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5 **DMTF Process for Working Bodies**

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

CONTENTS

38	Introduction.....	5
39	1 Scope	6
40	2 Normative references	6
41	3 Terms and definitions	6
42	4 Symbols and abbreviated terms.....	8
43	5 DMTF Committees, Working Groups, Forums, and Chapters	9
44	5.1 Structure and introduction.....	9
45	5.2 Membership levels, roles, voting, and participation.....	9
46	5.3 Committees.....	10
47	5.3.1 Committee chair.....	10
48	5.4 Working Groups.....	10
49	5.4.1 Working Group chair.....	10
50	5.5 Forums.....	11
51	5.5.1 Forum officers.....	11
52	5.5.2 Collection of membership dues and fees; accounting services.....	11
53	5.5.3 Technical specifications and standards.....	11
54	5.5.4 Marketing and PR activities.....	11
55	5.6 Chapters.....	11
56	5.6.1 Chapter officers.....	12
57	5.6.2 Collecting membership dues and fees; accounting services.....	12
58	5.6.3 Technical specifications or standards.....	12
59	5.6.4 Marketing and PR activities.....	12
60	5.7 Task Force.....	12
61	5.8 Common rules and procedures.....	13
62	5.8.1 Body formation.....	13
63	5.8.2 Quiescing and reactivating a Body, de-chartering.....	13
64	5.8.3 Chair and officer elections.....	14
65	5.8.4 Chair responsibilities.....	15
66	5.8.5 Chair vacancy.....	16
67	5.8.6 Chairing model changes.....	17
68	5.8.7 Charters.....	17
69	5.8.8 Meeting notices, agenda, and materials.....	18
70	5.8.9 Rules of Order.....	18
71	5.8.10 Rules of Procedure.....	18
72	5.8.11 Escalations.....	19
73	5.8.12 Voting.....	19
74	5.8.13 Vote counting.....	20
75	5.8.14 DMTF majority rules.....	20
76	5.8.15 Motions related to methods of voting.....	20
77	5.8.16 Requesting another Body to Ballot.....	20
78	5.8.17 Electronic Ballots.....	20
79	5.8.18 DMTF recording policy.....	22
80	5.8.19 Minimum requirements for meeting minutes.....	22
81	6 DMTF release process, document information, and file formats	23
82	6.1 Overview.....	23
83	6.2 DSP identifier, acquisition, transfer, disposal.....	25
84	6.2.1 Document Request (DR) content and format.....	27
85	6.2.2 DR preparation and submittal.....	27
86	6.2.3 DR approval.....	27
87	6.2.4 DSP Number ranges.....	27
88	6.3 Development.....	28
89	6.4 Work in Progress.....	28

90	6.5	Parent Committee approval	28
91	6.6	Technical Committee approval	29
92	6.7	IP solicitation	29
93	6.8	Board approval.....	30
94	6.9	Publication	30
95	6.10	Front matter, numbering, and versioning for DMTF documents	31
96	6.10.1	DMTF document front matter, headers, footers	31
97	6.10.2	Exception for non-display formats	32
98	6.11	Document numbering and versioning, and filenames	32
99	6.11.1	Versioning	32
100	6.11.2	File names	34
101	6.12	Accepted file formats	34
102	6.13	Document disposition.....	35
103	6.13.2	Availability of document versions and obsolescence	35
104	7	Issue resolution	36
105	7.1	Issue resolution process	36
106	7.1.1	Issue tracking and recordkeeping.....	36
107	7.1.1.1	Recordkeeping mechanism	36
108	7.1.2	Editing Body final decisions	36
109	8	DMTF Management Initiatives	37
110	8.1	Management Initiative coordination	37
111	9	Information access	37
112	9.1	Web posting	37
113	9.2	Email lists.....	37
114	9.3	Information restriction	37
115	9.4	Information dissemination.....	37
116	9.5	Document information.....	37
117	ANNEX A (informative)	Change log.....	38
118			

119 Tables

120	Table 1 – Membership levels	9
121	Table 2 – Accepted source formats	34
122	Table 3 – Permitted published formats	35
123		

124

Introduction

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

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

130 The defined processes outlined in this document include:

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

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

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

145

DMTF Process for Working Bodies

146 1 Scope

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

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

231 Document request

232 **5 DMTF Committees, Working Groups, Forums, and Chapters**

233 **5.1 Structure and introduction**

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

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

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

241 **5.2 Membership levels, roles, voting, and participation**

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

245 **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
Participate in Chapters	Yes	Yes	No	No

¹ 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
Observe	Yes	Yes	May ²	May ²

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

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

250 DMTF expects as much continuity in representation as possible.

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

252 **5.3 Committees**

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

256 **5.3.1 Committee chair**

257 Committee chairs are appointed by the Board of Directors.

258 **5.3.1.1 Committee vice-chair**

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

265 **5.4 Working Groups**

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

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

270 **5.4.1 Working Group chair**

271 Eligible Member representatives may chair a Working Group.

- 272 1) The Working Group chair is a member of the parent committee, but may not vote unless
 273 otherwise eligible. A person may chair or co-chair more than one Working Group.
- 274 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working
 275 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair
 276 should the chair be temporarily unable to fulfill the duties and responsibilities required of the
 277 chair. There are no restrictions on the number of Working Groups that a person may vice-chair.

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

- 278 3) Subsequent elections for a Working Group chair follow the process defined in clause 5.8.2.
- 279 4) In the unlikely event that a Working Group chair is unable to fulfill the responsibilities of the
280 position and has not resigned, Working Group participants from three separate Leadership
281 Members may submit a request to the parent Committee that a new election be held. The
282 request must be submitted in writing, either via email or hard copy. The request is then voted in
283 the parent Committee. Prior to initiating the request, Working Group members are strongly
284 encouraged to attempt to resolve their concerns directly with the Working Group chair.

285 5.5 Forums

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

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

296 5.5.1 Forum officers

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

305 5.5.2 Collection of membership dues and fees; accounting services

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

309 5.5.3 Technical specifications and standards

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

312 5.5.4 Marketing and PR activities

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

315 5.6 Chapters

316 The Executive Committee forms Chapters. Chapters are coordinated through the Regional Chapter Task
317 Force. Chapters focus on issues of concern to specific geographic regions. Membership in a Chapter may
318 be restricted to DMTF members who fulfill key requirements such as paying special dues or a
319 membership fee as defined in the chapter's Rules of Procedure. Chapters are intended to be self-funding

320 (that is, they are responsible for collecting monies to pay for programs or initiatives they seek to deliver),
321 however they may request funds from their governing Committee.

322 **5.6.1 Chapter officers**

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

332 **5.6.2 Collecting membership dues and fees; accounting services**

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

336 **5.6.3 Technical specifications or standards**

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

339 **5.6.4 Marketing and PR activities**

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

342 **5.7 Task Force**

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

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

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

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

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

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

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

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

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

358 **5.8 Common rules and procedures**

359 This clause contains information supporting the prior clauses.

360 **5.8.1 Body formation**

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

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

401 **5.8.2 Quiescing and reactivating a Body, de-chartering**

402 **5.8.2.1 Quiescing**

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

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

415 **5.8.2.2 Reactivating**

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

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

423 **5.8.2.3 De-chartering**

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

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

430 **5.8.3 Chair and officer elections**

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

433 **5.8.3.1 Electing Officer**

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

436 **5.8.3.2 Order of Elections**

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

440 **5.8.3.3 Election Procedure**

- 441 • The Electing Officer announces by email to the Body's mailing list that nominations for the
442 vacant position(s) are being solicited. Nominations can be submitted at a meeting or by email to
443 the Electing Officer's alias. Nominations shall be open for a minimum of five business days after
444 announcement to the Body's email list.

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

468 5.8.4 Chair responsibilities

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

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

- 491 • The chair is responsible for ensuring that an accurate record of the status of all specifications
492 owned by the Body is maintained.
- 493 • The chair is responsible for ensuring the Body and all subordinate Bodies are operating within
494 their charters and those charters are up to date.
- 495 • The chair is responsible for publishing the agenda 72 hours prior to meetings and ensuring that
496 all collateral material for discussions are published 72 hours prior to meetings.
- 497 • Collateral material, for the purposes of this document, includes any material that is the
498 subject of discussion, the subject of an electronic ballot or voice vote or any other
499 document, presentation or deliverable that is not considered feedback on any such ballot
500 or vote.
- 501 • The chair is responsible for declaration of voting results.
- 502 • The chair is responsible for Alliance Partner Work Register ([DSP4003](#)) responsibilities and
503 milestones as declared in the Work Registers.
- 504 • The chair is responsible for ensuring adherence to the DMTF Recording Policy.
- 505 • The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair
506 or co-chair that can assume the role of chair upon a vacancy or absence of the chair.
- 507 • The chair is responsible for coordinating with the DMTF Marketing task force so that press
508 releases or other distribution of information related to those documents produced by the group
509 are properly targeted and issued in a timely manner.
- 510 • The chair shall ensure that an appropriate Body representative capable of knowledgeable
511 addressing issues or questions attend the meeting of a Parent Body that is considering an
512 action or Ballot on behalf of the Body.

513 **5.8.5 Chair vacancy**

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

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

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

533 **5.8.6 Chairing model changes**

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

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

552 **5.8.7 Charters**

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

555 **5.8.7.1 Charter content**

556 Charter scope includes the following:

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

562 Charter scope does not include the following:

- 563 • Specifically named deliverables
- 564 • Chairs
- 565 • Schedule or time-line

566 **5.8.7.2 Initial charter creation**

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

570 5.8.7.3 Charter modification

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

573 5.8.8 Meeting notices, agenda, and materials

574 Meeting notices shall be posted on the DMTF event calendar. Meeting agenda should be included in the
575 DMTF event calendar and must be sent to the Body's email list at least 72 hours the meeting. Collateral
576 material, or the material that is the subject of discussion, shall be posted at least 72 hours prior to the
577 start of the meeting. Bodies may decide on the frequency and nature (teleconference or face-to-face) of
578 their meetings.

579 5.8.9 Rules of Order

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

583 5.8.10 Rules of Procedure

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

590 5.8.10.1 Financial rules

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

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

595 5.8.10.2 Other rules

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

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

603 5.8.10.3 Prohibited rules

604 No Rules of Procedure document may:

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

609 5.8.10.4 Rules of Procedure approval

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

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

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

616 5.8.11 Escalations

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

622 5.8.11.1 Responsibilities

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

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

628 5.8.11.2 Escalation requirements

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

633 5.8.11.3 Timeline

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

635 5.8.11.4 Further escalation

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

638 5.8.11.5 Final decisions

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

640 5.8.12 Voting

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

646 5.8.13 Vote counting

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

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

655 5.8.14 DMTF majority rules

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

661 5.8.15 Motions related to methods of voting

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

665 Typical incidental motions include:

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

669 5.8.16 Requesting another Body to Ballot

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

673 5.8.17 Electronic Ballots

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

676 5.8.17.1 Validity

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

679 5.8.17.2 Electronic Ballot lifecycle

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

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

688 **5.8.17.3 Amendments**

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

692 **5.8.17.4 Comments**

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

697 **5.8.17.5 Incorporation of comments**

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

702 **5.8.17.6 Duration**

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

708 **5.8.17.7 Closure and declaration**

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

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

719 **5.8.17.8 Recording of Electronic Ballots**

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

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

728 **5.8.17.9 Responsibility to manage**

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

730 **5.8.17.10 Identification of Electronic Ballots**

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

736 **5.8.18 DMTF recording policy**

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

738 **5.8.19 Minimum requirements for meeting minutes**

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

742 **5.8.19.1 Meeting minutes format**

743 The preamble to the minutes shall include:

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

754 The body of the minutes shall include:

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

761 The minutes shall end with the hour of adjournment.

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

763 **6 DMTF release process, document information, and file formats**

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

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

790 **6.1 Overview**

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

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

- 796 • IP solicitation (clause 6.7) and parallel Board approval (clause 6.8)
- 797 • Publication (clause 6.9)

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

- 799 • DSP identifier acquisition (clause 6.2)
- 800 • Development (clause 6.3)
- 801 • Work in Progress (recommended) (clause 6.4)
- 802 • Parent Committee approval (clause 6.5)
- 803 • Publication (clause 6.9)

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

- 805 • DSP identifier acquisition (clause 6.2)
- 806 • Development (clause 6.3)
- 807 • Work in Progress (potential) (clause 6.4)
- 808 • Parent Committee approval (clause 6.5)
- 809 • Board approval (clause 6.8)
- 810 • Publication (clause 6.9)

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

- 812 • DR approval (clause [6.2](#))
- 813 • Development (clause 6.3)
- 814 • Parent Committee approval (clause 6.5)
- 815 • Board approval (clause 6.8) for initial release
- 816 • Publication (clause 6.9)

817

818 **6.2 DSP identifier, acquisition, transfer, disposal**

819 Applies to document classes:

- 820 • Policy documents
- 821 • Normative documents
- 822 • Informative documents

823

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

- 825 • Charters
- 826 • Rules of Procedure
- 827 • Press releases or other marketing collateral
- 828 • Newsletters or other Member communications
- 829 • Posters, brochures, or other graphics for promotional display or distribution
- 830 • Web pages
- 831 • Bylaws or any other corporate document or filing
- 832 • Source code

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

839 **6.2.1 Document Request (DR) content and format**

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

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

852 **6.2.2 DR preparation and submittal**

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

857 DRs shall only be submitted by chairs.

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

859 **6.2.3 DR approval**

860 The Editing Body must vote to approve the DR. Once approved by the Editing Body, the DR document
861 proceeds to the Parent Committee for approval. Some DRs, such as those that take GitHub repositories
862 public, also require board approval. After the Parent Committee (or DMTF board if applicable) approves
863 the DR, the Committee Secretary notifies the Editing Body that the DR is approved, the name of the
864 document that was approved, and the action taken.

865 **6.2.4 DSP Number ranges**

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

- 867 • 0001-0999 – Technical Specifications
- 868 • 1000-1999 – Profiles
- 869 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 870 • 3000-3999 – Working Group Charters
- 871 • 4000-4999 – DMTF Process documents
- 872 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 873 • 6000-6999 – Machine Readable Profiles
- 874 • 8000-8999 – Schema Representations
- 875 • IS-0000 - IS-9999 – Informational Specifications

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

880 **6.3 Development**

881 Applies to document classes:

- 882 • All document classes

883 Prerequisites:

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

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

889 **6.4 Work in Progress**

890 Applies to document classes:

- 891 • All document classes

892 Prerequisites:

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

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

898 **6.5 Parent Committee approval**

899 Applies to document classes:

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

903 Prerequisites:

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

908 Exceptions:

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

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

914 **6.6 Technical Committee approval**

915 Applies to document classes:

- 916 • Normative documents
- 917 • Source code

918 Prerequisites:

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

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

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

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

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

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

936 **6.7 IP solicitation**

937 Applies to document classes:

- 938 • Normative documents
- 939 • Source Code

940 Prerequisites:

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

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

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

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

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

958 **6.8 Board approval**

959 Applies to document classes:

- 960 • Policy documents
- 961 • Normative documents
- 962 • Initial release of Source Code

963 Prerequisites:

964 Parent Committee approval has been achieved.

965 Procedure:

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

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

974 **6.9 Publication**

975 Applies to document classes:

- 976 • Policy documents
- 977 • Informative documents
- 978 • Normative documents
- 979 • Source Code

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

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

983 The steps in publication include the following activities.

- 984 • Pre-publication cleanup
985 Consists of assuring correct front-matter format and content, change of document status and

986 publication date, removal of confidentiality notifications, and removal of the version identification
 987 except for Work in Progress releases.

988 • Archiving
 989 DMTF Admin will copy the document to a secure location for long-term storage.

990 • If a normative document, and an IP solicitation was required, hold publication until verification of
 991 successful completion of the IP solicitation.

992 • Movement to the published document location on the DMTF web site
 993 DMTF Admin will publish the document on the DMTF web site or public DMTF GitHub
 994 repository.

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

998 **6.10 Front matter, numbering, and versioning for DMTF documents**

999 **6.10.1 DMTF document front matter, headers, footers**

1000 Applies to document classes:

- 1001 • Normative documents
- 1002 • Informative documents
- 1003 • Policy documents

1004 Exceptions:

- 1005 • Charters
- 1006 • Rules of Procedure
- 1007 • Press releases or other marketing collateral
- 1008 • Newsletters or other Member communications
- 1009 • Posters, brochures, or other graphics for promotional display or distribution
- 1010 • Web pages
- 1011 • Bylaws or any other corporate document or filing
- 1012 • Marketing materials

1013 DMTF documents must begin with a front page that shall contain the following information. These items
 1014 are included in the document template.

- 1015 • Title
 1016 The title of the document as registered when the DSP identifier was obtained.
- 1017 • DSP identifier
 1018 This must be the DSP identifier obtained according to the policy described in clause 6.2.
- 1019 • Version number
 1020 This version number must comply with the guidelines in clause 6.11.
- 1021 • Date
 1022 This must be the effective date of the document.
- 1023 • Logo

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

1054 **6.10.2 Exception for non-display formats**

1055 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain
1056 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,
1057 the DMTF Logo is optional.

1058 **6.11 Document numbering and versioning, and filenames**

1059 **6.11.1 Normative, Informational and Draft Versioning**

1060 Versioning of DMTF documents takes the form m.n.u[d[d]], where:

- 1061 **m** represents the major version identifier in numeric form. This number starts at 1 for new
- 1062 documents. A change in this number representing an update to the document indicates that the
- 1063 document contains changes that are not compatible with prior versions.

- 1064 **n** represents the minor version identifier in numeric form. This number starts at 0 for new
- 1065 documents. A change in this number representing an update to the document indicates that the
- 1066 document contains changes that are compatible with prior versions.

- 1067 **u** represents the update (errata or coordination changes) in numeric form. This number starts at 0
- 1068 for new documents. A change in this number representing an update to the document indicates
- 1069 that the document contains changes that are corrections to errors in prior versions or changes
- 1070 in coordination with other documents. This digit may not be changed for Work in Progress
- 1071 documents.

- 1072 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF draft
- 1073 documents.

- 1074 Updated versions of documents must have one of these digits or letters changed from prior versions in
- 1075 increasing order; gaps in the order are permitted.

- 1076 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

- 1077 All DMTF document in draft status must have the draft level identified. Any references to the specification
- 1078 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are
- 1079 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c
- 1080 ... x, y, z, aa, ab...zz.

- 1081

1082 **6.11.2 Work in Progress Versioning**

1083 Versioning of DMTF Work in Progress documents shall adhere to the format defined in the following
 1084 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
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

1085 WIP artifacts are released at the discretion of the editing body. The editing body shall determine the WIP
 1086 version based on the approximate developmental stage of the WIP artifact. Editing bodies are not
 1087 required to release WIP versions at each stage. The component pieces of a WIP.zip bundle shall reflect
 1088 the WIP version of the bundle where possible.

1089 6.11.3 File names

1090 The filename for published DMTF documents should use this format:

1091 "DSP"<4 digit document number>"_ "<m>" "<n>" "<u>"WIP." <WIPNUM>"-"<t>" "<file extension>" where:

1092 **WIPNUM** is the Work in Progress designation assigned by the authoring body

1093 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1094 The language identifier, **t**, and the preceding "-" may be omitted in English-language normative
 1095 documents but are required for all translations..

1096 Additionally, this information must be embedded inside the specification itself. When specifying the
 1097 document number for DMTF specifications numbered below 1000, the leading zero must be specified.
 1098 For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1099 6.12 Accepted file formats

1100 DMTF sources should be in one of the formats indicated in Table 2.

1101 **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)
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)

1102 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1103 or Visio.

1104 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3. The Editing
 1105 Body must also provide access to the document source.

1106

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)

1107 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1108 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1109 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1110 convenience.

1111 **6.13 Document disposition**

1112 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are
 1113 usually published through the DMTF web site. Some circumstances require that DMTF documents be
 1114 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for
 1115 example, when a document is released to another entity. This clause describes the requirements and
 1116 methods for the dispensation of documents.

1117 **6.13.1 Submission and transfer**

1118 When the document is intended to be either transferred or submitted to another organization, the
 1119 document needs to have a statement regarding the nature of the submission or transfer and a statement
 1120 about copyright grant. This statement can be either a part of the document or a separate document, such
 1121 as a cover letter. An IP disclaimer should be included if the document is a specification. When the
 1122 document is source code, an open source license conformant with DMTF policy should be included in the
 1123 source. If included, the document is subject to approval by DMTF legal counsel before release.

1124 Documents intended to be published by, submitted or transferred to another organization are subject to
 1125 DMTF Board approval regardless of Document Type and Final Document Status, with the exception of
 1126 informational presentations to be presented at public forums such as conferences and symposiums. A
 1127 DR should be prepared that contains the appropriate information about the request and then taken
 1128 through the process as defined in clause 6.2 prior to DMTF Board approval.

1129 **6.13.2 Availability of document versions and obsolescence**

1130 The release of a new version of a specification, white paper, or document does not make previous
 1131 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying
 1132 goal is upward compatibility between versions. This goal should be approached with caution because
 1133 maintaining upward compatibility between versions may not always be possible.

1134 Updates to a specification, white paper, or document are submitted to the Editing Body. Each
 1135 specification must contain a change history. (For graphical documents, such as UML diagrams, that are
 1136 not conducive to including a change history, this history is included in the MOF file.) The status of these
 1137 documents must be indicated as “Work in Progress,” “Informational,” “DMTF Draft Standard,” or “DMTF
 1138 Standard.” A change log and completed Change Request forms must be maintained for all specifications,
 1139 white papers, and documents.

1140 Specifications and other documents that have reached a level of maturity where they are no longer
 1141 actively being updated should be posted to a clause of the DMTF web site dedicated to “historical”
 1142 documents. The web site must contain information indicating that this specification is still relevant to the

1143 industry but new versions should not be expected. Specifications that are greater than five years old and
1144 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should
1145 be moved to this portion of the web site, but the URL to the document should not change. Previous
1146 versions of MOF Schema that are greater than two years old may fall into the “historical” category and
1147 should be treated appropriately. Note that the URI of the document should remain persistent (remain the
1148 same over time) to allow other specifications to reference DMTF Standards.

1149 **7 Issue resolution**

1150 **7.1 Issue resolution process**

1151 During the normal course of document development or approval, issues may be raised against
1152 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues
1153 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during
1154 review or approval, during the IP solicitation phase of document approval, or by external entities for
1155 Works in Progress.

1156 **7.1.1 Issue tracking and recordkeeping**

1157 All issues reported shall be recorded and the record kept as part of the Editing Body’s permanent records.
1158 The record shall contain the following minimum information:

- 1159 • Date issue was reported
- 1160 • Issue reporter
- 1161 • Issue description
- 1162 • Date issue was resolved
- 1163 • Resolution description
- 1164 • Document revision containing resolution
- 1165 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

1166 **7.1.1.1 Recordkeeping mechanism**

1167 Any method may be used to track issues. The DMTF provides a number of tools that may be used;
1168 however, any method that is persistent and that may be archived can be utilized.

1169 **7.1.2 Editing Body final decisions**

1170 Issues are decided according to voting rules defined herein (clause 5.8.14). In the case that a reporter
1171 does not agree with the issue resolution as proposed by the editing Body and provides a rationale that
1172 may be considered new information, a simple majority vote in the Editing body may be performed to re-
1173 open the issue. Should that simple majority vote fail, the resolution of record may be considered final.

1174 **8 DMTF Management Initiatives**

1175 “Management Initiative” is a term used to describe a set of activities, specifications, or documents that
1176 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any
1177 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic
1178 importance and commitment of resources of such initiatives.

- 1179 • Management Initiatives must have technical components involving one or more Bodies.
- 1180 • Management Initiatives must have requirements for messaging or technical evangelism to
1181 promote the Management Initiative for the mutual benefit of the DMTF membership.
- 1182 • Proposals for new Management Initiatives are presented to the Board and are enacted when
1183 approved. Proposals should include the reason why it is a particularly good opportunity for the
1184 DMTF, the activities expected, a schedule, and any anticipated budget impact.

1185 **8.1 Management Initiative coordination**

1186 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is
1187 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the
1188 participating Bodies.

1189 **9 Information access**

1190 A policy of the DMTF is to have stable information available to its members. Body members are entitled to
1191 have access to any pertinent data related to the decisions and operations of the team.

1192 **9.1 Web posting**

1193 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made
1194 available to all participants. Chairs accomplish this by posting to the Body’s web page in the "Members
1195 Only" clause of the DMTF web site.

1196 **9.2 Email lists**

1197 The DMTF maintains email lists for each Body for distributing information to its members. The email lists
1198 are for the internal use of the Body’s members in support of their development or marketing activities.
1199 These lists are not for general dissemination of information.

1200 **9.3 Information restriction**

1201 The restriction of unpublished information to a Body and those that are necessary to approve publication
1202 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information
1203 taken out of context. Participants understand the history and context of this internal information.

1204 **9.4 Information dissemination**

1205 Members are permitted to disseminate unreleased DMTF information within their organization as long as
1206 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to
1207 any non-member without the permission of the DMTF Board of Directors.

1208 **9.5 Document information**

1209 Document information is generally disseminated through the DMTF web site, and the members are
1210 informed of document updates through the DMTF newsletter or other means. Access to the published
1211 document web pages is open to anyone.

ANNEX A (informative)

Change log

1212
1213
1214
1215

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	2021-05-15	Added WIP versioning format changes Added zip as accepted file format Added GitHub Repository actions Added Source code as a document class and modified release process to account for the new designation
2.9.0	2021-06-29	Updated the amount of time in which the agenda and meeting notices must be published Added a description for collateral material as it relates to this document

1216