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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 code

## 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 <https://isotc.iso.org/livelink/livelink.exe?func=ll&objId=4230456&objAction=browse&sort=subtype>

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

## 167 3 Terms and definitions

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

170 The terms "shall" ("required"), "shall not," "should" ("recommended"), "should not" ("not recommended"),  
171 "may," "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described  
172 in [ISO/IEC Directives, Part 2](#), Clause 7. The terms in parentheses are alternatives for the preceding term,  
173 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that  
174 [ISO/IEC Directives, Part 2](#), Clause 7, specifies additional alternatives. Occurrences of such additional  
175 alternatives shall be interpreted in their normal English meaning.

- 176 **3.1**  
177 **Alternate Voter**  
178 Any person eligible to vote in a particular Body who is not identified in the roster of that Body as the  
179 Primary Voter.
- 180 **3.2**  
181 **Ballot**  
182 A vote by any means.
- 183 **3.3**  
184 **Board of Directors**  
185 **Board**  
186 A group of persons, as defined in the [DMTF Bylaws](#), chosen to govern the affairs of the corporation.
- 187 **3.4**  
188 **Body**  
189 A substitution for Committee, Forum, Chapter, or Working Group.
- 190 **3.5**  
191 **DMTF Artifact**  
192 Any published material released by the DMTF.
- 193 **3.6**  
194 **DSP Identifier**  
195 An identifier assigned to most DMTF documents.
- 196 **3.7**  
197 **DMTF Standard**  
198 A DMTF document of a normative nature that addresses a specific problem domain and has been  
199 released by the DMTF.
- 200 **3.8**  
201 [Document Request](#)  
202 **DR**  
203 The template that is used to obtain, take ownership or return DSP identifiers.
- 204 **3.9**  
205 **Editing Body**  
206 The Committee or Working Group assigned editorial responsibility for any given document.
- 207 **3.10**  
208 **Electronic Ballot**  
209 A Ballot conducted electronically following the procedures defined herein.
- 210 **3.11**  
211 **IP Solicitation**  
212 A notification to membership, consistent with the DMTF Patent Policy that solicits response of essential  
213 patent claims that relate to the subject document.
- 214 **3.12**  
215 **Parent Body**  
216 DMTF Body immediately above the current body in the hierarchy of DMTF Bodies.

217 **3.13**

218 **Primary Voter**

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

222 **3.14**

223 **Process Document**

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

225 **4 Symbols and abbreviated terms**

226 The following abbreviations are used in this document.

227 **4.1**

228 **DMTF**

229 Distributed Management Task Force

230 **4.2**

231 **DR**

232 Document request

233 **4.3**

234 **DSP**

235 DMTF Standard Publication

236

237 **5 DMTF Committees, Working Groups, Forums, and Chapters**

238 **5.1 Structure and introduction**

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

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

244 Procedures common to all Bodies are described in clause 5.8 and apply unless more specific guidance is  
 245 provided in this clause.

246 **5.2 Membership levels, roles, voting, and participation**

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

250 **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 <sup>1</sup>	May <sup>1</sup>
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	May <sup>1</sup>	May <sup>1</sup>
Vote in Chapters	Yes	Yes	No	No

---

<sup>1</sup> Fellow, Expert, 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 <sup>2</sup>	May <sup>2</sup>

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

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

255 DMTF expects as much continuity in representation as possible.

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

## 257 **5.3 Committees**

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

### 261 **5.3.1 Committee chair**

262 Committee chairs are appointed by the Board of Directors.

#### 263 **5.3.1.1 Committee vice-chair**

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

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

## 270 **5.4 Working Groups**

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

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

### 275 **5.4.1 Working Group chair**

276 Eligible Member representatives may chair a Working Group.

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

---

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

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

## 290 **5.5 Forums**

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

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

### 301 **5.5.1 Forum officers**

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

### 310 **5.5.2 Collection of membership dues and fees; accounting services**

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

### 314 **5.5.3 Technical specifications and standards**

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

### 317 **5.5.4 Marketing and PR activities**

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

## 320 **5.6 Chapters**

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

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

### 327 **5.6.1 Chapter officers**

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

### 337 **5.6.2 Collecting membership dues and fees; accounting services**

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

### 341 **5.6.3 Technical specifications or standards**

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

### 344 **5.6.4 Marketing and PR activities**

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

## 347 **5.7 Task Force**

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

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

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

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

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

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

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

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

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

## 363 **5.8 Common rules and procedures**

364 This clause contains information supporting the prior clauses.

### 365 **5.8.1 Body formation**

366 This clause covers the formation of bodies such as Working Groups and Forums, referred to in this clause  
367 as Body.

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

## 406 **5.8.2 Quiescing and reactivating a Body, de-chartering**

### 407 **5.8.2.1 Quiescing**

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

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

### 420 **5.8.2.2 Reactivating**

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

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

### 428 **5.8.2.3 De-chartering**

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

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

## 435 **5.8.3 Chair and officer elections**

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

### 438 **5.8.3.1 Electing Officer**

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

### 441 **5.8.3.2 Order of Elections**

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

### 445 5.8.3.3 Election Procedure

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

### 473 5.8.4 Chair responsibilities

474 This clause covers the responsibilities of a chair, vice-chair, or co-chair.

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

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

### 515 **5.8.5 Chair vacancy**

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

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

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

### 535 **5.8.6 Chairing model changes**

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

- 538 • When a Body with a single chair changes to a model with a chair and a vice-chair, the current  
539 chair maintains the position and an election is held for vice-chair.
- 540 • When a Body with a single chair changes to a model with co-chairs, the current chair maintains  
541 the position and an election is held for the other co-chair.
- 542 • When a Body with a chair and vice-chair changes to a model with a single chair, the current  
543 chair maintains the position and the vice-chair position is eliminated.
- 544 • When a Body with a chair and vice-chair changes to a model with co-chairs, the current chair  
545 maintains the positions, the vice-chair position is eliminated and an election is held for the other  
546 chair.
- 547 • When a Body with co-chairs changes to a model with a single chair, the process is more  
548 complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs  
549 become interim chairs until an election is held for the single chair seat.
- 550 • When a Body with co-chairs changes to a model with a chair and vice-chair, the process is  
551 more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs  
552 become interim chairs until an election is held for the single chair seat. The vice-chair position is  
553 then filled through the normal election process.

### 554 **5.8.7 Charters**

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

#### 557 **5.8.7.1 Charter content**

558 Charter scope includes the following:

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

564 Charter scope does not include the following:

- 565 • Specifically named deliverables
- 566 • Chairs
- 567 • Schedule or time-line

#### 568 **5.8.7.2 Initial charter creation**

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

**572 5.8.7.3 Charter modification**

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

**575 5.8.8 Meeting notices, agenda, and materials**

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

**581 5.8.9 Rules of Order**

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

**585 5.8.10 Rules of Procedure**

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

**592 5.8.10.1 Financial rules**

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

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

**597 5.8.10.2 Other rules**

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

- 600 • Procedures for submitting items for consideration and the forms attendant thereto.
- 601 • Specification of tools to be used for test, document generation, or otherwise in the pursuit of the  
602 Body's Charter.
- 603 • Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the  
604 Body's Charter.

**605 5.8.10.3 Prohibited rules**

606 No Rules of Procedure document may:

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

**611 5.8.10.4 Rules of Procedure approval**

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

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

615 After a Member notifies the chair that an objection to a Rules of Procedure document not currently in  
616 effect is being escalated, the proposed Rules of Procedure shall be stayed until the escalation is  
617 complete.

**618 5.8.11 Escalations**

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

**624 5.8.11.1 Responsibilities**

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

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

**630 5.8.11.2 Escalation requirements**

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

**635 5.8.11.3 Timeline**

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

**637 5.8.11.4 Further escalation**

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

**640 5.8.11.5 Final decisions**

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

**642 5.8.12 Voting**

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

**648 5.8.13 Vote counting**

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

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

**657 5.8.14 DMTF majority rules**

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

**663 5.8.15 Motions related to methods of voting**

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

667 Typical incidental motions include:

- 668 • Motion for an Electronic Ballot q.v.
- 669 • Motion for a standing vote (or show of hands)
- 670 • Motion for a roll-call vote

**671 5.8.16 Requesting another Body to Ballot**

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

**675 5.8.17 Electronic Ballots**

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

**678 5.8.17.1 Validity**

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

**681 5.8.17.2 Electronic Ballot lifecycle**

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

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

### 690   **5.8.17.3 Amendments**

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

### 694   **5.8.17.4 Comments**

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

### 699   **5.8.17.5 Incorporation of comments**

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

### 704   **5.8.17.6 Duration**

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

### 710   **5.8.17.7 Closure and declaration**

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

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

### 721   **5.8.17.8 Recording of Electronic Ballots**

- 722           • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an  
723           action is taken with respect to that Electronic Ballot.
- 724           • The question as well as the decision to perform an Electronic Ballot are recorded in the minutes  
725           of the meeting in which they are made.

- 726           • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of  
727           the meeting in which they are made.
- 728           • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are  
729           declared.

### 730 **5.8.17.9 Responsibility to manage**

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

### 732 **5.8.17.10 Identification of Electronic Ballots**

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

### 738 **5.8.18 DMTF recording policy**

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

### 740 **5.8.19 Minimum requirements for meeting minutes**

741 All meetings of any DMTF body, when that Body has adequate participation to permit decisions, must  
742 result in minutes that record decisions made. The contents of such minutes follow rules established in  
743 RONR 11<sup>th</sup> ed.

#### 744 **5.8.19.1 Meeting minutes format**

745 The preamble to the minutes shall include:

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

756 The body of the minutes shall include:

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

763 The minutes shall end with the hour of adjournment.

764 Significantly more detail is provided in RONR (11<sup>th</sup> ed.) §48.

## 765 **6 DMTF release process, document information, and file formats**

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

- 768 • Normative documents such as:
  - 769 – DMTF Standards
  - 770 – DMTF Informative Standards
  - 771 – Schemata
- 772 • Informative documents such as:
  - 773 – Presentations
  - 774 – White papers
  - 775 – Posters
  - 776 – Software (executable or source code)
  - 777 – Use-cases or requirements
  - 778 – Marketing material for distribution to the DMTF Membership
- 779 • Policy documents such as:
  - 780 – This document
  - 781 – Other documents defining DMTF processes or procedures
  - 782 – Corporate policies
  - 783 – Charters
  - 784 – Body Rules of Procedure
  - 785 – Marketing material for public distribution
  - 786 – Budgets
  - 787 – Contracts and their addenda
- 788 • Source code such as:
  - 789 – Open source projects
  - 790 – Test code
  - 791 – Sample implementation

### 792 **6.1 Overview**

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

- 794 • DSP identifier acquisition (clause 6.2)
- 795 • Development (clause 6.3)
- 796 • Work in Progress (recommended) (clause 6.4)
- 797 • Technical Committee approval (clause 6.6)

798 • IP solicitation (clause 6.7) and parallel Board approval (clause 6.8)

799 • Publication (clause 6.9)

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

801 • DSP identifier acquisition (clause 6.2)

802 • Development (clause 6.3)

803 • Work in Progress (recommended) (clause 6.4)

804 • Parent Committee approval (clause 6.5)

805 • Publication (clause 6.9)

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

807 • DSP identifier acquisition (clause 6.2)

808 • Development (clause 6.3)

809 • Work in Progress (potential) (clause 6.4)

810 • Parent Committee approval (clause 6.5)

811 • Board approval (clause 6.8)

812 • Publication (clause 6.9)

813 The steps in the release process for Source code are as follows:

814 • DR approval (clause [6.2](#))

815 • Development (clause 6.3)

816 • Parent Committee approval (clause 6.5)

817 • Board approval (clause 6.8) for publication

818 • Publication (clause 6.9)

## 819 **6.2 DR and DSP identifier acquisition, transfer, disposal**

820 The DR process applies to document classes:

821 • Policy documents

822 • Normative documents

823 • Informative documents

824 • Source code

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

826 • Charters

827 • Rules of Procedure

828 • Press releases or other marketing collateral

829 • Newsletters or other Member communications

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

831 • Web pages

- 832 • Bylaws or any other corporate document or filing
- 833 • Source code

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

### 840 **6.2.1 Document Request (DR) content and format**

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

- 842 • Chair(s) of the Body requesting the DSP identifier
- 843 • Document Class being requested (Normative, Informative, Policy, Source code)
- 844 • Name of the associated document or artifact
- 845 • DSP identifier if previously issued
- 846 • Name of the Editing Body
- 847 • Date the request began
- 848 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier | Re-title|  
849 Publication of Source| Publication of Executable| | Add New GitHub Repository | Publish GitHub  
850 Repository Publicly
- 851 • Background rationale for the accompanying document
- 852 • Intention to publish or submit to (see clause 6.13)

### 853 **6.2.2 DR preparation and submittal**

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

858 DRs shall only be submitted by chairs.

859 DRs shall be shared with the Parent Committee prior to voting in the Parent Committee.

### 860 **6.2.3 DR approval**

861 The Editing Body must vote to approve the DR. Once approved by the Editing Body, the DR document  
862 proceeds to the Parent Committee for approval. DRs that result in the publication of source code or  
863 binaries also require board approval. After the Parent Committee (or DMTF board if applicable) approves  
864 the DR, the Committee Secretary notifies the Editing Body that the DR is approved, the name of the  
865 document that was approved, and the action taken.

### 866 **6.2.4 DSP Number ranges**

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

- 868 • 0001-0999 – Technical Specifications
- 869 • 1000-1999 – Profiles

- 870 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 871 • 3000-3999 – Working Group Charters
- 872 • 4000-4999 – DMTF Process documents
- 873 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 874 • 6000-6999 – Machine Readable Profiles
- 875 • 8000-8999 – Schema Representations
- 876 • IS-0000 - IS-9999 – Informational Specifications

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

### 881 **6.3 Development**

882 Applies to document classes:

- 883 • All document classes

884 Prerequisites:

- 885 • DSP Identifier has been issued if required (clause 6.2).
- 886 • A DR has been processed and approved if required (clause [6.2](#)).

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

### 890 **6.4 Work in Progress**

891 Applies to document classes:

- 892 • All document classes

893 Prerequisites:

- 894 • A document in Development (clause 6.3)
- 895 • A vote in the Editing Body to publish a Work in Progress release

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

### 899 **6.5 Parent Committee approval**

900 Applies to document classes:

- 901 • Informative documents
- 902 • Work in Progress documents
- 903 • Process documents

904 Prerequisites:

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

909 Exceptions:

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

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

## 915 **6.6 Technical Committee approval**

916 Applies to document classes:

- 917 • Normative documents
- 918 • Source code

919 Prerequisites:

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

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

927 All normative document approval Ballots shall be electronic. Normal and usual voting methods for  
928 electronic Ballots are observed (clause 5.8.17).

929 Normative documents presented for Technical Committee review may be, subsequent to Technical  
930 Committee approval, published as a Work in Progress at the discretion of the Technical Committee.

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

934 Upon request or recommendation of a child body, the Technical Committee may delay the publication  
935 date of a normative document if supporting artifacts or dependent documentation have not yet been  
936 brought to the Technical Committee for approval; the delay shall not exceed a period longer than 90 days.

## 937 **6.7 IP solicitation**

938 Applies to document classes:

- 939 • Normative documents
- 940 • Source Code

941 Prerequisites:

- 942 • Technical Committee has approved the document or repository for publication.

943 The Technical Committee shall determine if an IP solicitation is needed on any draft normative document  
944 presented for approval. An IP solicitation is required for any new normative document or source code  
945 publication approval and may be indicated if changes made by the Editing Body result in new feature or  
946 function. Changes to Source Code licenses or major source code release shall trigger IP solicitation. The  
947 Technical Committee may decide that no IP solicitation is required if the Editing Body makes such a  
948 recommendation and changes from a previously approved version contain no substantive modifications to  
949 function or feature.

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

953 If no claims of essential patent rights are received by DMTF Admin upon the expiration of the IP  
954 solicitation period, the document or source code shall then be published.

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

## 959 **6.8 Board approval**

960 Applies to document classes:

- 961 • Policy documents
- 962 • Normative documents
- 963 • Source Code

964 Prerequisites:

965 Parent Committee approval has been achieved.

966 Procedure:

967 The document or associated DR is added to the agenda of the next board meeting. It is the responsibility  
968 of the approving committee chair to assure that the document is raised for a vote at the next board  
969 meeting. The document must be made available to the board in time for a reasonable review prior to the  
970 board meeting.

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

## 975 **6.9 Publication**

976 Applies to document classes:

- 977 • Policy documents
- 978 • Informative documents

- 979       • Normative documents
- 980       • Source Code
- 981   The DMTF publication process proceeds after there are no more approvals.
- 982   The secretary or chair of the final approving body forwards the document to DMTF Admin who then  
983   produces and publishes the final version of the document.
- 984   The steps in publication include the following activities.
- 985       • Pre-publication cleanup  
986       Consists of assuring correct front-matter format and content, change of document status and  
987       publication date, removal of confidentiality notifications, and removal of the version identification  
988       except for Work in Progress releases.
- 989       • Archiving  
990       DMTF Admin will copy the document to a secure location for long-term storage.
- 991       • If a normative document, and an IP solicitation was required, hold publication until verification of  
992       successful completion of the IP solicitation.
- 993       • If its source code, all files shall have copyright statements and public repositories shall contain  
994       DMTF approved licensing terms.
- 995       • Movement to the published document location on the DMTF web site  
996       DMTF Admin will publish the document on the DMTF web site or public DMTF GitHub  
997       repository.
- 998   Specifications are published and a URI is generated for the document according to the document name  
999   (clause 6.11). The document is then published on the “published documents” page and added to the  
1000   appropriate document directory.

## 1001   **6.10 Front matter, numbering, and versioning for DMTF documents**

### 1002   **6.10.1 DMTF document front matter, headers, footers**

1003   Applies to document classes:

- 1004       • Normative documents
- 1005       • Informative documents
- 1006       • Policy documents

1007   Exceptions:

- 1008       • Charters
- 1009       • Rules of Procedure
- 1010       • Press releases or other marketing collateral
- 1011       • Newsletters or other Member communications
- 1012       • Posters, brochures, or other graphics for promotional display or distribution
- 1013       • Web pages
- 1014       • Bylaws or any other corporate document or filing
- 1015       • Marketing materials

- 1016 DMTF documents must begin with a front page that shall contain the following information. These items  
1017 are included in the document template.
- 1018 • Title
  - 1019 The title of the document as registered when the DSP identifier was obtained.
  - 1020 • DSP identifier
  - 1021 This must be the DSP identifier obtained according to the policy described in clause 6.2.
  - 1022 • Version number
  - 1023 This version number must comply with the guidelines in clause 6.11.
  - 1024 • Date
  - 1025 This must be the effective date of the document.
  - 1026 • Logo
  - 1027 A DMTF logo should be included on the title page.
  - 1028 • Document Class
  - 1029 "Policy," "Normative," or "Informative."
  - 1030 • Document Status
  - 1031 "Draft," "Work in Progress," "Candidate Specification" or "Published."
  - 1032 • Document Disclaimer if any
  - 1033 In the case of DMTF Works in Progress it shall be:  
  
1034 "IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its  
1035 members. Because this document is a Work in Progress, this document may still change, perhaps  
1036 profoundly and without notice. This document is available for public review and comment until  
1037 superseded."
  - 1038 • Documents Superseded, if any
  - 1039 • Document Language
  - 1040 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF
- 1041 Page 2 of the document shall contain the following information:
- 1042 • DMTF Copyright Notice
  - 1043 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)
  - 1044 • Notice that "The English version of this specification is the only normative version"
  - 1045 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
  - 1046 <http://www.dmtf.org/standards/feedback>
- 1047 Page headers shall contain:
- 1048 • DSP identifier
  - 1049 • Document Title
- 1050 Page footers shall contain;
- 1051 • Page number
  - 1052 • Confidentiality notation
  - 1053 "DMTF Confidential" unless published as final or as a Work in Progress

- 1054 • Status
- 1055     “Draft,” “Work in Progress,” or “Published”
- 1056 • Version number

1057 **6.10.2 Exception for non-display formats**

1058 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain  
 1059 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,  
 1060 the DMTF Logo is optional.

1061 **6.11 Document numbering and versioning, and filenames**

1062 **6.11.1 Normative, Informational and Draft Versioning**

1063 Versioning of DMTF documents takes the form m.n.u[d[d]], where:

1064 **m** represents the major version identifier in numeric form. This number starts at 1 for new  
 1065 documents. A change in this number representing an update to the document indicates that the  
 1066 document contains changes that are not compatible with prior versions.

1067 **n** represents the minor version identifier in numeric form. This number starts at 0 for new  
 1068 documents. A change in this number representing an update to the document indicates that the  
 1069 document contains changes that are compatible with prior versions.

1070 **u** represents the update (errata or coordination changes) in numeric form. This number starts at 0  
 1071 for new documents. A change in this number representing an update to the document indicates  
 1072 that the document contains changes that are corrections to errors in prior versions or changes  
 1073 in coordination with other documents. This digit may not be changed for Work in Progress  
 1074 documents.

1075 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF draft  
 1076 documents.

1077 Updated versions of documents must have one of these digits or letters changed from prior versions in  
 1078 increasing order; gaps in the order are permitted.

1079 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1080 All DMTF document in draft status must have the draft level identified. Any references to the specification  
 1081 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are  
 1082 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c  
 1083 ... x, y, z, aa, ab...zz.

1084 **6.11.2 Work in Progress Versioning**

1085 Versioning of DMTF Work in Progress documents shall adhere to the format defined in the following  
 1086 table:

Published File Name	Description of Approximate Stage of Development
DSPXXXX_1.0.0WIP.01-29	First draft with outline and initial text
DSPXXXX_1.0.0WIP.30-49	Base features complete, major updates expected

Published File Name	Description of Approximate Stage of Development
DSPXXXX_1.0.0WIP.50-59	Most major additions complete, minor changes expected
DSPXXXX_1.0.0WIP.60-89	All major release features included, solicitation for feedback advertised
DSPXXXX_1.0.0WIP.90-98	All major release features complete, minor updates remaining
DSPXXXX_1.0.0WIP.99	Complete in final review and ready for standard or informational release
DSPXXXX_1.0.0WIP	Co-released when a completed document is currently in the approval process

1087 WIP artifacts are released at the discretion of the editing body. The editing body shall determine the WIP  
 1088 version based on the approximate developmental stage of the WIP artifact. Editing bodies are not  
 1089 required to release WIP versions at each stage. The component pieces of a WIP.zip bundle shall reflect  
 1090 the WIP version of the bundle where possible.

### 1091 6.11.3 File names

1092 The filename for published DMTF documents should use this format:

1093 "DSP"<4 digit document number>"\_ "<m>"."<n>"."<u>"WIP."<WIPNUM>"-"<t>"."<file extension>" where:

1094 **WIPNUM** is the Work in Progress designation assigned by the authoring body

1095 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1096 The language identifier, **t**, and the preceding "-" may be omitted in English-language normative  
 1097 documents but are required for all translations.

1098 Additionally, this information must be embedded inside the specification itself. When specifying the  
 1099 document number for DMTF specifications numbered below 1000, the leading zero must be specified.  
 1100 For example, "DSP0825\_1.0.0.pdf" is correct, while "DSP825\_1.0.0.pdf" is not.

### 1101 6.12 Accepted file formats

1102 DMTF sources should be in one of the formats indicated in Table 2.

1103 **Table 2 – Accepted source formats**

Source Type	Approved Formats
MOF	UTF-8 text format
UML	XMI (.xmi)
Diagrams	Visio or ODF
Presentations	PowerPoint (.ppt, pptx), Visio (.vsd, .vsdx), or ODF
Specifications	Word (.doc, .docx), ODF, HTML, UTF-8 or UTF-16 text format, Visio, or Markdown (md)

Source Type	Approved Formats
Text	Text (.txt)
Web	Hypertext .htm .html
Image	JPEG (.jpg, .jpeg), Raster (.eps, .png,) Vector (.svg)
Source Code	Varies per programming language
Internal Document	Excel (.xlsx, .xls) Word (.doc, .docx) PowerPoint (.ppt, .pptx)

1104 Note that source for graphical representations of UML or for class or instance diagrams can be either XML  
1105 or Visio.

1106 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3. The Editing  
1107 Body must also provide access to the document source.

1108 **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
Bundled Schema, Mockups, Informational Specification Bundles	ZIP (.zip - may contain .pdf, .xml, .yaml, .json, .bin, .map)

1109 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),  
1110 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1111 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download  
1112 convenience.

1113 **6.13 Document disposition**

1114 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are  
1115 usually published through the DMTF web site. Some circumstances require that DMTF documents be  
1116 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for  
1117 example, when a document is released to another entity. This clause describes the requirements and  
1118 methods for the dispensation of documents.

1119 **6.13.1.1 Submission and transfer**

1120 When the document is intended to be either transferred or submitted to another organization, the  
1121 document needs to have a statement regarding the nature of the submission or transfer and a statement  
1122 about copyright grant. This statement can be either a part of the document or a separate document, such  
1123 as a cover letter. An IP disclaimer should be included if the document is a specification. When the  
1124 document is source code, an open source license conformant with DMTF policy should be included in the  
1125 source. If included, the document is subject to approval by DMTF legal counsel before release.

1126 Documents intended to be published by, submitted or transferred to another organization are subject to  
1127 DMTF Board approval regardless of Document Type and Final Document Status, with the exception of  
1128 informational presentations to be presented at public forums such as conferences and symposiums. A  
1129 DR should be prepared that contains the appropriate information about the request and then taken  
1130 through the process as defined in clause 6.2 prior to DMTF Board approval.

## 1131 **6.13.2 Availability of document versions and obsolescence**

1132 The release of a new version of a specification, white paper, or document does not make previous  
1133 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying  
1134 goal is upward compatibility between versions. This goal should be approached with caution because  
1135 maintaining upward compatibility between versions may not always be possible.

1136 Updates to a specification, white paper, or document are submitted to the Editing Body. Each  
1137 specification must contain a change history. (For graphical documents, such as UML diagrams, that are  
1138 not conducive to including a change history, this history is included in the MOF file.) The status of these  
1139 documents must be indicated as “Work in Progress,” “Informational,” “DMTF Draft Standard,” or “DMTF  
1140 Standard.” A change log and completed Change Request forms must be maintained for all specifications,  
1141 white papers, and documents.

1142 Specifications and other documents that have reached a level of maturity where they are no longer  
1143 actively being updated should be posted to a clause of the DMTF web site dedicated to “historical”  
1144 documents. The web site must contain information indicating that this specification is still relevant to the  
1145 industry but new versions should not be expected. Specifications that are greater than five years old and  
1146 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should  
1147 be moved to this portion of the web site, but the URL to the document should not change. Previous  
1148 versions of MOF Schema that are greater than two years old may fall into the “historical” category and  
1149 should be treated appropriately. Note that the URI of the document should remain persistent (remain the  
1150 same over time) to allow other specifications to reference DMTF Standards.

## 1151 **7 Issue resolution**

### 1152 **7.1 Issue resolution process**

1153 During the normal course of document development or approval, issues may be raised against  
1154 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues  
1155 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during  
1156 review or approval, during the IP solicitation phase of document approval, or by external entities for  
1157 Works in Progress.

#### 1158 **7.1.1 Issue tracking and recordkeeping**

1159 All issues reported shall be recorded and the record kept as part of the Editing Body’s permanent records.  
1160 The record shall contain the following minimum information:

- 1161 • Date issue was reported
- 1162 • Issue reporter
- 1163 • Issue description
- 1164 • Date issue was resolved
- 1165 • Resolution description
- 1166 • Document revision containing resolution
- 1167 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

##### 1168 **7.1.1.1 Recordkeeping mechanism**

1169 Any method may be used to track issues. The DMTF provides a number of tools that may be used;  
1170 however, any method that is persistent and that may be archived can be utilized.

### 1171 7.1.2 Editing Body final decisions

1172 Issues are decided according to voting rules defined herein (clause 5.8.14). In the case that a reporter  
1173 does not agree with the issue resolution as proposed by the editing Body and provides a rationale that  
1174 may be considered new information, a simple majority vote in the Editing body may be performed to re-  
1175 open the issue. Should that simple majority vote fail, the resolution of record may be considered final.

## 1176 8 DMTF Management Initiatives

1177 "Management Initiative" is a term used to describe a set of activities, specifications, or documents that  
1178 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any  
1179 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic  
1180 importance and commitment of resources of such initiatives.

- 1181 • Management Initiatives must have technical components involving one or more Bodies.
- 1182 • Management Initiatives must have requirements for messaging or technical evangelism to  
1183 promote the Management Initiative for the mutual benefit of the DMTF membership.
- 1184 • Proposals for new Management Initiatives are presented to the Board and are enacted when  
1185 approved. Proposals should include the reason why it is a particularly good opportunity for the  
1186 DMTF, the activities expected, a schedule, and any anticipated budget impact.

### 1187 8.1 Management Initiative coordination

1188 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is  
1189 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the  
1190 participating Bodies.

## 1191 9 Information access

1192 A policy of the DMTF is to have stable information available to its members. Body members are entitled to  
1193 have access to any pertinent data related to the decisions and operations of the team.

### 1194 9.1 Web posting

1195 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made  
1196 available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members  
1197 Only" clause of the DMTF web site.

### 1198 9.2 Email lists

1199 The DMTF maintains email lists for each Body for distributing information to its members. The email lists  
1200 are for the internal use of the Body's members in support of their development or marketing activities.  
1201 These lists are not for general dissemination of information.

### 1202 9.3 Information restriction

1203 The restriction of unpublished information to a Body and those that are necessary to approve publication  
1204 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information  
1205 taken out of context. Participants understand the history and context of this internal information.

**1206 9.4 Information dissemination**

1207 Members are permitted to disseminate unreleased DMTF information within their organization as long as  
1208 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to  
1209 any non-member without the permission of the DMTF Board of Directors.

**1210 9.5 Document information**

1211 Document information is generally disseminated through the DMTF web site, and the members are  
1212 informed of document updates through the DMTF newsletter or other means. Access to the published  
1213 document web pages is open to anyone.

## ANNEX A (informative)

### Change log

1214  
1215  
1216  
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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.
2.7.0	2019-06-25	Normative documents may be released as WIP in parallel with IP solicitation. Upon request of a child body, the TC may delay the publication of an approved document by no more than 90 days. Editorial fixes and corrections.
2.7.1	2020-04-07	Editorial fix

Version	Date	Description
2.8.0	2021-05-20	Added WIP versioning format changes Added zip as accepted file format and added allowed source file types Added DR actions for GitHub Repository creation and publication Added Source code as a document class and modified release process to account for the new designation

1218