



1
2
3
4

Document Identifier: DSP4014

Date: 2015-12-10

Version: 2.3.0

5 **DMTF Process for Working Bodies**

6 **Supersedes: 2.2.0**

7 **Effective Date: 2015-12-10**

8 **Document Class: Policy**

9 **Document Status: Published**

10 **Document Language: en-US**

11

12 Copyright Notice

13 Copyright © 2013 - 2015 Distributed Management Task Force, Inc. (DMTF). All rights reserved.

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

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28 withdrawn or modified after publication, and shall be indemnified and held harmless by any party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

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

34 All feedback or comments should be directed through the DMTF Feedback Portal
35 <http://www.dmtf.org/standards/feedback>

36 This document's normative language is English. Translation into other languages is permitted.

CONTENTS

38	Introduction.....	5
39	1 Scope	6
40	2 Normative references	6
41	3 Terms and definitions	6
42	4 Symbols and abbreviated terms.....	8
43	5 DMTF Committees, Working Groups, Forums, and Chapters	9
44	5.1 Structure and introduction.....	9
45	5.2 Membership levels, roles, voting, and participation.....	9
46	5.3 Committees.....	10
47	5.3.1 Committee chair.....	10
48	5.4 Working Groups.....	10
49	5.4.1 Working Group chair.....	10
50	5.5 Forums.....	11
51	5.5.1 Forum officers.....	11
52	5.5.2 Collection of membership dues and fees; accounting services.....	11
53	5.5.3 Technical specifications and standards.....	11
54	5.5.4 Marketing and PR activities.....	11
55	5.6 Chapters.....	11
56	5.6.1 Chapter officers.....	12
57	5.6.2 Collecting membership dues and fees; accounting services.....	12
58	5.6.3 Technical specifications or standards.....	12
59	5.6.4 Marketing and PR activities.....	12
60	5.7 Task Force.....	12
61	5.8 Common rules and procedures.....	13
62	5.8.1 Body formation.....	13
63	5.8.2 Quiescing and reactivating a Body, de-chartering.....	14
64	5.8.3 Chair and officer elections.....	14
65	5.8.4 Chair responsibilities.....	15
66	5.8.5 Chair vacancy.....	16
67	5.8.6 Chairing model changes.....	16
68	5.8.7 Charters.....	17
69	5.8.8 Meeting notices, agenda, and materials.....	18
70	5.8.9 Rules of Order.....	18
71	5.8.10 Rules of Procedure.....	18
72	5.8.11 Escalations.....	19
73	5.8.12 Voting.....	19
74	5.8.13 Vote counting.....	19
75	5.8.14 DMTF majority rules.....	20
76	5.8.15 Motions related to methods of voting.....	20
77	5.8.16 Requesting another Body to Ballot.....	20
78	5.8.17 Electronic Ballots.....	20
79	5.8.18 DMTF recording policy.....	22
80	5.8.19 Minimum requirements for meeting minutes.....	22
81	6 DMTF release process, document information, and file formats	23
82	6.1 Overview.....	23
83	6.2 DSP identifier, acquisition, transfer, disposal.....	24
84	6.2.1 Document Request (DR) content and format.....	24
85	6.2.2 DR preparation and submittal.....	25
86	6.2.3 DR approval.....	25
87	6.2.4 DSP Number ranges.....	25
88	6.3 Development.....	25
89	6.4 Work in Progress.....	26

90	6.5	Parent Committee approval	26
91	6.6	Technical Committee approval	26
92	6.7	IP solicitation	27
93	6.8	Board approval.....	27
94	6.9	Publication	28
95	6.10	Front matter, numbering, and versioning for DMTF documents.....	28
96	6.10.1	DMTF document front matter, headers, footers	28
97	6.10.2	Exception for non-display formats	30
98	6.11	Document numbering and versioning, and filenames	30
99	6.11.1	Versioning	30
100	6.11.2	File names	31
101	6.12	Accepted file formats	31
102	6.13	Document disposition.....	32
103	6.13.2	Availability of document versions and obsolescence	32
104	7	Issue resolution	32
105	7.1	Issue resolution process	32
106	7.1.1	Issue tracking and recordkeeping.....	33
107	7.1.1.1	Recordkeeping mechanism	33
108	7.1.2	Editing Body final decisions	33
109	8	DMTF Management Initiatives	33
110	8.1	Management Initiative coordination	33
111	9	Information access	33
112	9.1	Web posting	34
113	9.2	Email lists.....	34
114	9.3	Information restriction	34
115	9.4	Information dissemination.....	34
116	9.5	Document information.....	34
117	ANNEX A (informative)	Change log.....	35
118			

119 Tables

120	Table 1 – Membership levels	9
121	Table 2 – Accepted source formats	31
122	Table 3 – Permitted published formats	31
123		

124

Introduction

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

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

131 The defined processes outlined in this document include:

- 132 • Body and sub-Body formation, structure, chartering, quiescing and dissolution
- 133 • Body membership and participation
- 134 • Meeting requirements and guidelines
- 135 • Chair, co-chair and vice-chair models and selection
- 136 • Voting and Ballots
- 137 • Supporting organizational processes
- 138 • Common rules and procedures
- 139 • DMTF document release process, comment resolutions and change requests
- 140 • DMTF management initiatives
- 141 • Information access
- 142 • Approval processes

143

DMTF Process for Working Bodies

144 1 Scope

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

- 147 • Documents that are intended to become DMTF Standard Documents
- 148 • Documents that are intended to become DMTF Informational Documents
- 149 • Schemas
- 150 • Source codes

151 2 Normative references

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

155 Policies that may be found on <http://dmf.org/about/policies>:

- 156 • DMTF Bylaws
- 157 • DMTF Patent and Technology Policy
- 158 • DMTF DSP4003 – DMTF Alliance Partnership Process
- 159 • DMTF DSP4010 – DMTF Financial Process and Procedures

160 Charter Template

161 Document Request Template (DR)

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

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

164 3 Terms and definitions

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

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

173 3.1

174 Alternate Voter

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

- 177 **3.2**
178 **Ballot**
179 A vote by any means.
- 180 **3.3**
181 **Board of Directors**
182 **Board**
183 A group of persons, as defined in the [DMTF Bylaws](#), chosen to govern the affairs of the corporation.
- 184 **3.4**
185 **Body**
186 A substitution for Committee, Forum, Chapter, or Working Group.
- 187 **3.5**
188 **DMTF Document**
189 Any published material released by the DMTF.
- 190 **3.6**
191 **DSP Identifier**
192 An identifier assigned to most DMTF documents.
- 193 **3.7**
194 **DMTF Standard**
195 A DMTF document of a normative nature that addresses a specific problem domain and has been
196 released by the DMTF.
- 197 **3.8**
198 [Document Request](#)
199 **DR**
200 The template that is used to obtain, take ownership or return DSP identifiers.
- 201 **3.9**
202 **Editing Body**
203 The Committee or Working Group assigned editorial responsibility for any given document.
- 204 **3.10**
205 **Electronic Ballot**
206 A Ballot conducted electronically following the procedures defined herein.
- 207 **3.11**
208 **IP Solicitation**
209 A notification to membership, consistent with the DMTF Patent Policy that solicits response of essential
210 patent claims that relate to the subject document.
- 211 **3.12**
212 **Parent Body**
213 DMTF Body immediately above the current body in the hierarchy of DMTF Bodies.

214 **3.13**

215 **Primary Voter**

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

219 **3.14**

220 **Process Document**

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

222 **4 Symbols and abbreviated terms**

223 The following abbreviations are used in this document.

224 **4.1**

225 **DMTF**

226 Distributed Management Task Force

227 **5 DMTF Committees, Working Groups, Forums, and Chapters**

228 **5.1 Structure and introduction**

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

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

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

236 **5.2 Membership levels, roles, voting, and participation**

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

240 **Table 1 – Membership levels**

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

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

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

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

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

245 DMTF expects as much continuity in representation as possible.

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

247 **5.3 Committees**

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

251 **5.3.1 Committee chair**

252 Committee chairs are appointed by the Board of Directors.

253 **5.3.1.1 Committee vice-chair**

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

260 **5.4 Working Groups**

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

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

265 **5.4.1 Working Group chair**

266 Eligible Member representatives may chair a Working Group.

- 267 1) The Working Group chair is a member of the parent committee, but may not vote unless
 268 otherwise eligible. A person may chair or co-chair more than one Working Group.
- 269 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working
 270 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair

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

- 271 should the chair be temporarily unable to fulfill the duties and responsibilities required of the
272 chair. There are no restrictions on the number of Working Groups that a person may vice-chair.
- 273 3) Subsequent elections for a Working Group chair follow the process defined in section 5.8.2.
- 274 4) In the unlikely event that a Working Group chair is unable to fulfill the responsibilities of the
275 position and has not resigned, Working Group participants from three separate Leadership
276 Members may submit a request to the parent Committee that a new election be held. The
277 request must be submitted in writing, either via email or hard copy. The request is then voted in
278 the parent Committee. Prior to initiating the request, Working Group members are strongly
279 encouraged to attempt to resolve their concerns directly with the Working Group chair.

280 **5.5 Forums**

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

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

291 **5.5.1 Forum officers**

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

300 **5.5.2 Collection of membership dues and fees; accounting services**

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

304 **5.5.3 Technical specifications and standards**

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

307 **5.5.4 Marketing and PR activities**

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

310 **5.6 Chapters**

311 The Executive Committee forms Chapters. Chapters are coordinated through the Regional Chapter Task
312 Force. Chapters focus on issues of concern to specific geographic regions. Membership in a Chapter

313 may be restricted to DMTF members who fulfill key requirements such as paying special dues or a
314 membership fee as defined in the chapter's Rules of Procedure. Chapters are intended to be self-funding
315 (that is, they are responsible for collecting monies to pay for programs or initiatives they seek to deliver),
316 however they may request funds from their governing Committee.

317 **5.6.1 Chapter officers**

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

327 **5.6.2 Collecting membership dues and fees; accounting services**

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

331 **5.6.3 Technical specifications or standards**

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

334 **5.6.4 Marketing and PR activities**

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

337 **5.7 Task Force**

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

340 A Task Force may consist of one or more individuals appointed by the Parent Body; however, they do not
341 need to be members of the Parent Body.

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

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

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

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

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

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

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

353 **5.8 Common rules and procedures**

354 This section contains information supporting the prior sections.

355 **5.8.1 Body formation**

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

- 358 1) Proposals for a new Body can be proposed by any three Leadership Members of the DMTF.
359 They are brought to the chair of the appropriate Parent Body. A proposal to form the new Body
360 must be submitted and an interim chair or co-chairs identified (hereafter referred to as “interim
361 chair”). The interim chair must be a Leadership Member representative. The Parent Body chair
362 then hosts a discussion with the interim Body chair(s) and the appropriate Parent Body. The
363 goals of the discussion are to determine whether the work aligns with the strategy and focus of
364 the DMTF; what existing work is available in the industry; whether cooperative relationships with
365 standards outside the DMTF might be necessary; and so on. No binding vote need be held. The
366 proposal goes to the Board for approval.
- 367 2) After the proposal for the new Body is approved by the Board, an announcement is sent to all
368 Leadership Members by the Committee chair soliciting interested participants to attend one or
369 more formation meetings or teleconferences. The purpose of these meetings is to craft an initial
370 charter for the Body (see charter content 5.8.7.1), goals, deliverables, timeline, and Rules of
371 Procedure (see Rules of Procedure 5.8.10), if applicable. An interim group page is created on
372 the DMTF web site to facilitate discussion and coordinate meetings. At least three Leadership
373 Members must express interest to continue to the next step.
- 374 3) The chair of the appropriate Parent Body is responsible for providing insight and observations
375 about the DMTF, any requested help in anticipating Committee and Board questions and
376 responses, and answers to procedural questions.
- 377 4) At the conclusion of the meetings, the interim chair submits the proposed initial charter and
378 Rules of Procedure, if applicable, to the chair of the appropriate Parent Body along with
379 proposed goals and an initial timeline. In addition, the interim chair must identify at least three
380 Leadership Members that remain committed to the ongoing work. The Parent Body chair then
381 verifies the submitted information. If no issues exist, the charter and list of committed
382 Leadership Members are sent to the Parent Body for Ballot following the normal Ballot process.
383 The charter and Rules of Procedure go to the Board for approval. Issues with the Body’s
384 proposed charter, Rules of Procedure and list of committed members should be raised in the
385 initial Ballot and then worked to closure.
- 386 5) After Board approval of the Body’s initial charter and Rules of Procedure, the appropriate
387 Committee chair sends a second announcement to all DMTF members indicating the formation
388 of the new Body and the timing of its first meeting. At the formation meeting for the Body, the
389 charter and list of committed members are reviewed (and possibly amended); the chairing
390 method for the Body is decided (single chair, chair and vice chair, or co-chairs); the official chair
391 nomination process is started; and work on the deliverables commences. Meeting times for the
392 new Body should also be discussed and Balloted if agreement during the meeting is not
393 reached.
- 394 6) At the Body’s first meeting, any chairs, vice-chairs, co-chairs or other officers are elected
395 according to the procedure in section 5.8.2.

396 **5.8.2 Quiescing and reactivating a Body, de-chartering**

397 **5.8.2.1 Quiescing**

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

- 400 • The Body's chair may make a request to its Parent Committee's chair that the Body be
401 quiesced. A motion is made to quiesce the Body at the parent Committee and a vote is held.
402 Upon parent Committee approval, the request is forwarded to the Board for approval.
- 403 • After Board approval, an announcement is sent to all the DMTF members indicating that the
404 Body is quiesced and the web location of its archived information. Questions regarding the work
405 and deliverables of the Body can continue to be mailed to the DMTF list through the [Contact](#)
406 page.
- 407 • If the Body has funds under its management, such as potentially Chapters or Forums, those
408 accounts shall be settled and any excess shall be returned to the DMTF general fund. No
409 reserve shall be carried forward.

410 **5.8.2.2 Reactivating**

411 Bodies that have been quiesced may be reactivated as follows:

- 412 • The Body's former chair, or a former member if no chair is available, and a minimum of three
413 additional members shall make a request to reactivate to its Parent Committee.
- 414 • The Parent Committee shall vote. Upon an affirmative vote, the request will be passed to the
415 Board for approval.
- 416 • After Board approval, an announcement is sent to all the DMTF members indicating that the
417 Body has been reactivated and the web location of its archived information.

418 **5.8.2.3 De-chartering**

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

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

425 **5.8.3 Chair and officer elections**

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

428 **5.8.3.1 Electing Officer**

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

431 **5.8.3.2 Order of Elections**

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

435 5.8.3.3 Election Procedure

- 436 • The Electing Officer announces by email to the Body's mailing list that nominations for the
437 vacant position(s) are being solicited. Nominations can be submitted at a meeting or by email to
438 the Electing Officer's alias. Nominations shall be open for a minimum of five business days after
439 announcement to the Body's email list.
- 440 • At the meeting following the close of the nomination period, the Electing Officer announces the
441 list of candidates nominated for each vacancy. Candidates may describe their background and
442 interest in the role. If multiple nominees for a vacancy exist, the winning candidate is selected
443 through an email Ballot to the Electing Officer's alias. Each Member may vote once for each
444 vacancy on the Ballot, provided that each vote is for different persons.
- 445 • If only one candidate exists for a vacancy, a default selection is made and announced.
446 Members may voice objections to the default selection by email to the Electing Officer's alias
447 within five business days of the announcement. Should an objection be received, an attempt
448 shall be made to resolve it. If resolution is not possible, then an election shall be held after
449 another five business day call for nominations. Such election shall be held even though only
450 one candidate stands. A simple majority of the votes is sufficient to elect the candidate.
- 451 • If multiple candidates exist for a vacancy, then the candidate with a simple majority of the votes
452 is selected. If no candidate has obtained a simple majority, then there shall be a run-off election
453 between the two candidates with the most votes. The Electing Officer at the conclusion of each
454 round of voting shall disclose the total number of votes cast for each vacancy as well as the
455 number of votes achieved by each candidate.
- 456 • In the case of the simultaneous election of two co-chairs, each Member shall have the
457 opportunity to cast two votes, each of which must be cast for different persons. Any candidate
458 that receives a number of votes greater than 50% of the number of Members that cast votes is
459 elected. If one position remains unfilled, then there shall be a run-off election between the
460 remaining two candidates that had received the most votes. Should there remain unfilled
461 positions, then each co-chair shall be voted sequentially and the candidate with a plurality of
462 votes shall be elected.

463 5.8.4 Chair responsibilities

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

- 465 • The chair is responsible for acting as the presiding officer for all meetings and ensuring that all
466 DMTF policies and procedures are followed.
- 467 • The chair is responsible for attending meetings of the Body and providing reports to the Parent
468 Body.
- 469 • The chair is responsible for informing the Parent Body of the progress, schedule, and status of
470 the specific technologies or programs under development by the Body and its subordinate
471 bodies on a monthly basis.
- 472 • As goals, schedules, and deliverables change, the chair is responsible for providing that data for
473 publication on the Body's public web page by sending the request with all necessary information
474 through the approvals required of an Informative Document (6) and ultimately to [tc-
475 support@dmf.org](mailto:tc-support@dmf.org) for publication.
- 476 • The chair is responsible for bringing Body issues to the Parent Body for resolution and Body
477 deliverables to the Parent Body for forwarding to the DMTF Board through the organization for
478 publication.
- 479 • The chair is responsible for maintaining email lists and rosters for the Body.
- 480 • The chair is responsible for ensuring that accurate minutes of each meeting are taken and
481 posted on the "Members Only" web site, together with pertinent documents. If a Body chooses

- 482 to rotate responsibility for recording minutes amongst its participants, each such Member is
483 required to join in the rotation.
- 484 • The chair is responsible for seeing that meeting attendance is tracked by using the tracking tool
485 in the Body's area of the web site.
 - 486 • The chair is responsible for ensuring that an accurate record of the status of all specifications
487 owned by the Body is maintained.
 - 488 • The chair is responsible for ensuring the Body and all subordinate Bodies are operating within
489 their charters and those charters are up to date.
 - 490 • The chair is responsible for publishing the agenda two business days prior to meetings and
491 ensuring that all collateral material for discussions are published two business days prior to
492 meetings.
 - 493 • The chair is responsible for declaration of voting results.
 - 494 • The chair is responsible for Alliance Partner Work Register ([DSP4003](#)) responsibilities and
495 milestones as declared in the Work Registers.
 - 496 • The chair is responsible for ensuring adherence to the DMTF Recording Policy.
 - 497 • The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair
498 or co-chair that can assume the role of chair upon a vacancy or absence of the chair.
 - 499 • The chair is responsible for coordinating with the DMTF Marketing task force so that press
500 releases or other distribution of information related to those documents produced by the group
501 are properly targeted and issued in a timely manner.
 - 502 • The chair shall ensure that an appropriate Body representative capable of knowledgably
503 addressing issues or questions attend the meeting of a Parent Body that is considering an
504 action or Ballot on behalf of the Body.

505 **5.8.5 Chair vacancy**

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

- 509 1) When the chair, co-chair or vice-chair leaves or changes their relationship with the Leadership
510 Member that they represent (other than through a merger or buyout), the position held by that
511 person must be vacated and a new election held; or in the case of a Committee, a new Board
512 appointment is made.
- 513 2) When a Body changes chairing model, the rules in section 5.8.6 require that an election be
514 held.
- 515 3) When a Leadership Member is purchased by, or merged with, another Leadership Member and
516 the co-chairs or the chair and vice-chair now represent the same Leadership Member, one of
517 the positions must be vacated and a new election held for that position; or in the case of a
518 Committee, a new Board appointment is made.
- 519 4) If no vice-chair or co-chair has been elected at the time of the vacancy, the chair of the Parent
520 Body assumes the responsibility until a new election can be completed; or in the case of a
521 Committee, a new Board appointment is made.

522 **5.8.6 Chairing model changes**

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

- 525 • When a Body with a single chair changes to a model with a chair and a vice-chair, the current
526 chair maintains the position and an election is held for vice-chair.
- 527 • When a Body with a single chair changes to a model with co-chairs, the current chair maintains
528 the position and an election is held for the other co-chair.
- 529 • When a Body with a chair and vice-chair changes to a model with a single chair, the current
530 chair maintains the position and the vice-chair position is eliminated.
- 531 • When a Body with a chair and vice-chair changes to a model with co-chairs, the current chair
532 maintains the positions, the vice-chair position is eliminated and an election is held for the other
533 chair.
- 534 • When a Body with co-chairs changes to a model with a single chair, the process is more
535 complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
536 become interim chairs until an election is held for the single chair seat.
- 537 • When a Body with co-chairs changes to a model with a chair and vice-chair, the process is
538 more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
539 become interim chairs until an election is held for the single chair seat. The vice-chair position is
540 then filled through the normal election process.

541 5.8.7 Charters

542 All Bodies must have a Board-approved charter that defines the scope of work to be performed by the
543 Body. Charter format shall be according to that defined in the [Charter Template](#).

544 5.8.7.1 Charter content

545 Charter scope includes the following:

- 546 • Purpose, technology area, problems to be solved, and anticipated work to be performed.
- 547 • General nature of anticipated deliverables such as specifications, test code, example source
548 code, schemas or other materials.
- 549 • Parent Body.
- 550 • Disambiguate the nature of the Body from any other DMTF Body.

551 Charter scope does not include the following:

- 552 • Specifically named deliverables
- 553 • Chairs
- 554 • Schedule or time-line

555 5.8.7.2 Initial charter creation

- 556 • Committee charters are set by the Board.
- 557 • The initial charters for other bodies are formed according to the initial charter procedures
558 described in Body formation (5.8.1).

559 5.8.7.3 Charter modification

- 560 • Bodies wishing to change their charters may do so by preparing the proposed new charter and
561 then obtaining Board approval (6).

562 5.8.8 Meeting notices, agenda, and materials

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

568 5.8.9 Rules of Order

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

572 5.8.10 Rules of Procedure

573 Bodies may establish additional Rules of Procedure that may apply to themselves, to their child Bodies,
574 or to both. Rules of Procedure may include specific additional processes that must not be inconsistent
575 with DMTF Bylaws, policies, or this document. Any Member may escalate a Rules of Procedure that they
576 believe contradicts DMTF Bylaws, policies, or this document by means of the Escalation Procedure
577 (5.8.11). All effective Rules of Procedure for any Body must be accessible from the Body's public facing
578 web page. Rules of Procedure are approved by the Board (6).

579 5.8.10.1 Financial rules

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

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

584 5.8.10.2 Other rules

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

- 587 • Procedures for submitting items for consideration and the forms attendant thereto.
- 588 • Specification of tools to be used for test, document generation, or otherwise in the pursuit of the
589 Body's Charter.
- 590 • Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the
591 Body's Charter.

592 5.8.10.3 Prohibited rules

593 No Rules of Procedure document may:

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

598 5.8.10.4 Rules of Procedure approval

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

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

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

604 **5.8.11 Escalations**

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

610 **5.8.11.1 Responsibilities**

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

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

616 **5.8.11.2 Escalation requirements**

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

621 **5.8.11.3 Timeline**

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

623 **5.8.11.4 Further escalation**

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

626 **5.8.11.5 Final decisions**

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

628 **5.8.12 Voting**

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

634 **5.8.13 Vote counting**

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

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

643 **5.8.14 DMTF majority rules**

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

649 **5.8.15 Motions related to methods of voting**

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

653 Typical incidental motions include:

- 654 • Motion for an Electronic Ballot q.v.
- 655 • Motion for a standing vote (or show of hands)
- 656 • Motion for a roll-call vote

657 **5.8.16 Requesting another Body to Ballot**

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

661 **5.8.17 Electronic Ballots**

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

664 **5.8.17.1 Validity**

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

667 **5.8.17.2 Electronic Ballot lifecycle**

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

676 5.8.17.3 Amendments

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

680 5.8.17.4 Comments

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

685 5.8.17.5 Incorporation of comments

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

690 5.8.17.6 Duration

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

696 5.8.17.7 Closure and declaration

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

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

707 5.8.17.8 Recording of Electronic Ballots

- 708 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an
709 action is taken with respect to that Electronic Ballot.
- 710 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the
711 minutes of the meeting in which they are made.
- 712 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of
713 the meeting in which they are made.
- 714 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are
715 declared.

716 5.8.17.9 Responsibility to manage

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

718 5.8.17.10 Identification of Electronic Ballots

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

724 5.8.18 DMTF recording policy

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

726 5.8.19 Minimum requirements for meeting minutes

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

730 5.8.19.1 Meeting minutes format

731 The preamble to the minutes shall include:

- 732 • The kind of meeting – regular, special, adjourned regular or adjourned special; and
- 733 • The name of the Body; and
- 734 • The date and time (hour) of the meeting; and
- 735 • The location of the meeting in the case of a face-to-face meeting or simply the notation that it
736 was a teleconference if there was no physical location; and
- 737 • The fact that the regular chair, vice-chair, or co-chair and secretary (minute-taker) were present
738 or, if not, the name of the persons serving in these capacities; and
- 739 • Whether the minutes of the previous meeting(s), identified by date, were approved as posted or,
740 if corrected, the notation that they were approved as corrected. Corrections are made in the
741 minutes of the previous meeting and not detailed in the current minutes.

742 The body of the minutes shall include:

- 743 • A separate paragraph for each subject.
- 744 • The wording of each main motion as adopted or otherwise disposed of, as well as the name of
745 the mover. The seconder (if any) is not recorded. Motions that are withdrawn are not recorded.
746 The existence of motions to amend or of debate may be recorded but only parenthetically.
- 747 • If a main motion is disposed of temporarily, then any motions to amend and secondary motions
748 that adhere to the main motion are recorded that are pending at the time of disposal.

749 The minutes shall end with the hour of adjournment.

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

751 **6 DMTF release process, document information, and file formats**

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

754 a) Normative documents such as:

- 755 • DMTF Standards
- 756 • DMTF Informative Standards
- 757 • Schemata

758 b) Informative documents such as:

- 759 • Presentations
- 760 • White papers
- 761 • Posters
- 762 • Software
- 763 • Use-cases or requirements
- 764 • Marketing material for distribution to the DMTF Membership

765 c) Policy documents such as:

- 766 • This document
- 767 • Other documents defining DMTF processes or procedures
- 768 • Corporate policies
- 769 • Charters
- 770 • Body Rules of Procedure
- 771 • Marketing material for public distribution
- 772 • Budgets
- 773 • Contracts and their addenda

774 **6.1 Overview**

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

- 776 • DSP identifier acquisition (6.2)
- 777 • Development (6.3)
- 778 • Work in Progress (recommended) (6.4)
- 779 • Technical Committee approval (6.6)
- 780 • IP solicitation (6.7) and parallel Board approval (6.8)
- 781 • Publication (6.9)

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

- 783 • DSP identifier acquisition (6.2)
- 784 • Development (6.3)
- 785 • Work in Progress (recommended) (6.4)

786 • Parent Committee approval (6.5)

787 • Publication (6.9)

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

789 • DSP identifier acquisition (6.2)

790 • Development (6.3)

791 • Work in Progress (potential) (6.4)

792 • Parent Committee approval (6.5)

793 • Board approval (6.8)

794 • Publication (6.9)

795 **6.2 DSP identifier, acquisition, transfer, disposal**

796 Applies to document classes:

797 • Policy documents

798 • Normative documents

799 • Informative documents

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

801 • Charters

802 • Rules of Procedure

803 • Press releases or other marketing collateral

804 • Newsletters or other Member communications

805 • Posters, brochures, or other graphics for promotional display or distribution

806 • Web pages

807 • Bylaws or any other corporate document or filing

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

814 **6.2.1 Document Request (DR) content and format**

815 DRs must be created by using the [DR template](#). The content of this template includes:

816 • Chair(s) of the Body requesting the DSP identifier

817 • Document Class being requested (Normative, Informative, Policy)

818 • Name of the associated document

819 • DSP identifier if previously issued

820 • Name of the Editing Body

821 • Date the request began

- 822 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier
- 823 • Background rationale for the accompanying document
- 824 • Intention to publish or submit to (see section 6.13)

825 **6.2.2 DR preparation and submittal**

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

830 DRs shall only be submitted by chairs.

831 DRs shall be shared with the Parent Committee prior to voting in the Parent Committee. It is best to set
832 up the DR folder with automatic sharing with the Parent Committee.

833 **6.2.3 DR approval**

834 The Editing Body must vote to approve the DR. Once approved by the Editing Body, the DR document
835 proceeds to the Parent Committee for approval. After the Parent Committee approves the DR, the
836 Committee Secretary notifies the Editing Body that the DR is approved, the name of the document that
837 was approved, and the action taken.

838 **6.2.4 DSP Number ranges**

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

- 840 • 0001-0999 – Technical Specifications
- 841 • 1000-1999 – Profiles
- 842 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 843 • 3000-3999 – Working Group Charters
- 844 • 4000-4999 – DMTF Process documents
- 845 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 846 • 6000-6999 – Machine Readable Profiles
- 847 • 8000-8999 – Schema Representations
- 848 • IS-0000 - IS-9999 – Informational Specifications

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

853 **6.3 Development**

854 Applies to document classes:

- 855 • All document classes

856 Prerequisites:

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

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

861 **6.4 Work in Progress**

862 Applies to document classes:

- 863 • All document classes

864 Prerequisites:

- 865 • A document in Development (6.3)
- 866 • A vote in the Editing Body to publish a Work in Progress release

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

870 **6.5 Parent Committee approval**

871 Applies to document classes:

- 872 • Informative documents
- 873 • Work in Progress documents
- 874 • Process documents

875 Prerequisites:

- 876 • Work is complete for the candidate document.
- 877 • Substantially all non-deferred issues have been resolved.
- 878 • Editorial review in a manner acceptable to DMTF Admin has been completed.
- 879 • A vote in the Editing Body to release the document has passed.

880 Exceptions:

- 881 • Work in Progress documents may have any number of open issues.
- 882 • Work in Progress documents do not require editorial review.

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

886 **6.6 Technical Committee approval**

887 Applies to document classes:

- 888 • Normative documents

889 Prerequisites:

- 890 • Work is complete for the candidate document.
- 891 • Substantially all non-deferred issues have been resolved.
- 892 • Editorial review in a manner acceptable to DMTF Admin has been completed.

- 893 • The Editing Body has voted to release the document.
- 894 The Technical Committee Ballots the document for publication to assure that it is within the Editing Body's
895 scope as defined in the charter, and that process has been followed in its production. Documents with
896 obvious quality problems may be rejected on that basis.
- 897 All normative document approval Ballots shall be electronic and shall be open for at least 7 days. Upon
898 the opening of a normative document Ballot; the board of directors shall be notified by email. Normal and
899 usual voting methods for electronic Ballots are observed (5.8.17).
- 900 All normative documents presented for Technical Committee review shall be, subsequent to Technical
901 Committee approval, marked with the document status of "Candidate Specification" and published as a
902 Work in Progress.
- 903 When the Technical Committee has approved the normative document, it shall be forwarded directly to
904 DMTF Admin for publication pending completion of IP Solicitation and Board approval, which should
905 occur in parallel to the extent possible.

906 **6.7 IP solicitation**

907 Applies to document classes:

- 908 • Normative documents

909 Prerequisites:

- 910 • Technical Committee has approved the document for publication.

911 The Technical Committee shall determine if an IP solicitation is needed on any draft normative document
912 presented for approval. An IP solicitation is required for any new normative document and may be
913 indicated if changes made by the Editing Body result in new feature or function. The Technical Committee
914 may decide that no IP solicitation is required if the Editing Body makes such a recommendation and
915 changes from a previously approved version contain no substantive modifications to function or feature.

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

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

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

925 **6.8 Board approval**

926 Applies to document classes:

- 927 • Policy documents
928 • Normative documents

929 Prerequisites:

930 Parent Committee approval has been achieved.

931 Procedure:

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

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

939 **6.9 Publication**

940 Applies to document classes:

- 941 • Policy documents
- 942 • Informative documents
- 943 • Normative documents

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

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

947 The steps in publication include the following activities.

- 948 • Pre-publication cleanup
949 Consists of assuring correct front-matter format and content, change of document status and
950 publication date, removal of confidentiality notifications, and removal of the version identification
951 except for Work In Progress releases.
- 952 • Archiving
953 DMTF Admin will copy the document to a secure location for long-term storage.
- 954 • If a normative document, and an IP solicitation was required, hold publication until verification of
955 successful completion of the IP solicitation.
- 956 • Movement to the published document location on the DMTF web site
957 DMTF Admin will publish the document on the DMTF web site.

958 Specifications are published and a URI is generated for the document according to the document
959 name(6.11). The document is then published on the “published documents” page and added to the
960 appropriate document directory.

961 **6.10 Front matter, numbering, and versioning for DMTF documents**

962 **6.10.1 DMTF document front matter, headers, footers**

963 Applies to document classes:

- 964 • Normative documents
- 965 • Informative documents
- 966 • Policy documents

967 Exceptions:

- 968 • Charters
- 969 • Rules of Procedure
- 970 • Press releases or other marketing collateral
- 971 • Newsletters or other Member communications
- 972 • Posters, brochures, or other graphics for promotional display or distribution
- 973 • Web pages
- 974 • Bylaws or any other corporate document or filing
- 975 • Marketing materials

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

- 978 • Title
979 The title of the document as registered when the DSP identifier was obtained.
- 980 • DSP identifier
981 This must be the DSP identifier obtained according to the policy described in 6.2.
- 982 • Version number
983 This version number must comply with the guidelines in 6.11.
- 984 • Date
985 This must be the effective date of the document.
- 986 • Logo
987 A DMTF logo should be included on the title page.
- 988 • Document Class
989 "Policy," "Normative," or "Informative."
- 990 • Document Status
991 "Draft," "Work in Progress," "Candidate Specification" or "Published."
- 992 • Document Disclaimer if any
993 In the case of DMTF Works in Progress it shall be:
994 "IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its
995 members. Because this document is a Work in Progress, this document may still change, perhaps
996 profoundly and without notice. This document is available for public review and comment until
997 superseded."
- 998 • Documents Superseded, if any
- 999 • Document Language
- 1000 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF

1001 Page 2 of the document shall contain the following information:

- 1002 • DMTF Copyright Notice
- 1003 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)

- 1004 • Notice that “The English version of this specification is the only normative version”
- 1005 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
- 1006 <http://www.dmtf.org/standards/feedback>

1007 Page headers shall contain:

- 1008 • DSP identifier
- 1009 • Document Title

1010 Page footers shall contain;

- 1011 • Page number
- 1012 • Confidentiality notation
- 1013 “DMTF Confidential” unless published as final or as a Work in Progress
- 1014 • Status
- 1015 “Draft,” “Work in Progress,” or “Published”
- 1016 • Version number

1017 **6.10.2 Exception for non-display formats**

1018 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain

1019 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,

1020 the DMTF Logo is optional.

1021 **6.11 Document numbering and versioning, and filenames**

1022 **6.11.1 Versioning**

1023 Versioning of DMTF documents takes the form *m.n.u*[*d*], where:

- 1024 *m* represents the major version identifier in numeric form. This number starts at 1 for new
- 1025 documents. A change in this number representing an update to the document indicates that the
- 1026 document contains changes that are not compatible with prior versions.
- 1027 *n* represents the minor version identifier in numeric form. This number starts at 0 for new
- 1028 documents. A change in this number representing an update to the document indicates that the
- 1029 document contains changes that are compatible with prior versions.
- 1030 *u* represents the update (errata or coordination changes) in numeric form. This number starts at 0
- 1031 for new documents. A change in this number representing an update to the document indicates
- 1032 that the document contains changes that are corrections to errors in prior versions or changes
- 1033 in coordination with other documents. This digit may not be changed for Work in Progress
- 1034 documents.
- 1035 *dd* represents the draft level in alphabetic form. This indicator is required for DMTF draft
- 1036 documents and Work in Progress releases.

1037 Updated versions of documents must have one of these digits or letters changed from prior versions in

1038 increasing order; gaps in the order are permitted.

1039 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1040 All DMTF document in draft status must have the draft level identified. Any references to the specification

1041 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are

1042 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c
 1043 ... x, y, z, aa, ab...zz.

1044 **6.11.2 File names**

1045 The filename for published DMTF documents should use this format:

1046 "DSP"<4 digit document number>"_ "<m>"."<n>"."<u>"-"<t>"."<file extension>" where:

1047 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1048 The language identifier, **t**, and the preceding “-“ may be omitted in English-language normative
 1049 documents but are required for all translations..

1050 Additionally, this information must be embedded inside the specification itself. When specifying the
 1051 document number for DMTF specifications numbered below 1000, the leading zero must be specified.
 1052 For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1053 **6.12 Accepted file formats**

1054 DMTF sources should be in one of the formats indicated in Table 2 – Accepted source formats.

1055 **Table 2 – 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 or UTF-16 text format, or Visio
Source Code	UTF-8 text format

1056 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1057 or Visio.

1058 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3 – Permitted
 1059 published formats. The Editing Body must also provide access to the document source.

1060 **Table 3 – Permitted published formats**

Artifact Type	Approved Formats
Source Code and other machine readable artifacts	UTF-8 text, or as required
UML	PDF
Specifications, DMTF Standards, White Papers, Technical Notes	PDF and HTML

1061 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1062 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1063 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1064 convenience.

1065 **6.13 Document disposition**

1066 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are
1067 usually published through the DMTF web site. Some circumstances require that DMTF documents be
1068 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for
1069 example, when a document is released to another entity. This section describes the requirements and
1070 methods for the dispensation of documents.

1071 **6.13.1.1 Submission and transfer**

1072 When the document is intended to be either transferred or submitted to another organization, the
1073 document needs to have a statement regarding the nature of the submission or transfer and a statement
1074 about copyright grant. This statement can be either a part of the document or a separate document, such
1075 as a cover letter. An IP disclaimer should be included if the document is a specification. If included, the
1076 document is subject to approval by DMTF legal counsel before release.

1077 Documents intended to be submitted or transferred to another organization are subject to DMTF Board
1078 approval regardless of Document Type and Final Document Status.

1079 **6.13.2 Availability of document versions and obsolescence**

1080 The release of a new version of a specification, white paper, or document does not make previous
1081 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying
1082 goal is upward compatibility between versions. This goal should be approached with caution because
1083 maintaining upward compatibility between versions may not always be possible.

1084 Updates to a specification, white paper, or document are submitted to the Editing Body. Each
1085 specification must contain a change history. (For graphical documents, such as UML diagrams, that are
1086 not conducive to including a change history, this history is included in the MOF file.) The status of these
1087 documents must be indicated as "Work in Progress," "Informational," "DMTF Draft Standard," or "DMTF
1088 Standard." A change log and completed Change Request forms must be maintained for all specifications,
1089 white papers, and documents.

1090 Specifications and other documents that have reached a level of maturity where they are no longer
1091 actively being updated should be posted to a section of the DMTF web site dedicated to "historical"
1092 documents. The web site must contain information indicating that this specification is still relevant to the
1093 industry but new versions should not be expected. Specifications that are greater than five years old and
1094 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should
1095 be moved to this portion of the web site, but the URL to the document should not change. Previous
1096 versions of MOF Schema that are greater than two years old may fall into the "historical" category and
1097 should be treated appropriately. Note that the URI of the document should remain persistent (remain the
1098 same over time) to allow other specifications to reference DMTF Standards.

1099 **7 Issue resolution**

1100 **7.1 Issue resolution process**

1101 During the normal course of document development or approval, issues may be raised against
1102 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues
1103 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during
1104 review or approval, during the IP solicitation phase of document approval, or by external entities for
1105 Works in Progress.

1106 **7.1.1 Issue tracking and recordkeeping**

1107 All issues reported shall be recorded and the record kept as part of the Editing Body's permanent records.
1108 The record shall contain the following minimum information:

- 1109 • Date issue was reported
- 1110 • Issue reporter
- 1111 • Issue description
- 1112 • Date issue was resolved
- 1113 • Resolution description
- 1114 • Document revision containing resolution
- 1115 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

1116 **7.1.1.1 Recordkeeping mechanism**

1117 Any method may be used to track issues. The DMTF provides a number of tools that may be used;
1118 however, any method that is persistent and that may be archived can be utilized.

1119 **7.1.2 Editing Body final decisions**

1120 Issues are decided according to voting rules defined herein (5.8.14). In the case that a reporter does not
1121 agree with the issue resolution as proposed by the editing Body and provides a rationale that may be
1122 considered new information, a simple majority vote in the Editing body may be performed to re-open the
1123 issue. Should that simple majority vote fail, the resolution of record may be considered final.

1124 **8 DMTF Management Initiatives**

1125 "Management Initiative" is a term used to describe a set of activities, specifications, or documents that
1126 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any
1127 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic
1128 importance and commitment of resources of such initiatives.

- 1129 • Management Initiatives must have technical components involving one or more Bodies.
- 1130 • Management Initiatives must have requirements for messaging or technical evangelism to
1131 promote the Management Initiative for the mutual benefit of the DMTF membership.
- 1132 • Proposals for new Management Initiatives are presented to the Board and are enacted when
1133 approved. Proposals should include the reason why it is a particularly good opportunity for the
1134 DMTF, the activities expected, a schedule, and any anticipated budget impact.

1135 **8.1 Management Initiative coordination**

1136 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is
1137 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the
1138 participating Bodies.

1139 **9 Information access**

1140 A policy of the DMTF is to have stable information available to its members. Body members are entitled to
1141 have access to any pertinent data related to the decisions and operations of the team.

1142 9.1 Web posting

1143 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made
1144 available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members
1145 Only" section of the DMTF web site.

1146 9.2 Email lists

1147 The DMTF maintains email lists for each Body for distributing information to its members. The email lists
1148 are for the internal use of the Body's members in support of their development or marketing activities.
1149 These lists are not for general dissemination of information.

1150 9.3 Information restriction

1151 The restriction of unpublished information to a Body and those that are necessary to approve publication
1152 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information
1153 taken out of context. Participants understand the history and context of this internal information.

1154 9.4 Information dissemination

1155 Members are permitted to disseminate unreleased DMTF information within their organization as long as
1156 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to
1157 any non-member without the permission of the DMTF Board of Directors.

1158 9.5 Document information

1159 Document information is generally disseminated through the DMTF web site, and the members are
1160 informed of document updates through the DMTF newsletter or other means. Access to the published
1161 document web pages is open to anyone.

**ANNEX A
(informative)**

Change log

1162
1163
1164
1165

1166
1167

Version	Date	Description
1.0.0	2013-10-22	Consolidated DSP4002 and DSP4004, normalized some duplicate language, re-wrote electronic voting rules to tighten, clarify, and bring into conformance with RONR
1.0.1	2013-10-29	Corrected vote counting to "votes cast"
1.1.0	2014-03-20	Policy change on publication and expiration of WIP documents Forums may be formed by any Body Process defined for returning DSP identifiers DR form removed from DSP4014 Member level roles and rights clarified. Eliminated Sponsored Member
2.0.0	2014-10-31	Removed Technical Committee specific processes, Removed subcommittees Simplified issue tracking requirements Moved DSP number ranges Added requirements for meeting minutes Prohibited audio or video recording Defined Task Forces replacing Subteams Defined new Document Release process Defined regular means to quiesce, re-activate, and de-charter Bodies
2.1.0	2015-02-13	Changed order of document approval and IP solicitation at the Technical Committee Added an Observer role
2.2.0	2015-08-06	Added once more a board vote on specification releases
2.3.0	2015-12-10	Added DSP4010 to the list of referenced documents Updated clauses 5.8.10.1 (Financial rules) and 6.5 (Parent Committee approval)

1168