

Working Group Meeting Guide For Chairpersons

Friday, 14 March 2003

TSC/1995-0080r6

Preparation

Announcement: A working group meeting must be announced to all members at least two weeks before the meeting is held. Any working group meeting that is not properly announced is a task group meeting, not a working group meeting.

As a practical matter, you should have no problems with working group meeting announcements. The Technical Standards Committee sets most dates for working group meetings several months in advance. The Technical Standards Manager will distribute meeting information for all the working groups in accordance with the rule stated above.

Agenda: At a minimum, printed copies of the working group meeting agenda should be available for all meeting attendees. You may send copies of the agenda to working group members before the meeting. If desired, the Technical Standards Manager can create and distribute the agenda for you.

Several working group meeting activities are discussed below. These activities are required at any working group meeting. The working group meeting agenda must include the following items, to reflect the required working group meeting activities:

- 1 Opening remarks
- 2 Attendance and membership
- 2.1 Introduction of those present
- 2.2 Requirements for membership
- 2.3 Processing of new membership requests
- 3 Approval of minutes from previous meeting(s)
- 4 Reading aloud of the call for patents
- 5 Reading aloud of the anti-trust statement
- 6 Approval of agenda (for this meeting)
- n-1.* Schedule for future meetings
- n.* Adjournment

As per Robert's Rules of Order, you may recess a working group meeting. This allows you to conduct working group business on two or more days of some other meeting or trade show. (Please note, recessing and adjourning a meeting are two very different things.) If you plan to recess a meeting, you should say so when the meeting is announced and on the meeting agenda. If possible, the agenda should indicate what topics will be covered on what meeting dates.

Chairing a working group meeting

Generally, a working group meeting is conducted under Robert's Rules of Order. There are some exceptions, particularly in the ways that some votes are conducted. A table for voting procedures is included at the end of this guide.

Meeting minutes: Written minutes constitute the official record of working group meetings and must be taken during each working group meeting. Someone other than a chairperson should record the minutes. You may appoint any working group member to be the secretary of the meeting; often times, however, if the Technical Standards Manager is present, the working group

will appoint the Technical Standards Manager to serve as secretary. It is very useful to have the required meeting topics pre-written in the minutes computer file before the meeting starts in order to save the secretary some typing during the meeting itself.

Do not use or rely upon audio or video recording devices to capture the meeting for subsequent transcription to written minutes. Audio and video recordings may not capture the business of the meeting accurately -- important words may be inaudible, nodding heads may not be recorded and speakers may be unidentified; these deficiencies can lead to incomplete or inaccurate meeting minutes and subsequent record-keeping problems. Therefore, please create a written record of the meeting as it progresses.

Required meeting topics: As noted in the agenda discussion above, there are several topics that you must include in any working group meeting. These topics represent things that you must say or actions that must be provided for every working group meeting. The following paragraphs discuss each required meeting agenda item.

Opening remarks: There are several things that you must say at the beginning of any working group meeting. Certainly, you should welcome those present. You should describe the meeting being held, in case somebody wandered into the wrong room. You should note if there is a quorum present, and if so, announce that the working group meeting can proceed. If a quorum is not present, you should note that the meeting will be conducted as a task group meeting, and that no formal votes will be taken because of the lack of a quorum.

When describing the meeting, you should note that this is a working group of the Entertainment Services and Technology Association's Technical Standards Program. You should state the name and purpose of the working group. You may note that the working group has sub-committees, called task groups. You may note that the working group is a formal voting committee and that task groups are document drafting groups with no formal voting authority.

Introductions of those present: You should note that an attendance list is being circulated on brightly colored paper. Members will find their names in a check-off table on the first pages of the attendance list. New attendees and visitors will need to complete a form at the end of the list.

You should ask everybody at the meeting to introduce themselves.

Requirements for membership: You must describe the requirements for working group membership. Initial membership is attained by a working group vote. However, the Policies and Procedures require the working group chair to define the requirements for continued working group membership. You also must state those requirements at each working group meeting. This is the agenda item under which you will satisfy the Policies and Procedures requirements.

You may ask the Technical Standards Committee or Technical Standards Manager for help in defining the requirements for continued working group membership. The following policy is suggested for removing inactive working group members:

The working group membership rolls will be reviewed for inactive members every October by the working group chair(s) and Technical Standards Manager. Members found to be inactive will be sent letters notifying them of possible removal from the working group membership rolls. At the November or October (LDI) working group meeting, a simple majority vote will be taken to remove those members who did not respond to their notification letters or are not present at the meeting.

Processing of new membership requests: The names of persons requesting membership in the working group will be announced. A simple majority vote is required to accept new members. In the absence of any objections, you may conduct a single vote for all persons requesting membership.

Approval of minutes from previous meeting(s): You must conduct a simple majority vote to approve the minutes of any previous working group meeting(s). After the minutes are approved, they will be published and made available to the public.

Read the call for patents: ESTA intends not to publish any standard containing protected intellectual property, unless that property can be licensed by anyone for free or for a reasonable fee. To that end, you must call for information about patents and copyrights that apply to any current activities of the working group. You should feel free to add introductory comments like, "This is a regular working group agenda item," or, "I am not a patent expert, but..." You **must say** at least the following:

"ESTA intends not to publish any standard that contains protected intellectual property, unless that property can be licensed by anyone for a reasonable fee. ESTA uses a process of open patent and copyright disclosures to implement its intent. ESTA does not conduct patent and copyright searches and does not warrant that its standards contain no protected intellectual property.

"In keeping with the open disclosure policy, I ask if anyone present wishes to notify the working group of the existence of a patent, copyright, or other intellectual property that might protect material in a standard being developed by the working group. You need not be the holder of the patent or copyright in order to notify the working group of its existence."

Any information provided by this process must be recorded in the meeting minutes. You will need to work with the Technical Standards Manager and Technical Standards Committee to resolve any patent issues that arise in the working group's efforts.

Read the anti-trust statement: You must note that ESTA, the Technical Standards Committee, and this working group will unequivocally reject any action that unlawfully restrains trade. You **must say** (or very closely paraphrase) the following:

"The ESTA Board of Directors, the Technical Standards Committee, and the leadership of this working group will reject or nullify any actions that unlawfully restrain trade. Anyone who feels that such an action is being or has been taken is requested to bring that matter to the attention of the chair immediately. Anyone who feels that actions in restraint of trade have been taken and not properly annulled is requested to notify the TSC chair or ESTA president immediately.

"ESTA legal counsel has informed us that violations of the anti-trust laws can have serious consequences. Individuals engaged in certain unlawful conduct can be found criminally liable. An individual convicted of a criminal violation of the Sherman Act may be fined as much as \$100,000 and imprisoned for up to three years. An easy to read pamphlet describing restraint of trade issues is available from the Technical Standards Manager."

Approval of agenda (for this meeting): Finally, with all the bookkeeping out of the way, you can review the remainder of the meeting agenda and make changes requested by those present. Then, you should take a simple majority vote to approve the agenda.

Schedule for future meetings: You must review the dates and locations of future working group meetings. I strongly recommend making this the last matter discussed by the working group. Generally, the dates of working group meetings are set by the Technical Standards Committee. However, there is nothing to prevent the working group from using a different meeting schedule for itself or its task groups. You may want to solicit preferences for exact meeting times (e.g. Friday evening vs. Saturday afternoon).

Voting: Most actions to be voted at a working group meeting require a simple majority to pass and can be conducted with a simple voice vote. However, some actions require a more substantial majority or more complex voting procedures. In many cases, you may choose a more complex voting procedure. For example, you may choose a roll-call vote when you think it will better record the will of the working group.

In some cases, a super-majority approval is required for a question to pass. A super-majority is attained when more than 50% of the working group membership and two-thirds of those voting, excluding abstentions, vote in the affirmative.

You conduct the roll-call vote by reading the names of the voting organizations or members, one by one. A person representing that organization should respond by stating the organization's vote, which may be yes, no, or abstain. The votes by organization and the results of the vote are recorded in the minutes.

Remember that observer members and visitors can join in discussions, but they cannot make motions or vote.

The following tables lists several key types of questions and the voting requirements for them.

Voting requirements in a working group		
Working group action	Voting method	Approval requirement
Starting first public review	Letter ballot	Super-majority
Accept responses to letter ballot or public review comments	Roll-call Letter ballot Show-of-hands	Super-majority
Starting second public review	Roll-call Letter Ballot	Super-majority
Final standards document adoption	Letter ballot Roll-call	Super-majority
Withdrawal of a standards document	Letter ballot Roll-call	Super-majority
Approving of new working group members	Roll-call Show-of-hands Unanimous consent	Majority
Cancellation of a previously approved project or task	Roll-call Letter ballot Show-of-hands	Super-majority
Creation (or disbanding) of a task group	Roll-call Letter ballot Show-of-hands Unanimous Consent	Majority
Appointment of a task group chairperson	Letter ballot Show-of-hands Unanimous consent	Majority
Approval of a response to a request for interpretation	Letter ballot Show-of-hands Voice vote Unanimous consent	Majority
Approval of minutes	Show-of-Hands Voice vote Unanimous consent	Majority
Reaffirmation of a standards document	Roll-call Letter ballot Show-of-Hands	Majority
Withdrawal of a standards document	Roll-call Letter ballot	Super-majority