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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.

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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 clause.

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 Clause 5.8 and apply unless more specific guidance is
 237 provided in this clause.

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 clause 5.8.2, with the
 259 clarification that both the Parent Body and the Body referenced in that clause are the Committee (thus the
 260 Board of Directors is not directly involved). The vice-chair must be a voting participant of the committee
 261 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 clause 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 clause 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 clause 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 clause contains information supporting the prior clauses.

357 **5.8.1 Body formation**

358 This clause covers the formation of bodies such as Working Groups and Forums, referred to in this clause
359 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 clause 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 clause 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 clause 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 clause 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 clause 5.8.6 require that an election be held.
- 520 3) When a Leadership Member is purchased by, or merged with, another Leadership Member and
521 the co-chairs or the chair and vice-chair now represent the same Leadership Member, one of
522 the positions must be vacated and a new election held for that position; or in the case of a
523 Committee, a new Board appointment is made.
- 524 4) If no vice-chair or co-chair has been elected at the time of the vacancy, the chair of the Parent
525 Body assumes the responsibility until a new election can be completed; or in the case of a
526 Committee, a new Board appointment is made.

527 **5.8.6 Chairing model changes**

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

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

546 **5.8.7 Charters**

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

549 **5.8.7.1 Charter content**

550 Charter scope includes the following:

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

556 Charter scope does not include the following:

- 557 • Specifically named deliverables
- 558 • Chairs
- 559 • Schedule or time-line

560 **5.8.7.2 Initial charter creation**

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

564 5.8.7.3 Charter modification

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

567 5.8.8 Meeting notices, agenda, and materials

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

573 5.8.9 Rules of Order

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

577 5.8.10 Rules of Procedure

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

584 5.8.10.1 Financial rules

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

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

589 5.8.10.2 Other rules

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

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

597 5.8.10.3 Prohibited rules

598 No Rules of Procedure document may:

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

603 5.8.10.4 Rules of Procedure approval

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

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

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

609 5.8.11 Escalations

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

615 5.8.11.1 Responsibilities

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

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

621 5.8.11.2 Escalation requirements

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

626 5.8.11.3 Timeline

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

628 5.8.11.4 Further escalation

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

631 5.8.11.5 Final decisions

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

633 5.8.12 Voting

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

639 5.8.13 Vote counting

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

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

648 5.8.14 DMTF majority rules

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

654 5.8.15 Motions related to methods of voting

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

658 Typical incidental motions include:

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

662 5.8.16 Requesting another Body to Ballot

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

666 5.8.17 Electronic Ballots

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

669 5.8.17.1 Validity

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

672 5.8.17.2 Electronic Ballot lifecycle

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

- 677 • In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the
678 scheduled closure of an Electronic Ballot, but before it is declared, comments may be discussed
679 and voters may change their votes.
- 680 • After all vote changes have been made, the chair declares the result.

681 **5.8.17.3 Amendments**

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

685 **5.8.17.4 Comments**

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

690 **5.8.17.5 Incorporation of comments**

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

695 **5.8.17.6 Duration**

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

701 **5.8.17.7 Closure and declaration**

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

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

712 **5.8.17.8 Recording of Electronic Ballots**

- 713 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an
714 action is taken with respect to that Electronic Ballot.
- 715 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the
716 minutes of the meeting in which they are made.

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

721 **5.8.17.9 Responsibility to manage**

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

723 **5.8.17.10 Identification of Electronic Ballots**

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

729 **5.8.18 DMTF recording policy**

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

731 **5.8.19 Minimum requirements for meeting minutes**

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

735 **5.8.19.1 Meeting minutes format**

736 The preamble to the minutes shall include:

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

747 The body of the minutes shall include:

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

754 The minutes shall end with the hour of adjournment.

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

756 **6 DMTF release process, document information, and file formats**

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

759 a) Normative documents such as:

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

763 b) Informative documents such as:

- 764 • Presentations
- 765 • White papers
- 766 • Posters
- 767 • Software (executable or source code)
- 768 • Use-cases or requirements
- 769 • Marketing material for distribution to the DMTF Membership

770 c) Policy documents such as:

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

779 **6.1 Overview**

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

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

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

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

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

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

800 **6.2 DSP identifier, acquisition, transfer, disposal**

801 Applies to document classes:

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

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

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

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

819 **6.2.1 Document Request (DR) content and format**

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

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

830 **6.2.2 DR preparation and submittal**

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

835 DRs shall only be submitted by chairs.

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

838 **6.2.3 DR approval**

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

843 **6.2.4 DSP Number ranges**

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

- 845 • 0001-0999 – Technical Specifications
- 846 • 1000-1999 – Profiles
- 847 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 848 • 3000-3999 – Working Group Charters
- 849 • 4000-4999 – DMTF Process documents
- 850 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 851 • 6000-6999 – Machine Readable Profiles
- 852 • 8000-8999 – Schema Representations
- 853 • IS-0000 - IS-9999 – Informational Specifications

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

858 **6.3 Development**

859 Applies to document classes:

- 860 • All document classes

861 Prerequisites:

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

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

866 **6.4 Work in Progress**

867 Applies to document classes:

- 868 • All document classes

869 Prerequisites:

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

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

875 **6.5 Parent Committee approval**

876 Applies to document classes:

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

880 Prerequisites:

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

885 Exceptions:

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

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

891 **6.6 Technical Committee approval**

892 Applies to document classes:

- 893 • Normative documents

894 Prerequisites:

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

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

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

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

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

911 **6.7 IP solicitation**

912 Applies to document classes:

- 913 • Normative documents

914 Prerequisites:

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

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

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

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

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

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

930 **6.8 Board approval**

931 Applies to document classes:

- 932 • Policy documents
- 933 • Normative documents

934 Prerequisites:

935 Parent Committee approval has been achieved.

936 Procedure:

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

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

944 **6.9 Publication**

945 Applies to document classes:

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

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

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

952 The steps in publication include the following activities.

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

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

966 6.10 Front matter, numbering, and versioning for DMTF documents

967 6.10.1 DMTF document front matter, headers, footers

968 Applies to document classes:

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

972 Exceptions:

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

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

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

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

- 1003 • Documents Superseded, if any
 - 1004 • Document Language
 - 1005 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF
- 1006 Page 2 of the document shall contain the following information:
- 1007 • DMTF Copyright Notice
 - 1008 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)
 - 1009 • Notice that "The English version of this specification is the only normative version"
 - 1010 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
 - 1011 <http://www.dmtf.org/standards/feedback>

1012 Page headers shall contain:

- 1013 • DSP identifier
- 1014 • Document Title

1015 Page footers shall contain;

- 1016 • Page number
- 1017 • Confidentiality notation
- 1018 "DMTF Confidential" unless published as final or as a Work in Progress
- 1019 • Status
- 1020 "Draft," "Work in Progress," or "Published"
- 1021 • Version number

1022 6.10.2 Exception for non-display formats

1023 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain
 1024 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,
 1025 the DMTF Logo is optional.

1026 6.11 Document numbering and versioning, and filenames

1027 6.11.1 Versioning

1028 Versioning of DMTF documents takes the form $m.n.u[d[d]]$, where:

- 1029 ***m*** represents the major version identifier in numeric form. This number starts at 1 for new
 1030 documents. A change in this number representing an update to the document indicates that the
 1031 document contains changes that are not compatible with prior versions.
- 1032 ***n*** represents the minor version identifier in numeric form. This number starts at 0 for new
 1033 documents. A change in this number representing an update to the document indicates that the
 1034 document contains changes that are compatible with prior versions.
- 1035 ***u*** represents the update (errata or coordination changes) in numeric form. This number starts at 0
 1036 for new documents. A change in this number representing an update to the document indicates
 1037 that the document contains changes that are corrections to errors in prior versions or changes
 1038 in coordination with other documents. This digit may not be changed for Work in Progress
 1039 documents.

1040 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF draft
 1041 documents and Work in Progress releases.

1042 Updated versions of documents must have one of these digits or letters changed from prior versions in
 1043 increasing order; gaps in the order are permitted.

1044 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1045 All DMTF document in draft status must have the draft level identified. Any references to the specification
 1046 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are
 1047 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c
 1048 ... x, y, z, aa, ab...zz.

1049 **6.11.2 File names**

1050 The filename for published DMTF documents should use this format:

1051 "DSP"<4 digit document number>"_ "<*m*>". "<*n*>". "<*u*>" "<*t*>" "<file extension>" where:

1052 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1053 The language identifier, **t**, and the preceding "-" may be omitted in English-language normative
 1054 documents but are required for all translations..

1055 Additionally, this information must be embedded inside the specification itself. When specifying the
 1056 document number for DMTF specifications numbered below 1000, the leading zero must be specified.
 1057 For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1058 **6.12 Accepted file formats**

1059 DMTF sources should be in one of the formats indicated in Table 2 – Accepted source formats.

1060 **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

1061 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1062 or Visio.

1063 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3 – Permitted
 1064 published formats. The Editing Body must also provide access to the document source.

1065

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

1066 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1067 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1068 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1069 convenience.

1070 **6.13 Document disposition**

1071 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are
 1072 usually published through the DMTF web site. Some circumstances require that DMTF documents be
 1073 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for
 1074 example, when a document is released to another entity. This clause describes the requirements and
 1075 methods for the dispensation of documents.

1076 **6.13.1.1 Submission and transfer**

1077 When the document is intended to be either transferred or submitted to another organization, the
 1078 document needs to have a statement regarding the nature of the submission or transfer and a statement
 1079 about copyright grant. This statement can be either a part of the document or a separate document, such
 1080 as a cover letter. An IP disclaimer should be included if the document is a specification. When the
 1081 document is source code, an open source license conformant with DMTF policy should be included in the
 1082 source. If included, the 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 clause 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 clause 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" clause 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.
2.6.1	2017-08-09	Updates to the document disposition clause.

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