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5 **DMTF Process for Working Bodies**

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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.....	17
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.....	20
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.....	25
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.....	26
89	6.4 Work in Progress.....	26

90	6.5	Parent Committee approval	26
91	6.6	Technical Committee approval	27
92	6.7	IP solicitation	27
93	6.8	Board approval.....	28
94	6.9	Publication	28
95	6.10	Front matter, numbering, and versioning for DMTF documents.....	29
96	6.10.1	DMTF document front matter, headers, footers	29
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	33
105	7.1	Issue resolution process	33
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	34
111	9	Information access	34
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	32
123		

124

Introduction

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

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

130 The defined processes outlined in this document include:

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

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

143 DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems
144 management and interoperability. For information about the DMTF, see <http://www.dmf.org>.

145

DMTF Process for Working Bodies

146 1 Scope

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

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

153 2 Normative references

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

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

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

162 Charter Template

163 Document Request Template (DR)

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

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

166 3 Terms and definitions

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

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

175 3.1

176 Alternate Voter

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

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

216 **3.13**

217 **Primary Voter**

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

221 **3.14**

222 **Process Document**

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

224 **4 Symbols and abbreviated terms**

225 The following abbreviations are used in this document.

226 **4.1**

227 **DMTF**

228 Distributed Management Task Force

229 **5 DMTF Committees, Working Groups, Forums, and Chapters**

230 **5.1 Structure and introduction**

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

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

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

238 **5.2 Membership levels, roles, voting, and participation**

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

242 **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	May ¹	May ¹
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	May ¹	May ¹
Vote in Chapters	Yes	Yes	No	No

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

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

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

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

247 DMTF expects as much continuity in representation as possible.

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

249 **5.3 Committees**

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

253 **5.3.1 Committee chair**

254 Committee chairs are appointed by the Board of Directors.

255 **5.3.1.1 Committee vice-chair**

256 All Committees must have a vice-chair. It is the vice-chair's responsibility to serve in the place of the chair
 257 should the chair be temporarily unable to fulfill the duties and responsibilities required of the chair.

258 Committee vice-chairs are elected by the Committee according to the process in section 5.8.2, with the
 259 clarification that both the Parent Body and the Body referenced in that section are the Committee (thus
 260 the Board of Directors is not directly involved). The vice-chair must be a voting participant of the
 261 committee prior to the election.

262 **5.4 Working Groups**

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

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

267 **5.4.1 Working Group chair**

268 Eligible Member representatives may chair a Working Group.

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

271 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working
 272 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair

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

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

282 **5.5 Forums**

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

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

293 **5.5.1 Forum officers**

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

302 **5.5.2 Collection of membership dues and fees; accounting services**

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

306 **5.5.3 Technical specifications and standards**

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

309 **5.5.4 Marketing and PR activities**

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

312 **5.6 Chapters**

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

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

319 **5.6.1 Chapter officers**

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

329 **5.6.2 Collecting membership dues and fees; accounting services**

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

333 **5.6.3 Technical specifications or standards**

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

336 **5.6.4 Marketing and PR activities**

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

339 **5.7 Task Force**

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

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

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

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

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

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

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

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

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

355 **5.8 Common rules and procedures**

356 This section contains information supporting the prior sections.

357 **5.8.1 Body formation**

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

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

398 **5.8.2 Quiescing and reactivating a Body, de-chartering**

399 **5.8.2.1 Quiescing**

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

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

412 **5.8.2.2 Reactivating**

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

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

420 **5.8.2.3 De-chartering**

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

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

427 **5.8.3 Chair and officer elections**

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

430 **5.8.3.1 Electing Officer**

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

433 **5.8.3.2 Order of Elections**

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

437 **5.8.3.3 Election Procedure**

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

465 **5.8.4 Chair responsibilities**

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

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

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

507 **5.8.5 Chair vacancy**

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

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

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

5.8.6 Chairing model changes

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

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

5.8.7 Charters

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

5.8.7.1 Charter content

Charter scope includes the following:

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

Charter scope does not include the following:

- Specifically named deliverables
- Chairs
- Schedule or time-line

5.8.7.2 Initial charter creation

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

565 5.8.7.3 Charter modification

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

568 5.8.8 Meeting notices, agenda, and materials

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

574 5.8.9 Rules of Order

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

578 5.8.10 Rules of Procedure

579 Bodies may establish additional Rules of Procedure that may apply to themselves, to their child Bodies,
580 or to both. Rules of Procedure may include specific additional processes that must not be inconsistent
581 with DMTF Bylaws, policies, or this document. Any Member may escalate a Rules of Procedure that they
582 believe contradicts DMTF Bylaws, policies, or this document by means of the Escalation Procedure
583 (5.8.11). All effective Rules of Procedure for any Body must be accessible from the Body's public facing
584 web page. Rules of Procedure are approved by the Board (6).

585 5.8.10.1 Financial rules

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

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

590 5.8.10.2 Other rules

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

- 593 • Procedures for submitting items for consideration and the forms attendant thereto.
- 594 • Specification of tools to be used for test, document generation, or otherwise in the pursuit of the
595 Body's Charter.
- 596 • Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the
597 Body's Charter.

598 5.8.10.3 Prohibited rules

599 No Rules of Procedure document may:

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

604 5.8.10.4 Rules of Procedure approval

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

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

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

610 5.8.11 Escalations

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

616 5.8.11.1 Responsibilities

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

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

622 5.8.11.2 Escalation requirements

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

627 5.8.11.3 Timeline

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

629 5.8.11.4 Further escalation

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

632 5.8.11.5 Final decisions

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

634 5.8.12 Voting

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

640 5.8.13 Vote counting

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

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

649 5.8.14 DMTF majority rules

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

655 5.8.15 Motions related to methods of voting

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

659 Typical incidental motions include:

- 660 • Motion for an Electronic Ballot q.v.
- 661 • Motion for a standing vote (or show of hands)
- 662 • Motion for a roll-call vote

663 5.8.16 Requesting another Body to Ballot

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

667 5.8.17 Electronic Ballots

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

670 5.8.17.1 Validity

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

673 5.8.17.2 Electronic Ballot lifecycle

- 674 • A motion that will be decided by Electronic Ballot is made, discussed, and potentially amended.
- 675 • An Electronic Ballot is opened by the chair during, or subsequent to, the meeting.
- 676 • The Electronic Ballot remains open for the time agreed unless extended.
- 677 • Votes may be made or changed until the result is declared.

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

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

682 **5.8.17.3 Amendments**

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

686 **5.8.17.4 Comments**

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

691 **5.8.17.5 Incorporation of comments**

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

696 **5.8.17.6 Duration**

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

702 **5.8.17.7 Closure and declaration**

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

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

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

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

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

713 **5.8.17.8 Recording of Electronic Ballots**

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

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

- 718 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of
719 the meeting in which they are made.
- 720 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are
721 declared.

722 **5.8.17.9 Responsibility to manage**

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

724 **5.8.17.10 Identification of Electronic Ballots**

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

730 **5.8.18 DMTF recording policy**

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

732 **5.8.19 Minimum requirements for meeting minutes**

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

736 **5.8.19.1 Meeting minutes format**

737 The preamble to the minutes shall include:

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

748 The body of the minutes shall include:

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

755 The minutes shall end with the hour of adjournment.

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

757 **6 DMTF release process, document information, and file formats**

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

760 a) Normative documents such as:

- 761 • DMTF Standards
- 762 • DMTF Informative Standards
- 763 • Schemata

764 b) Informative documents such as:

- 765 • Presentations
- 766 • White papers
- 767 • Posters
- 768 • Software
- 769 • Use-cases or requirements
- 770 • Marketing material for distribution to the DMTF Membership

771 c) Policy documents such as:

- 772 • This document
- 773 • Other documents defining DMTF processes or procedures
- 774 • Corporate policies
- 775 • Charters
- 776 • Body Rules of Procedure
- 777 • Marketing material for public distribution
- 778 • Budgets
- 779 • Contracts and their addenda

780 **6.1 Overview**

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

- 782 • DSP identifier acquisition (6.2)
- 783 • Development (6.3)
- 784 • Work in Progress (recommended) (6.4)
- 785 • Technical Committee approval (6.6)
- 786 • IP solicitation (6.7) and parallel Board approval (6.8)
- 787 • Publication (6.9)

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

- 789 • DSP identifier acquisition (6.2)
- 790 • Development (6.3)
- 791 • Work in Progress (recommended) (6.4)
- 792 • Parent Committee approval (6.5)
- 793 • Publication (6.9)

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

- 795 • DSP identifier acquisition (6.2)
- 796 • Development (6.3)
- 797 • Work in Progress (potential) (6.4)
- 798 • Parent Committee approval (6.5)
- 799 • Board approval (6.8)
- 800 • Publication (6.9)

801 **6.2 DSP identifier, acquisition, transfer, disposal**

802 Applies to document classes:

- 803 • Policy documents
- 804 • Normative documents
- 805 • Informative documents

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

- 807 • Charters
- 808 • Rules of Procedure
- 809 • Press releases or other marketing collateral
- 810 • Newsletters or other Member communications
- 811 • Posters, brochures, or other graphics for promotional display or distribution
- 812 • Web pages
- 813 • Bylaws or any other corporate document or filing

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

820 **6.2.1 Document Request (DR) content and format**

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

- 822 • Chair(s) of the Body requesting the DSP identifier
- 823 • Document Class being requested (Normative, Informative, Policy)
- 824 • Name of the associated document
- 825 • DSP identifier if previously issued
- 826 • Name of the Editing Body
- 827 • Date the request began
- 828 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier
- 829 • Background rationale for the accompanying document
- 830 • Intention to publish or submit to (see section 6.13)

831 **6.2.2 DR preparation and submittal**

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

836 DRs shall only be submitted by chairs.

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

839 **6.2.3 DR approval**

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

844 **6.2.4 DSP Number ranges**

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

- 846 • 0001-0999 – Technical Specifications
- 847 • 1000-1999 – Profiles
- 848 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 849 • 3000-3999 – Working Group Charters
- 850 • 4000-4999 – DMTF Process documents
- 851 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 852 • 6000-6999 – Machine Readable Profiles
- 853 • 8000-8999 – Schema Representations
- 854 • IS-0000 - IS-9999 – Informational Specifications

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

859 **6.3 Development**

860 Applies to document classes:

- 861 • All document classes

862 Prerequisites:

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

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

867 **6.4 Work in Progress**

868 Applies to document classes:

- 869 • All document classes

870 Prerequisites:

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

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

876 **6.5 Parent Committee approval**

877 Applies to document classes:

- 878 • Informative documents
- 879 • Work in Progress documents
- 880 • Process documents

881 Prerequisites:

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

886 Exceptions:

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

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

892 **6.6 Technical Committee approval**

893 Applies to document classes:

- 894 • Normative documents

895 Prerequisites:

- 896 • Work is complete for the candidate document.
- 897 • Substantially all non-deferred issues have been resolved.
- 898 • Editorial review in a manner acceptable to DMTF Admin has been completed.
- 899 • The Editing Body has voted to release the document.

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

903 All normative document approval Ballots shall be electronic and shall be open for at least 7 days. Upon
904 the opening of a normative document Ballot; the board of directors shall be notified by email. Normal and
905 usual voting methods for electronic Ballots are observed (5.8.17).

906 All normative documents presented for Technical Committee review shall be, subsequent to Technical
907 Committee approval, marked with the document status of "Candidate Specification" and published as a
908 Work in Progress.

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

912 **6.7 IP solicitation**

913 Applies to document classes:

- 914 • Normative documents

915 Prerequisites:

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

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

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

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

927 If claims of essential patent rights are received, then DMTF Admin shall halt publication and shall inform
928 the Technical Committee which shall then follow the steps as defined in the DMTF Patent and

929 Technology Policy (DMTF Patent and Technology Policy). No publication is permitted until those steps
930 have been completed.

931 **6.8 Board approval**

932 Applies to document classes:

- 933 • Policy documents
- 934 • Normative documents

935 Prerequisites:

936 Parent Committee approval has been achieved.

937 Procedure:

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

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

945 **6.9 Publication**

946 Applies to document classes:

- 947 • Policy documents
- 948 • Informative documents
- 949 • Normative documents

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

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

953 The steps in publication include the following activities.

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

964 Specifications are published and a URI is generated for the document according to the document name
965 (6.11). The document is then published on the “published documents” page and added to the appropriate
966 document directory.

967 **6.10 Front matter, numbering, and versioning for DMTF documents**

968 **6.10.1 DMTF document front matter, headers, footers**

969 Applies to document classes:

- 970 • Normative documents
- 971 • Informative documents
- 972 • Policy documents

973 Exceptions:

- 974 • Charters
- 975 • Rules of Procedure
- 976 • Press releases or other marketing collateral
- 977 • Newsletters or other Member communications
- 978 • Posters, brochures, or other graphics for promotional display or distribution
- 979 • Web pages
- 980 • Bylaws or any other corporate document or filing
- 981 • Marketing materials

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

- 984 • Title
985 The title of the document as registered when the DSP identifier was obtained.
- 986 • DSP identifier
987 This must be the DSP identifier obtained according to the policy described in 6.2.
- 988 • Version number
989 This version number must comply with the guidelines in 6.11.
- 990 • Date
991 This must be the effective date of the document.
- 992 • Logo
993 A DMTF logo should be included on the title page.
- 994 • Document Class
995 “Policy,” “Normative,” or “Informative.”
- 996 • Document Status
997 “Draft,” “Work in Progress,” “Candidate Specification” or “Published.”
- 998 • Document Disclaimer if any
999 In the case of DMTF Works in Progress it shall be:

1000 “IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its
1001 members. Because this document is a Work in Progress, this document may still change, perhaps
1002 profoundly and without notice. This document is available for public review and comment until
1003 superseded.”

- 1004 • Documents Superseded, if any
 - 1005 • Document Language
 - 1006 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF
- 1007 Page 2 of the document shall contain the following information:
- 1008 • DMTF Copyright Notice
 - 1009 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)
 - 1010 • Notice that "The English version of this specification is the only normative version"
 - 1011 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
 - 1012 <http://www.dmtf.org/standards/feedback>

1013 Page headers shall contain:

- 1014 • DSP identifier
- 1015 • Document Title

1016 Page footers shall contain;

- 1017 • Page number
- 1018 • Confidentiality notation
- 1019 "DMTF Confidential" unless published as final or as a Work in Progress
- 1020 • Status
- 1021 "Draft," "Work in Progress," or "Published"
- 1022 • Version number

1023 6.10.2 Exception for non-display formats

1024 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain
 1025 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,
 1026 the DMTF Logo is optional.

1027 6.11 Document numbering and versioning, and filenames

1028 6.11.1 Versioning

1029 Versioning of DMTF documents takes the form $m.n.u[d[d]]$, where:

- 1030 ***m*** represents the major version identifier in numeric form. This number starts at 1 for new
 1031 documents. A change in this number representing an update to the document indicates that the
 1032 document contains changes that are not compatible with prior versions.
- 1033 ***n*** represents the minor version identifier in numeric form. This number starts at 0 for new
 1034 documents. A change in this number representing an update to the document indicates that the
 1035 document contains changes that are compatible with prior versions.
- 1036 ***u*** represents the update (errata or coordination changes) in numeric form. This number starts at 0
 1037 for new documents. A change in this number representing an update to the document indicates
 1038 that the document contains changes that are corrections to errors in prior versions or changes
 1039 in coordination with other documents. This digit may not be changed for Work in Progress
 1040 documents.

1041 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF draft
 1042 documents and Work in Progress releases.

1043 Updated versions of documents must have one of these digits or letters changed from prior versions in
 1044 increasing order; gaps in the order are permitted.

1045 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1046 All DMTF document in draft status must have the draft level identified. Any references to the specification
 1047 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are
 1048 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c
 1049 ... x, y, z, aa, ab...zz.

1050 **6.11.2 File names**

1051 The filename for published DMTF documents should use this format:

1052 "DSP"<4 digit document number>"_ "<*m*>". "<*n*>". "<*u*>" "<*t*>" "<file extension>" where:

1053 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1054 The language identifier, **t**, and the preceding "-" may be omitted in English-language normative
 1055 documents but are required for all translations..

1056 Additionally, this information must be embedded inside the specification itself. When specifying the
 1057 document number for DMTF specifications numbered below 1000, the leading zero must be specified.
 1058 For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1059 **6.12 Accepted file formats**

1060 DMTF sources should be in one of the formats indicated in Table 2 – Accepted source formats.

1061 **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

1062 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1063 or Visio.

1064 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3 – Permitted
 1065 published formats. The Editing Body must also provide access to the document source.

1066

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

1067 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1068 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1069 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1070 convenience.

1071 **6.13 Document disposition**

1072 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are
 1073 usually published through the DMTF web site. Some circumstances require that DMTF documents be
 1074 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for
 1075 example, when a document is released to another entity. This section describes the requirements and
 1076 methods for the dispensation of documents.

1077 **6.13.1.1 Submission and transfer**

1078 When the document is intended to be either transferred or submitted to another organization, the
 1079 document needs to have a statement regarding the nature of the submission or transfer and a statement
 1080 about copyright grant. This statement can be either a part of the document or a separate document, such
 1081 as a cover letter. An IP disclaimer should be included if the document is a specification. If included, the
 1082 document is subject to approval by DMTF legal counsel before release.

1083 Documents intended to be published by, submitted or transferred to another organization are subject to
 1084 DMTF Board approval regardless of Document Type and Final Document Status, with the exception of
 1085 informational presentations to be presented at public forums such as conferences and symposiums. A
 1086 DR should be prepared that contains the appropriate information about the request and then taken
 1087 through the process as defined in section 6.2 prior to DMTF Board approval.

1088 **6.13.2 Availability of document versions and obsolescence**

1089 The release of a new version of a specification, white paper, or document does not make previous
 1090 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying
 1091 goal is upward compatibility between versions. This goal should be approached with caution because
 1092 maintaining upward compatibility between versions may not always be possible.

1093 Updates to a specification, white paper, or document are submitted to the Editing Body. Each
 1094 specification must contain a change history. (For graphical documents, such as UML diagrams, that are
 1095 not conducive to including a change history, this history is included in the MOF file.) The status of these
 1096 documents must be indicated as “Work in Progress,” “Informational,” “DMTF Draft Standard,” or “DMTF
 1097 Standard.” A change log and completed Change Request forms must be maintained for all specifications,
 1098 white papers, and documents.

1099 Specifications and other documents that have reached a level of maturity where they are no longer
 1100 actively being updated should be posted to a section of the DMTF web site dedicated to “historical”
 1101 documents. The web site must contain information indicating that this specification is still relevant to the
 1102 industry but new versions should not be expected. Specifications that are greater than five years old and
 1103 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should
 1104 be moved to this portion of the web site, but the URL to the document should not change. Previous

1105 versions of MOF Schema that are greater than two years old may fall into the “historical” category and
1106 should be treated appropriately. Note that the URI of the document should remain persistent (remain the
1107 same over time) to allow other specifications to reference DMTF Standards.

1108 **7 Issue resolution**

1109 **7.1 Issue resolution process**

1110 During the normal course of document development or approval, issues may be raised against
1111 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues
1112 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during
1113 review or approval, during the IP solicitation phase of document approval, or by external entities for
1114 Works in Progress.

1115 **7.1.1 Issue tracking and recordkeeping**

1116 All issues reported shall be recorded and the record kept as part of the Editing Body’s permanent records.
1117 The record shall contain the following minimum information:

- 1118 • Date issue was reported
- 1119 • Issue reporter
- 1120 • Issue description
- 1121 • Date issue was resolved
- 1122 • Resolution description
- 1123 • Document revision containing resolution
- 1124 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

1125 **7.1.1.1 Recordkeeping mechanism**

1126 Any method may be used to track issues. The DMTF provides a number of tools that may be used;
1127 however, any method that is persistent and that may be archived can be utilized.

1128 **7.1.2 Editing Body final decisions**

1129 Issues are decided according to voting rules defined herein (5.8.14). In the case that a reporter does not
1130 agree with the issue resolution as proposed by the editing Body and provides a rationale that may be
1131 considered new information, a simple majority vote in the Editing body may be performed to re-open the
1132 issue. Should that simple majority vote fail, the resolution of record may be considered final.

1133 **8 DMTF Management Initiatives**

1134 “Management Initiative” is a term used to describe a set of activities, specifications, or documents that
1135 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any
1136 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic
1137 importance and commitment of resources of such initiatives.

- 1138 • Management Initiatives must have technical components involving one or more Bodies.
- 1139 • Management Initiatives must have requirements for messaging or technical evangelism to
1140 promote the Management Initiative for the mutual benefit of the DMTF membership.

- 1141 • Proposals for new Management Initiatives are presented to the Board and are enacted when
1142 approved. Proposals should include the reason why it is a particularly good opportunity for the
1143 DMTF, the activities expected, a schedule, and any anticipated budget impact.

1144 **8.1 Management Initiative coordination**

1145 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is
1146 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the
1147 participating Bodies.

1148 **9 Information access**

1149 A policy of the DMTF is to have stable information available to its members. Body members are entitled to
1150 have access to any pertinent data related to the decisions and operations of the team.

1151 **9.1 Web posting**

1152 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made
1153 available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members
1154 Only" section of the DMTF web site.

1155 **9.2 Email lists**

1156 The DMTF maintains email lists for each Body for distributing information to its members. The email lists
1157 are for the internal use of the Body's members in support of their development or marketing activities.
1158 These lists are not for general dissemination of information.

1159 **9.3 Information restriction**

1160 The restriction of unpublished information to a Body and those that are necessary to approve publication
1161 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information
1162 taken out of context. Participants understand the history and context of this internal information.

1163 **9.4 Information dissemination**

1164 Members are permitted to disseminate unreleased DMTF information within their organization as long as
1165 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to
1166 any non-member without the permission of the DMTF Board of Directors.

1167 **9.5 Document information**

1168 Document information is generally disseminated through the DMTF web site, and the members are
1169 informed of document updates through the DMTF newsletter or other means. Access to the published
1170 document web pages is open to anyone.

**ANNEX A
(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
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)
2.4.0	2016-05-31	Added ability to publish DMTF material on non-DMTF locations. Clarified process around such publication.
2.5.0	2016-08-01	Clarified ability for academic members to observe in DMTF bodies, including Forums.
2.6.0	2016-11-18	Clarified roles and responsibilities. Cleaned up the introduction for consistency.

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