document are submitted to the Editing Body. Each
1302 specification must contain a change history. (For graphical documents, such as UML diagrams, that are
1303 not conducive to including a change history, this history is included in the MOF file.) The status of these
1304 documents must be indicated as “Work in Progress,” “Informational”, “DMTF Draft Standard,” or “DMTF
1305 Standard.” A change log and completed Change Request forms must be maintained for all specifications,
1306 white papers, and documents.

1307 Specifications and other documents that have reached a level of maturity where they are no longer
1308 actively being updated should be posted to a section of the DMTF web site dedicated to “historical”
1309 documents. The web site must contain information indicating that this specification is still relevant to the
1310 industry but new versions should not be expected. Specifications that are greater than five years old and
1311 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should
1312 be moved to this portion of the web site, but the URL to the document should not change. Previous
1313 versions of MOF Schema that are greater than two years old may fall into the “historical” category and
1314 should be treated appropriately. Note that the URI of the document should remain persistent (remain the
1315 same over time) to allow other specifications to reference DMTF Standards.

1316 **6.2 Numbering, versioning and title page material for DMTF documents**

1317 **6.2.1 Document numbers**

1318 DMTF documents, with the exception of the CIM and other MOF Schema, are given a DMTF Standard
1319 identifier (DSP). The version information for the document is inserted following this DSP identifier. MOF
1320 Schemas are released as versioned MOF files with associated graphical representations that are
1321 rendered using UML diagrams (provided in an acceptable format), as described in 6.3.

1322 DSP identifiers associated with DMTF documents fall into the following ranges:

- 1323 • 0001-0999 – Technical Specifications
- 1324 • 1000-1999 – Profiles
- 1325 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 1326 • 3000-3999 – Working Group Charters
- 1327 • 4000-4999 – DMTF Process documents
- 1328 • 5000-5999 – Conformance Specifications, test scenarios, and other test related artifacts.
- 1329 • 6000-6999 – Machine Readable Profiles
- 1330 • 8000-8999 – XML/XSD Schema Representations
- 1331 • IS-0000 - IS-9999 – Informational Specifications

1332 DMTF documents that were approved before December 31, 2004 may have DSP identifiers that are
1333 outside of the preceding ranges. When these documents are revised, they must be changed to conform
1334 to these ranges. However, documents should not be revised only for the purpose of placing them in the
1335 appropriate number range.

1336 **6.2.2 Required information for title pages or file headers**

1337 The title page material required for DMTF documents differs from the header material required for DMTF
1338 MOF Schemas.

1339 6.2.2.1 DMTF documents

1340 This category of documents consists of all DMTF documents that are not MOF Schemas, regardless of
1341 their status in the release process. Use of a standardized title page and format is strongly encouraged,
1342 but not technically required.

1343 DMTF documents must contain the following information, which is based on the document's status. These
1344 items are included in the document template.

- 1345 • Title
1346 The title of the document as registered when the DSP identifier was obtained.
- 1347 • DSP identifier
1348 This must be the DSP identifier obtained according to the policy described in 6.1.2.
- 1349 • Version number
1350 This version number must comply with the guidelines in 6.2.3.
- 1351 • Date
1352 This must be the effective date of the specification.
- 1353 • Logo
1354 A DMTF logo should be included on the title page.
- 1355 • Document Type
1356 This must be one of the type designations described in 6.1.5.
- 1357 • Document Status
1358 This must be one of the status designations described in 6.1.3.
- 1359 • Document Language
- 1360 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF

1361 Page 2 of the document must contain the following information:

- 1362 • DMTF Copyright Notice
- 1363 • DMTF Patent Policy notice

1364 6.2.2.2 DMTF MOF Schemas

1365 Because schemas have headers rather than title pages, DMTF MOF Schemas have different
1366 requirements for the information typically found on the title page of a DMTF document.

1367 Any DMTF document without a title page must have the following material in its header:

- 1368 • DMTF copyright notice and disclaimers
- 1369 • Version
- 1370 • Release date
- 1371 • Abstract description
- 1372 • Status

1373 The format of these items depends on the file type and must be consistent across files of the same type.

1374 6.2.3 Specification, white paper, and document numbering process

1375 Versioning of DMTF specifications, white papers, and documents takes the form m.n.u[d[d]], where:

- 1376 **m** represents the major version identifier in numeric form. This number starts at 1 for new
1377 documents. A change in this number representing an update to the document indicates that the
1378 document contains changes that are not compatible with prior versions.
- 1379 **n** represents the minor version identifier in numeric form. This number starts at 0 for new
1380 documents. A change in this number representing an update to the document indicates that the
1381 document contains changes that are compatible with prior versions.
- 1382 **u** represents the update (errata or coordination changes) in numeric form. This number starts at 0
1383 for new documents. A change in this number representing an update to the document indicates
1384 that the document contains changes that are corrections to errors in prior versions or changes
1385 in coordination with other documents. This digit may not be changed for Work in Progress
1386 documents.
- 1387 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF Draft Standard
1388 and Work in Progress releases.

1389 Updated versions of documents must have one of these digits or letters changed from prior versions in
1390 increasing order; gaps in the order are allowed.

1391 Non-Work-in-Progress documents are represented using only numeric entries (for example, 2.1.0 or
1392 2.2.1).

1393 Any DMTF specification that has not been approved as DMTF Standard, but is shared outside of DMTF
1394 must have the draft level identified. Any references to the specification version must include the alpha
1395 identifier (*dd*) appended to the identifying version number. Drafts are denoted starting with a single alpha
1396 character and, if necessary, progressing to two-letter notation: a, b, c ... x, y, z, aa, ab...zz.

1397 For example, a Work in Progress with version 2.2.0f will be released as DMTF Standard version 2.2.0.

1398 **6.2.4 Schema numbering process**

1399 A new MOF Schema is released using MOF and follows a version naming convention similar to the
1400 convention used for specifications, white papers, and documents (that is, using the format *m.n.u*,
1401 major.minor.update version). Version information is included in the header of the MOF file after the title
1402 and filename. (These are the first comment lines in the MOF file.)

1403 Starting with version 2.10, the CIM Schema includes both Experimental and non-Experimental types of
1404 MOF files. Experimental MOF files include new classes or changes that require implementation feedback.
1405 MOF changes that require implementation feedback must be tagged with the Experimental qualifier.

1406 When a class is changed, the version of the class is updated to the version of the Schema in which the
1407 change has been made.

1408 Approved Change Requests to correct MOF syntax errors, such as cardinality mismatch or other updates
1409 for standards coordination, are indicated using a third numeric value. For example, correcting a cardinality
1410 problem in version 2.2.0 would result in a new version that is identified as 2.2.1. These are known as
1411 Errata versions.

1412 If the DMTF defines a new MOF Schema that is not backward compatible with a previous release (such
1413 as one that reorders or changes the existing key or inheritance structure), that Schema becomes a new
1414 major version (that is, Schema version 3.0.0).

1415 Each MOF Schema release combines all of the Working Group changes to produce a self-consistent,
1416 commonly labeled version.

1417 **6.2.5 Versioning of the CIM Infrastructure Specification**

1418 Updating the minor version number of the *CIM Infrastructure Specification* indicates that the changes do
 1419 not require a change to the parsers, browsers, and other tools that process the MOF language. For
 1420 example, version 2.2 may be updated to become version 2.3.

1421 However, if there is a specification change that adds new data types (or otherwise affects existing MOF
 1422 tools), this change is incompatible with existing tools and must carry a new major version. As a result,
 1423 version 2.n would become *CIM Infrastructure Specification* version 3.0.

1424 **6.3 Accepted file formats**

1425 DMTF sources must be in one of the formats shown in Table 3.

1426 **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
Source Code	UTF-8 text format

1427 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1428 or Visio.

1429 Source files for DMTF documents that are made available outside of DMTF Working Groups must be
 1430 stored in the DMTF CVS repository. Source files are any files that are needed to make changes to the
 1431 document. Documents shall not be Balloted at Committees until the documents are stored in the DMTF
 1432 CVS repository.

1433 The Editing Body must submit DMTF specifications in PDF format to the appropriate Parent Body for
 1434 approval. PDF is a common document publication format within the industry, and PDF readers are free
 1435 and available on the Internet. DMTF specifications are published in PDF format. The Editing Body may
 1436 also include the specification's source file in Word or HTML format. This format is useful when change
 1437 tracking is enabled. Any CR that describes the changes should also accompany the document.

1438 Originating Bodies may choose, by vote, to use a different source format during the development
 1439 process. However, this source format must be converted to an acceptable format before it is released
 1440 outside of the Editing Body.

1441 DMTF published artifacts must be in one of the formats shown in Table 4.

1442

Table 4 – Permitted published formats

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

1443 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1444 UTF-8 text format (for example, XML MOF rendering), PDF, or Visio, as appropriate.

1445 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1446 convenience.

1447 The filename for DMTF documents that are made available outside of a DMTF Working Group should use
 1448 this format:

1449 "DSP"<4 digit document number>"_ "<m>"."<n>"."<u>"."<file extension>

1450 Versioning information, release date, etc., are conveyed by the filename as defined in 6.2.3. Additionally,
 1451 this information must be embedded inside the specification itself. When specifying the document number
 1452 for DMTF specifications numbered below 1000, the leading zero must be specified. For example,
 1453 "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1454 7 Comment resolutions and Change Requests

1455 7.1 Comment resolution process

1456 During the normal course of document development, it is expected that comments will be made to
 1457 documents in both the Editing Body and any Parent organization. This section describes the processes
 1458 each Body uses to manage comment resolutions.

1459 7.1.1 Comment resolution methods for Editing Bodies

1460 Several mechanisms are available to DMTF Editing Bodies to manage comment resolution. Only the
 1461 methods listed below are approved mechanisms for Editing Bodies to track comments and their
 1462 resolutions. Any other method is not allowed by the DMTF. It is the purview of the Editing Body to decide
 1463 which mechanism to use. This method can be decided by the group on a per document basis, but it is
 1464 encouraged that a group follow only one of the methodologies below for every document for which they
 1465 have editorial responsibility. The methodology shall be decided prior to the first Ballot for a document and
 1466 shall be consistent during the lifetime of that document unless the Editing Body changes the methodology
 1467 through a vote.

1468 7.1.1.1 Mantis

1469 The DMTF has access to the Mantis tracking tool. Mantis can be used to track changes and include them
 1470 in the specifications. Mantis entries can be voted on individually or in groups by the Editing Body.

1471 Any voting result associated with a Mantis entry should be recorded in the Mantis entry. This can be done
 1472 by referencing minutes, referencing Ballots, or copying the voting record into the Mantis entry. In general,
 1473 directly voting on a Mantis entry should not be necessary as documents incorporating proposals to
 1474 resolve Mantis entries approved by Working Groups imply the changes have been approved.

1475 7.1.1.2 Change Requests

1476 Change Requests (CRs) can be used by editing bodies to track individual changes or errata associated
1477 with any individual document. CRs are described in section 7.2. For MOF Schema, Change Requests are
1478 the only comment-resolution method that is allowed.

1479 7.1.1.3 Spreadsheets

1480 Editing bodies can use spreadsheets to track individual changes to documents. The Editing Body should
1481 use the approved DMTF spreadsheet template for such purposes. Spreadsheet entries can be voted on
1482 individually or in groups by the Editing Body.

1483 Any voting result associated with an individual spreadsheet entry should be recorded in the entry using
1484 the status field or a pointer to the Ballot or minutes recording the vote. If the whole spreadsheet has been
1485 approved, it shall be reflected in the document state of the spreadsheet. In general, voting on individual
1486 spreadsheet entries should not be necessary as documents that are approved by WGs that have the
1487 change in it imply the change has been approved.

1488 7.1.1.4 Kavi document comments

1489 Kavi Document Comments are those associated with documents using the current DMTF Web tool, in
1490 which you can select the “add Comment” option for a given document. This comment type is required for
1491 certain Ballot types tracked by the Web tool. While it is possible to use this method to track comment
1492 resolutions, there is a scalability limit with the current version of the Kavi tools, particularly when trying to
1493 share each comment to Parent groups. Therefore, this method of tracking comments is discouraged.

1494 7.1.2 Comment resolution methods for parent bodies

1495 Parent bodies are expected to register comments against the documents of Editing Bodies. Any
1496 substantive or editorial comments must be resolved by the Editing Body. Parent bodies may not make
1497 any substantive or editorial changes, except those that affect the document state, status or draft level in
1498 alphabetic form since modifying these is part of the DMTF release process.

1499 If a document fails to pass a Ballot or vote for approval, the Parent Body sends the document to the
1500 Editing Body for resolution of comments. A document may pass a Ballot or vote for approval, but still have
1501 comments registered against it. In this case, the document is approved and shall continue on through the
1502 approval process. The registered comments shall be sent to the Editing Body to decide on a future course
1503 of action, but that course of action does not affect the current document against which the comments
1504 were registered.

1505 7.2 Change Requests

1506 Change Requests (CRs) are one of the mechanisms a Body can use to track and approve changes to
1507 specifications. They can be used to track individual changes or groups of changes, approve requests, or
1508 track any number of items as the Body deems necessary. Some DMTF processes require CRs at various
1509 steps of the approval process, which is dictated by DMTF governance documents or by procedure.

1510 7.2.1 CR classification

1511 The following categories of Change Requests are subject to the following rules:

- 1512 • MOF Schema Change Requests

1513 Changes to the CIM and other MOF Schema shall be made using the CR process and
1514 submitted to the Body that owns that particular section of the Schema. Bodies chartered to
1515 modify the Schema may place additional requirements on CRs, such as the use of a
1516 CR-generation tool.

- 1517
- Machine Readable Document Change Requests
- 1518 Changes to the MOF, XML, XSD, or other typically machine readable documents may be made
1519 using the CR process when submitted to the Body that owns that document. Bodies chartered
1520 to modify a document may place additional requirements on such CRs (for instance, use of a
1521 CR-generation tool or a changed-document checking tool).
- 1522
- Document Change Requests
- 1523 Document Change Requests may be used within a Body that has editorial responsibility to gain
1524 agreement on specific changes to a specification. This CR approach is particularly useful for
1525 tracking complicated, granular additions or modifications to existing specifications or groups of
1526 changes that need to be tightly coupled.

1527 **7.2.2 CR content**

1528 CRs must be created using the CR template. An approved CR template is available in the Technical
1529 Committee Template folder, which is shared with all members.

1530 The content of this template includes:

- 1531
- CR number
- 1532
- name of the associated document or schema
- 1533
- name of the Editing Body
- 1534
- date the request began
- 1535
- background rationale for the accompanying change request
- 1536
- detailed list of changes

1537 This can take the form of XML or metadata, if approved by the Editing Body and Parent Body
1538 and Parent Committee.

1539 **7.2.3 CR creation**

1540 Change Requests must use the current version of the DMTF CR template and must be filled out per the
1541 instructions in the template. The description of the CR must identify the version of the specification
1542 impacted by the CR, provide a summary of the changes, and, in the case of MOF Schema changes,
1543 identify the model or models impacted by the change (for example, CIM 2.9.1 Preliminary, Addition of
1544 SoftwareIdentityResource in core model).

1545 A CR is added to the appropriate group's Change Request folder by the CR owner with a state of Draft.
1546 Documents added to the Change Request folder are automatically named with the following format:
1547 wgabbrevCR\$docnum.\$revnum.\$extension.

1548 **7.2.4 CR sharing**

1549 CRs should be shared with the Subcommittee and any Working Groups or Subcommittees that might be
1550 interested in the change. Attempts should be made to ensure that input from interested Bodies is
1551 incorporated into the CR.

1552 **7.2.5 CR owner**

1553 Each CR must have an owner defined within the owner section of the CR header. The owner of the CR
1554 may be the chair of the Working Group or a designate. The owner of the CR is responsible for collecting
1555 Ballot comments, updating the discussion point section of the CR, and facilitating the Balloting between
1556 Bodies for CRs that span Bodies.

1557 **7.2.6 CR Ballots**

1558 When an owner is ready to request that a CR be Balloted, its status is changed to WG - Pending or
 1559 SC - Pending, as needed. The CR is then Balloted (sometimes referred to as “open for Ballot”). When the
 1560 CR is being Balloted by the Working Group or Subcommittee, its status is changed to WG-Balloting or
 1561 SC - Balloting respectively. CR Ballots are subject to the following rules:

- 1562 • CRs that have unanimous YES votes without comments are accepted accordingly.
- 1563 • CRs that have unanimous YES votes with comments are accepted pending the changes
 1564 identified in the comments. Comments included with a YES vote must be minor (for example,
 1565 pointing out typographical errors or mistakes in punctuation). Comments included with a YES
 1566 vote must not suggest a change in semantics or identify major problems with the CR.
- 1567 • Any NO votes on a CR Ballot must be responded to by the CR owner. Any NO votes on a Ballot
 1568 must include comments that are clear and actionable. The Working Group may ask for
 1569 additional clarification from the Member representative who voted NO. The owner’s options in
 1570 responding to the NO votes are as follows:
 - 1571 – ACCEPT the comments associated with any NO votes.
 - 1572 – DEFER the CR with a specific closure date.
 - 1573 – WITHDRAW the CR (perhaps consolidating the content with another CR).
 - 1574 – RESOLVE the comments by working out an alternative solution.
 - 1575 – REJECT the comments and state why they cannot be accommodated.

1576 All Ballot comments and the owner’s responses must be included in the next Balloted version of
 1577 the CR.

- 1578 • A comment can be actionable either in terms of specific elements of the CR that need to be
 1579 changed or because a relevant area of analysis or investigation has not been sufficiently
 1580 explored in the production of the CR. When specific elements of the CR require change, the
 1581 elements and the changes need to be included in the CR Ballot comment. These changes
 1582 should be sufficiently detailed so that the owner of the CR can implement them without
 1583 conferring with the commenter. When the comment refers to an area of analysis or
 1584 investigation, the comment must explain in what way the area of study cited calls into doubt the
 1585 conclusions or assumptions that form the basis of the CR. The suggested action resulting from
 1586 this comment may be either revision or withdrawal of the CR. The area of analysis and
 1587 investigation must already be familiar to the Working Group that put forth the CR, or the
 1588 comment must sufficiently introduce the area of analysis and investigation so that the Working
 1589 Group can take action.
- 1590 • The resolution must be accepted by the Body either as part of the meeting of the Body (as is
 1591 commonly the case with trivial changes) or through a re-Ballot of the CR after the issues have
 1592 been resolved. Comments from each Ballot of the CR, along with their resolution, must be
 1593 documented in the CR.
- 1594 • At any time after the initial Ballot is closed and notice is sent to the Body, a CR owner may
 1595 request that the next Ballot be a final Ballot. In this case, DMTF Majority rules apply to
 1596 determine if the CR succeeds (see section 5.8.14). Any member of the Body may request that a
 1597 final Ballot be held by motion in accordance to RONR.
- 1598 • If the Body cannot reach a resolution, the Body chair may request that the CR be discussed at
 1599 the Parent Body level by notifying the appropriate Parent Body chair. Any CR issue that cannot
 1600 be resolved in the discussion of the vote must be documented in the CR comments section prior
 1601 to Balloting.

1602 **7.2.7 Additional CR approval**

1603 After the CR has been approved at the Working Group level and if Subcommittee approval is required,
1604 the status of the CR is changed to SC – Pending and the CR is shared with the Subcommittee. The
1605 Subcommittee then votes on the document referenced by the DR.

1606 After the CR has been approved at the Subcommittee level, the status of the CR is changed to CMTE –
1607 Pending and the DR and all referenced documents are shared with the Committee.

1608 **7.2.8 CR adoption**

1609 After all required parties have approved a CR and the CR needs no further approval, its state is changed
1610 to SC – Adopted or WG – Adopted, as appropriate. When the Board has approved the associated
1611 document, the state can be changed to DMTF – Adopted.

1612 **8 DMTF Management Initiatives**

1613 The DMTF may create Management Initiatives for purposes of consolidating messaging and promotion
1614 around technical or interoperability deliverables.

1615 **8.1 Management Initiative**

1616 A Management Initiative is a DMTF-protected term applied to a set of specifications, documents, and
1617 activities that address a specific resource domain (e.g., Server Management, Storage Management,
1618 Desktop Management, etc.) that meet the following conditions.

1619 **8.1.1 Technical components**

1620 It must have technical components:

- 1621 • It must have a top-level specification that normatively defines the technical content of the
1622 Management Initiative. That specification must reference one or more Management Profiles and
1623 one or more WBEM Protocols or other specifications within the management domain.
- 1624 • It must reference white papers that describe the specifications and how they apply to the
1625 management domain.

1626 **8.1.2 Messaging components**

1627 It must have messaging components:

- 1628 • It must have requirements for messaging or technical evangelism to promote the Management
1629 Initiative for the mutual benefit of the DMTF membership. This may include, but is not limited to,
1630 press releases, tech notes, presentations, and coordination of events with the Marketing
1631 Committee. This may be as simple as a web page presence and press release or presentation
1632 and does not require a significant marketing effort.

1633 **8.1.3 Compliance and interoperability components**

1634 It should have compliance or interoperability components:

- 1635 • It may have requirements for compliance and interoperability. This may include, but is not
1636 limited to, any of the following: formation of DMTF Forums, plug-fests, development of
1637 compliance specifications, and test suites. This may be as simple as plug-fests or compliance
1638 specifications and is not meant to imply DMTF enablement of this activity.

1639 **8.2 Management Initiative responsibility**

1640 The Technical Committee is responsible for approving that the technical aspects of the Management
1641 Initiatives as appropriate. The Marketing Committee is responsible for approving that the messaging
1642 components of the Management Initiative are appropriate. The Compliance and Interoperability
1643 Committee is responsible for ensuring that compliance or interoperability components are appropriate.

1644 **8.3 Management Initiative formation**

1645 For a Management Initiative to be formed, the following steps must take place.

- 1646 1) A Management Initiative proposal must be prepared.
- 1647 2) The Technical Committee must approve the technical content of the proposal. It is assumed that
1648 the technical content, in form of DSP(s) and white paper(s), is already on the roadmap for the
1649 Technical Committee to approve
- 1650 3) The Marketing Committee must approve the marketing content of the proposal. It is assumed
1651 that the messaging content is already on the Marketing Committee roadmap
- 1652 4) The Compliance and Interoperability Committee must approve any compliance and
1653 interoperability content of the proposal.

1654 After these steps are completed, DMTF Board approval is required for the Management Initiative to be
1655 created.

1656 **8.4 Management Initiative coordination**

1657 Subcommittees should be formed under the Marketing Committee to manage the messaging of the
1658 Management Initiative and facilitate coordination across Committees as needed. This is done using the
1659 Subcommittee creation process, indicated in section 5.4. The charter of the Subcommittee is to manage
1660 the messaging of the Management Initiative.

1661 **9 Information access**

1662 A policy of the DMTF is to have stable information available to its members. Committee and Working
1663 Group members are entitled to have access to any pertinent data related to the decisions and operations
1664 of the team.

1665 **9.1 Web posting**

1666 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made
1667 available to all participants. chairs accomplish this by posting to the Working Group web page in the
1668 "Members Only" section of the DMTF web site.

1669 **9.2 Email lists**

1670 The DMTF maintains email lists for each Working Group for distributing information to its members. The
1671 email lists are for participants of Committees, Subcommittees, and Working Groups. Committee and
1672 Working Group email lists are for the internal use of the teams in support of their development or
1673 marketing activities. These lists are not for general dissemination of information.

1674 **9.3 Information restriction**

1675 The restriction of information to a Committee or Working Group (until approved by that team and passed
1676 to the next group in the DMTF organizational hierarchy) is to protect the DMTF and all its members from

1677 partial ideas or incomplete or inaccurate information taken out of context. Participants understand the
1678 history and context of this internal information.

1679 **9.4 Access removal**

1680 Failure to participate can result in a person being dropped from a Committee, Subcommittee, or Working
1681 Group, at the discretion of the chair. This step is not taken hastily. Additions to, and removals from, the
1682 Committee, Subcommittee, and Working Group rosters are the responsibility of the chairs who have that
1683 access right. Member access IDs and passwords are the responsibility of the DMTF.

1684 **9.5 Information dissemination**

1685 Members are permitted to disseminate unreleased DMTF information within their organization as long as
1686 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to
1687 any non-member without the permission of the DMTF Board of Directors.

1688 **9.6 Document information**

1689 Document information is generally disseminated through the DMTF specification web pages and the
1690 members are informed of specification updates through the DMTF newsletter. Access to the specification
1691 web pages is open to anyone.

1692 **10 Approval process state transition table**

1693 Table 5 represents the DMTF DR, CR, and document states, their description and new state based on
1694 transition or event.

1695 **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.		

State	Description	Transition	New State
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 or 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 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 or 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.).		

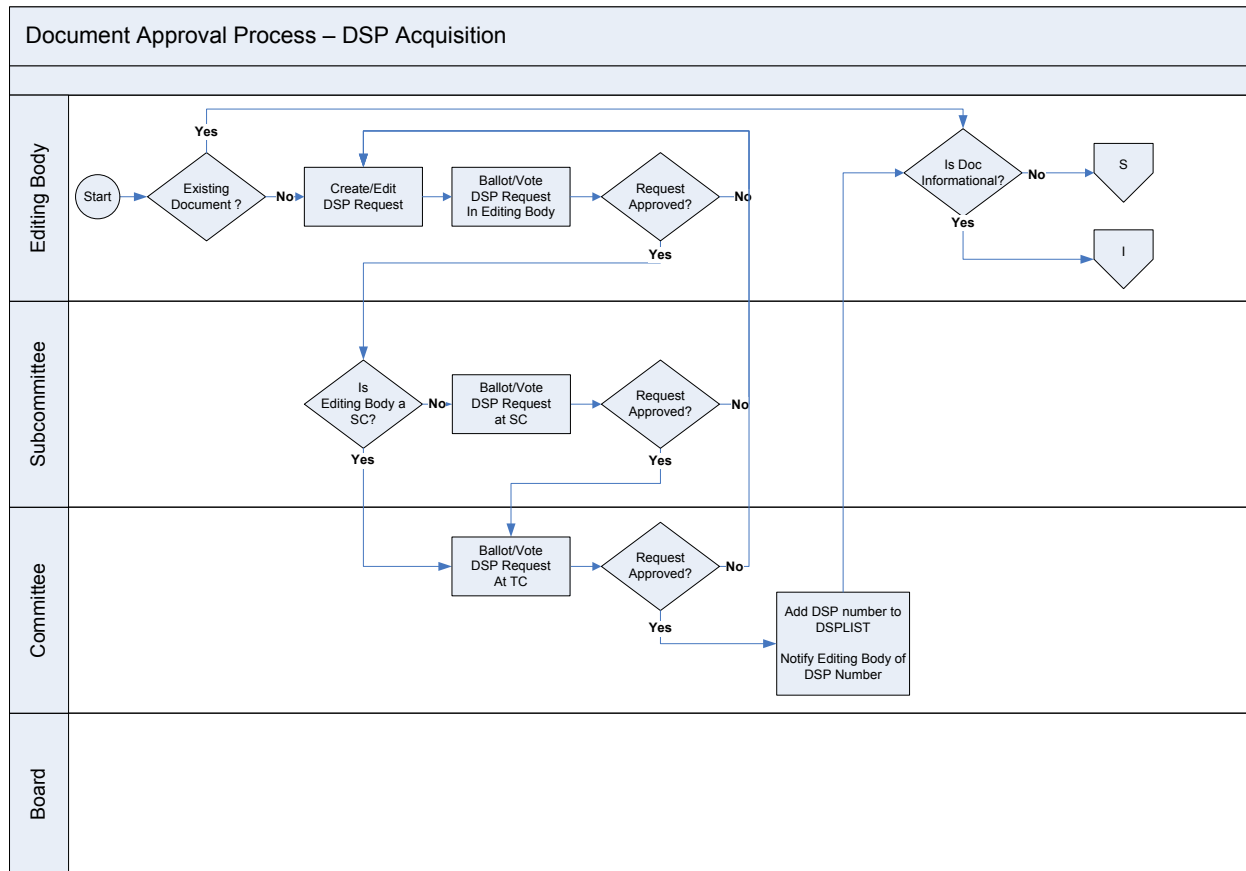
State	Description	Transition	New State
WG – Balloting	The change request is being Balloted by the WG.	Yes	WG – Adopted
			SC – Pending
		Conditional	WG – Approved-Pending
		No	WG – Update-needed
WG – EditorialReview	The document or request has been approved, but requires the document state or status 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

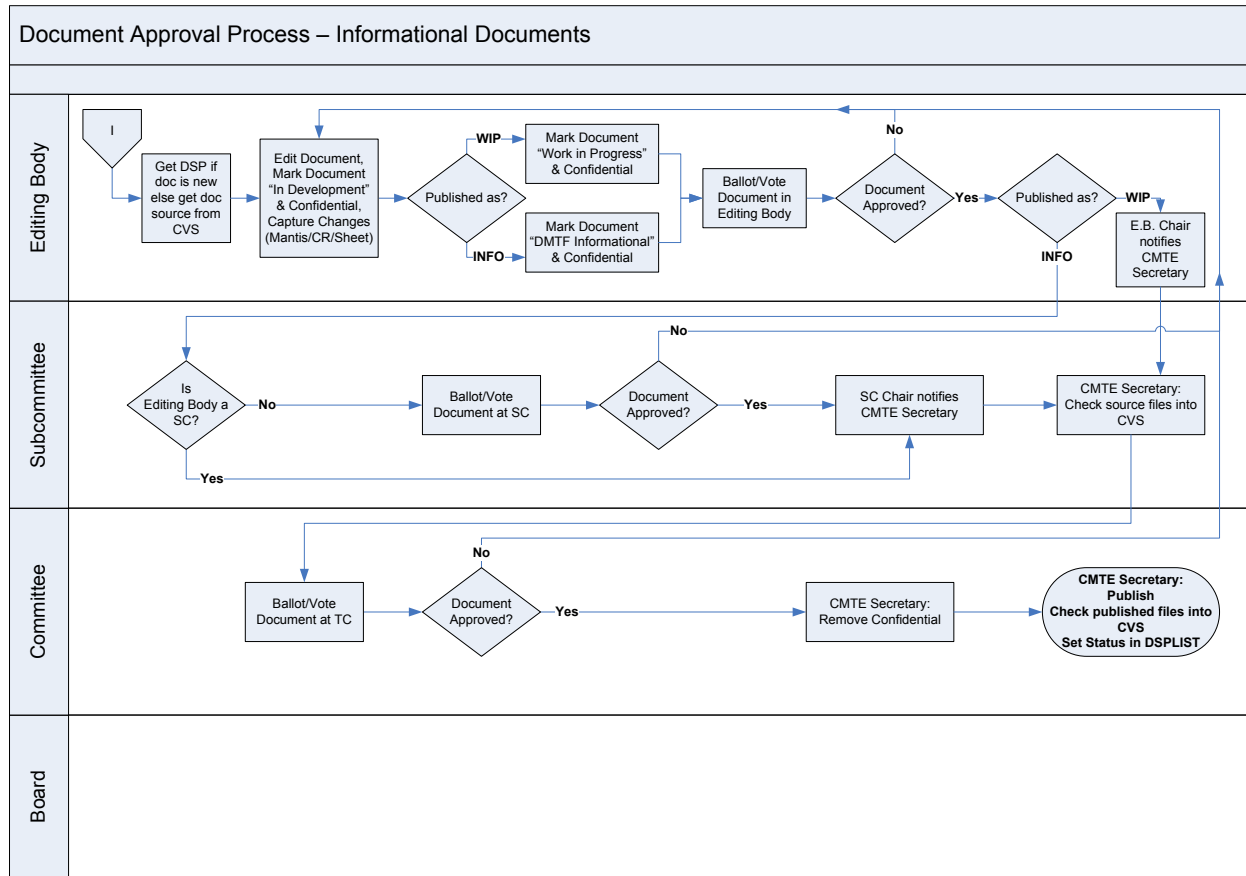
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1700 Figure A-1 through Figure A-4 were developed to help the reader understand the processes. These
1701 flowcharts are for informational purposes to represent the processes in the DMTF and are not intended to
1702 be the canonical source for DMTF processes.



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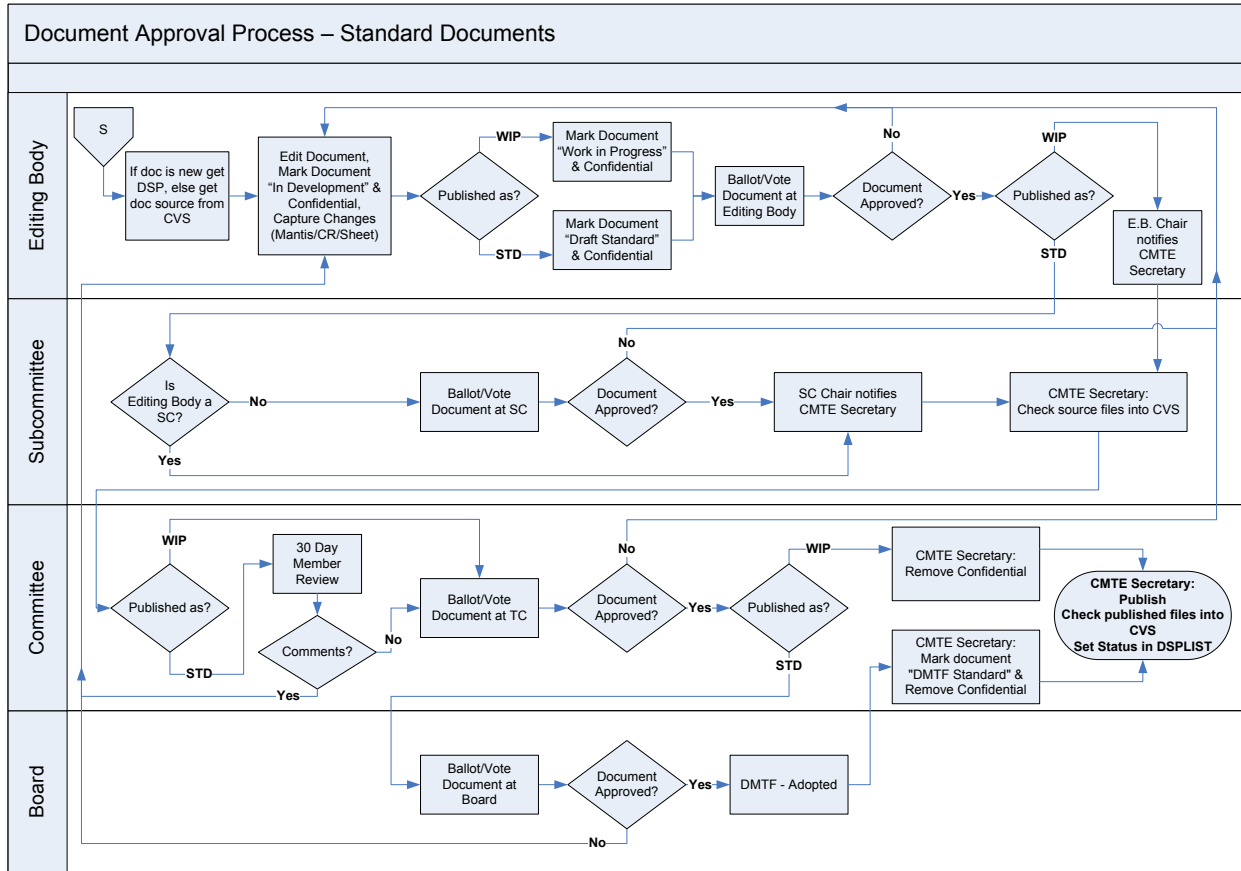
Figure A-1 – Document approval process: DSP identifier acquisition



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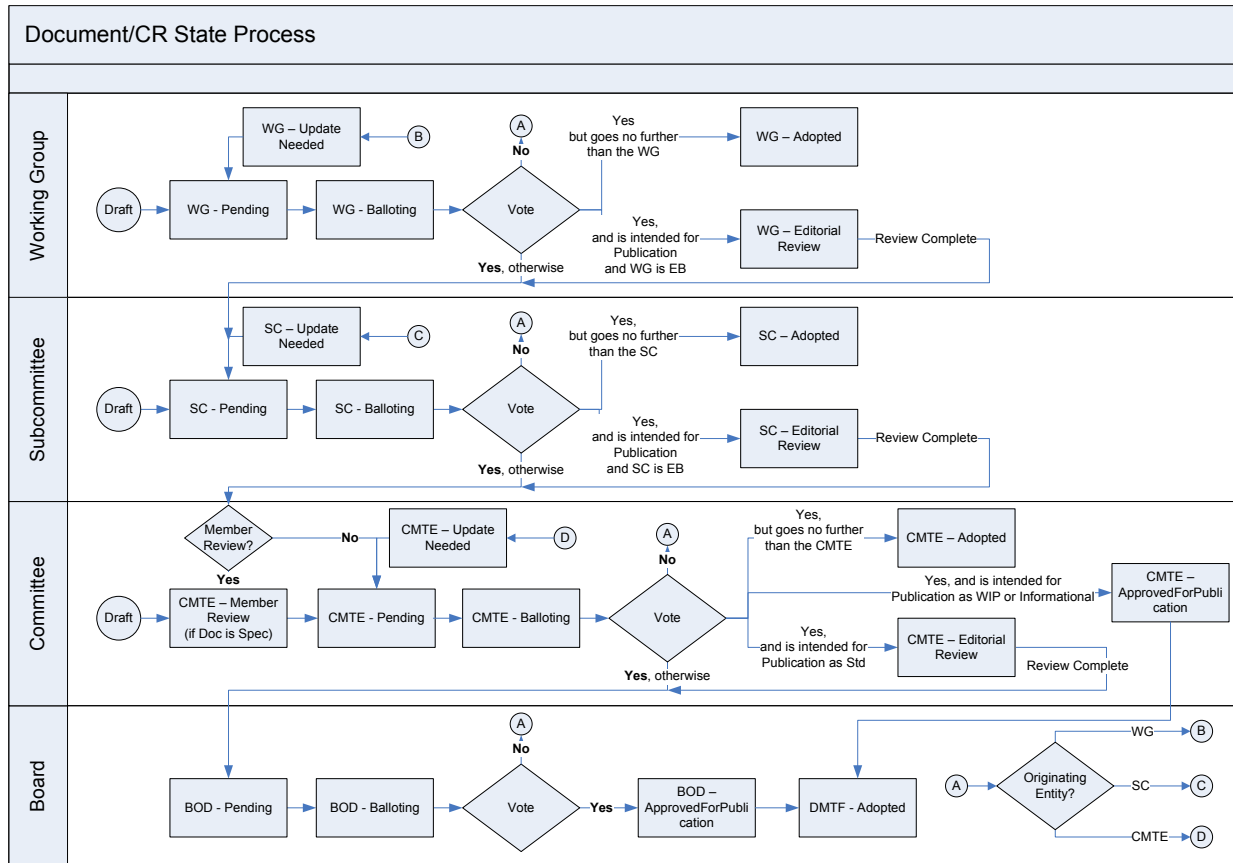
Figure A-2 – Document approval process: Informational documents



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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

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Figure A-4 – Document and CR approval states

**ANNEX B
(informative)**

Change log

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Version	Date	Description
1.0.0	2013-10-22	Consolidated DSP4002 and DSP4004, normalized some duplicate language, re-wrote electronic voting rules to tighten, clarify, and bring into conformance with RONR
1.0.1	2013-10-29	Corrected vote counting to "votes cast"
1.1.0	2014-03-20	Policy change on publication and expiration of WIP documents Forums may be formed by any Body Process defined for returning DSP identifiers DR form removed from DSP4014 Member level roles and rights clarified. Eliminated Sponsored Member

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