JEDEC MANUAL

JEDEC Manual of Organization and Procedure

JM21N

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JEDEC SOLID STATE TECHNOLOGY ASSOCIATION

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(From JEDEC Board Ballot JCB-02-31A, JCB-04-75, JCB-04-89, JCB-05-60, JCB-05-103, JCB-05-124, JCB-05-99C, JCB-06-02, JCB-06-36, and JCB-08-11, formulated under the cognizance of the JEDEC Board of Directors.)

1 JEDEC

JEDEC is an independent incorporated Association governed by a Board of Directors (Board). The Association facilitates standardization within the solid state technology industry and other related activities through special purpose committees.

The Association and its members are committed to foster open competition in the development of products and services.

JEDEC is a founding sector of the Electronic Industries Alliance (EIA).

1.1 Mission

The mission of JEDEC is to serve the solid state industry by creating, publishing, and promoting global acceptance of standards, and by providing a forum for technical exchange on leading industry topics.

1.2 Scope

The scope of JEDEC includes but is not necessarily limited to areas relating to (1) discrete solid state devices, (2) integrated circuits, (3) electronic modules, and (4) various manufacturing support functions.

1.3 Membership

Any company, organization, or individual conducting business that itself or through a related entity manufactures electronic equipment or electronics-related products, or provides electronics or electronics-related services, shall[1] be eligible for membership in JEDEC. Membership on a given committee shall be open to any JEDEC member company in good standing dependent solely on the dues structure defined by the Board[2].

Each member company, organization, or individual shall be entitled to appoint one member and multiple alternates for each committee it joins. The member and alternates should be capable of making a technical contribution to the standards-setting process of the committee. To preserve the “one-company one-vote” concept within JEDEC, wholly-owned or majority-owned subsidiaries shall not be granted separate voting privileges within any single committee or subcommittee. The JEDEC office shall maintain a list of all member companies and representatives for each committee.

[1] Special word usage. The word "shall" indicates a requirement; see JM7, annex J.
[2] JEDEC membership is not a prerequisite to committee participation. Non-member participation fees will be charged. Before attending a JEDEC meeting, guests and non-members must agree to comply with all JEDEC rules and procedures, including the rules and procedures set forth in this Manual. Further details are available from the JEDEC office. See 3.4.

1 JEDEC (cont'd)

1.3 Membership (cont'd)

All changes in committee membership shall be the responsibility of the member company, who shall so advise the JEDEC office and the committee chairperson in writing or by electronic means.

NOTE Government regulations restrict the participation of non-U.S. Nationals at certain meetings. Every effort shall be made to notify member companies, well in advance, when a meeting will cover restricted topics.

1.4 Board of Directors

The governing body of JEDEC is the JEDEC Board of Directors (Board) which is comprised of individual Directors (or their alternates) representing JEDEC member companies.

1.4.1 Eligibility

Any maximum dues paying Member Company of JEDEC, having an identified representative in two or more committees for at least the past two consecutive years, may nominate one candidate for Board membership. The nomination consists of the nominee's resume accompanied by a letter from a company executive to the Board chairperson (in care of the JEDEC office). The support letter is to request that the nominee be considered for Board membership and committing that if elected the member company will support the nominee's active attendance and participation in JEDEC Board meetings and affairs. If the application meets the above requirements, the JEDEC Office will hold the application on file with other (qualified) nominees. The JEDEC Office will maintain an official list of nominations to the Board. A list of the current Board Committees with a brief description and the membership of each will be sent to the nominee with an invitation for the nominee to participate where he/she has interest.

Seats on the Board are occupied by Directors representing individual JEDEC Member Companies. Once elected to a Seat on the Board, the Member Company maintains its position until the seat is voluntarily relinquished or forfeited due to other events as outlined in 1.4.3. Mergers, divestitures, acquisitions and other corporate changes that do not substantially alter the nature of a member company will not be grounds to forfeit a seat on the Board so long as the new entity continues to meet all Board Eligibility Requirements.

The total number of Directors shall not exceed thirty (30).

1.4.2 Election of Directors

The Membership Committee (chaired by appointment of the Chairman of the Board with membership open to any Board Member) shall review with the Board circumstances of a vacated seat and recommend qualified nominees from the official nominations list. In order to choose an appropriate nominee to fulfill objectives of the Board, the Membership Committee will review activities that are being conducted in active Board Committees with their respective Chairs.

1.4 Board of Directors (cont'd)

1.4.2 Election of Directors (cont'd)

The following process will occur:

- Board Committee Chairs will be informed of the vacant seat by the Membership Committee.
- It will be the responsibility of the Membership Committee to qualify the level of support required to achieve ongoing Board Committee objectives.
- The Membership Committee will compile inputs and prepare a review to the Board at the next Board meeting including a recommendation on how to fill any vacated seats.

The following procedures and guidelines will be employed by the Membership Committee during the preparation of its Director recommendations:

- Gathering of Board Committee Chair inputs on current activities and resource requirements. Chairs will have an opportunity to review with the Membership Committee special requirements, shortcomings, etc. that should be made evident during the election process.
- Identification of the nominee's JEDEC experience and previous contributions. Tenure and amount of activity within a Committee or Task group will be identified.
- Identification of Board demographics in regards to representation of committees.
- Identification of the leadership qualities the candidate will bring to the Board.
- Identification of the unique value of the individual and the member company. (Value based on Committee Objectives identified to properly support JEDEC.)
- Identification of the individual's education and professional background (Engineering, Management, Finance, Marketing, Business development, etc.) and the balance the candidate will bring to the Board.

The Board will act on the recommendations of the Membership Committee. New Directors are elected to the Board by a 75% majority of the Board members voting at the meeting. There is no requirement that the maximum of 30 Seats be filled. The Membership Committee will send a response letter to the elected candidate/company and inform them of their responsibilities as outlined in this section. The elected Director's qualifications will be presented in regards to support as an active member on one or more of the Board Committees. The Board may stipulate a contingency period during which the newly-elected Director is required to serve on one or more Board Committees.

1.4.3 Member company and Director resignation

The Director will relinquish a position on the Board in the instance of any of the following events:

1) The Member Company formally resigns the position. This includes a statement from the Member Company that confirms the Director and Member Company resignation.
2) The Member Company which the Director represents is no longer eligible as defined in 1.4.1.
3) The Member Company is removed by a majority vote of the Board for gross violation of JEDEC policy.
4) The Director is absent from and not represented by a Member Company's approved alternate at two consecutive Board meetings within a calendar year. Participation via teleconference is allowed only once per calendar year.

1.4 Board of Directors (cont'd)

1.4.3 Member company and Director resignation (cont'd)

In the event that a Director no longer represents the Member Company for which the individual was elected (including but not limited to retirement or change of employment) or should the Director be removed due to gross violation of JEDEC policy outside of the control of the Member Company, then the Board seat shall not be considered vacated and the Member Company shall have the right to maintain its position on the Board by nominating a replacement Director. The replacement Director must meet all nomination requirements as set forth in 1.4.1 and be elected by the full Board by a 75% majority of the Board members voting at the meeting. Should the replacement Director fail to be elected, the Member Company may submit a second candidate and repeat the process.

1.4.4 Officers of the Board of Directors

The officers of the Board shall follow the same guidelines as the officers of a committee with the following exceptions: There shall be at least one Vice Chairperson on the Board. The number of Vice Chairpersons on the Board shall be determined by regular vote at any regularly scheduled Board meeting.

1.4.5 Board of Directors meetings

All meetings of the Board shall follow the same procedures and guidelines as outlined for regular committee meetings, with exceptions per 1.4.5.1, 1.4.5.2, and 1.4.5.3..

1.4.5.1 Board of Directors executive session

The needs of the Association occasionally require the Board to meet in executive session. Such executive sessions are to be defined as closed meetings of Board member company representatives and guests invited for specific purposes only.

1.4.5.2 Board of Directors voting

All actions within the Board require an affirmative vote of at least 75%; members abstaining shall not be considered for determination of the 75% criterion. When defined and agreed to by a duly recorded vote of the Board, specific action may require polling of all members whether present or not and/or may require a higher percentage affirmative vote.

1.4.5.3 Emergency action by the Board of Directors

If action normally requiring Board consideration must be taken, and a meeting cannot be reasonably convened, then the following modifications apply to the approval process: 1) A reasonable attempt must be made to notify 100% of Board members, and 2) The decision shall become binding only upon receipt by the JEDEC office of affirmative votes from 75% of the members of the Board.

1.4 Board of Directors (cont'd)

1.4.6 Board of Directors guest policy

All guests must be approved by the chairman and must have a purpose related to the topics of discussions at the Board meeting. The guest must be introduced to the Board at the meeting and the purpose of the guest's visit should be stated in the agenda for that meeting.

At the discretion of the Board, a guest may be allowed to stay beyond the allotted time slot if the Board feels there is a need for that guest's continued attendance. Otherwise, all guests may only attend the portion of the Board meeting that is directly related to their purpose in the meeting. At no time may a guest speak to the Board beyond the intended purpose of he/she invitation without the explicit approval of the Board.

At anytime, any member of the Board may request that the chairman, at his discretion, ask a guest to leave the meeting.

1.5 Governance/Interpretation

The Board shall have the sole authority to interpret, in whole or in part, these operating procedures. In any case where conflict arises from ambiguity, or lack of specificity, or misunderstanding within or related to this document, the officers of the Board of the Association may make temporary rulings to be confirmed or modified at or before the next regularly scheduled Board meeting by vote of the Directors. In any case where there is not agreement between 100% of the officers of the Board concerning an interpretation, then the matter must be referred to the entire Board for resolution.

1.6 Scope of participation

The standards development process shall not be dominated by any single interest category, individual, or organization. Dominance means a position or exercise of dominate authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance.

1.7 Limits and restrictions

The Members (particularly where they are direct competitors in certain lines of business, and including their employees and representatives), shall, when engaged in the activities and affairs of the Association, act in a manner that does not violate any state, federal or international laws or regulations.

Member companies must abide by all applicable export control regulations of their respective countries while attending a JEDEC meeting, irrespective of where the meeting is actually held. It is recommended that the member seek guidance from his or her company if involved in "state of the art" engineering work, as significant changes are made to the export control regulations from time to time.

1.7 Limits and restrictions (cont'd)

The Association prohibits any discussion on specific costs, prices, quantity or yield of production levels, methods or channels of distribution, markets, customers or any other topic, or any conduct, that may be construed as a violation of antitrust laws. Each respective member company shall advise its respective participant representatives and employees on the importance of compliance with applicable state, federal or international antitrust laws or regulations and require the scope of any discussions or exchanges amongst representatives of Members and/or the Association, be limited to the mission and scope of the Association stated above.

1.8 Modifications to the Manual of Organization and Procedure

Modifications to this manual may be made in whole or in part, upon approval by the Board by the normal ballot process. Any changes to this Manual shall be distributed to the JEDEC membership at the earliest possible time upon adoption.

2 Committees

The Board shall have the authority to establish committees to perform any task(s) for the association. JEDEC committees (main and sub) shall be authorized only by the Board, and the Board shall approve the scope of each[3]. A main committee shall be designated by the prefix JC- plus a two-digit designator, such as committee JC-11. Main committees are separated into two types: (1) service committees, whose scope is limited to a specific subject that may impact several product types, and (2) product committees, whose scope is limited to a specific type product. For service committees, the first digit of the two-digit designator shall be the number 1, and for product committees, the first digit shall be the number 2 or higher.

When the main committee finds it necessary to divide its work into parts, subcommittees may be formed under the scope of the main committee and such subcommittees shall be designated by adding a period to the main committee number followed by a number or a number-and-letter designator (e.g., JC-42.3 or JC-42.3B).

Subcommittees shall have all the same authority and responsibilities as committees herein defined, except that a subcommittee scope shall be a subset of a committee scope, to be authorized, reviewed, and approved by the Board.

NOTE Participation shall be open to all persons who are directly and materially affected by the activity in question.

[3] The committee scope shall go through the standard balloting process and must be completed within a reasonable timeframe and prior to any publication of a JEDEC document authored by the committee.

2 Committees (cont'd)

2.1 Committee responsibilities

Each committee shall have the authority to consider all matters within its approved scope, including but not limited to the following actions:

a) Develop proposed standards, guidelines, registrations, and related technical publications for committee ballot.

b) Authorize committee ballots on all matters within the committee's defined scope.

c) Initiate proposals for Board ballots of previously approved committee ballots.

d) Evaluate the results of all committee ballots, as well as comments on related Board ballots.

e) Request approval of the Board to convert standards or publications into ANSI or IEC standards.

f) Maintain liaison with other national and international organizations.

g) Initiate press releases to announce a significant advancement in the work of solid state technology covered within the committee scope such as: registrations, standardization, or publication. All press releases are to be issued by the JEDEC office after review and concurrence by the JEDEC Legal Counsel.

2.2 Executive committee

A JEDEC committee or subcommittee may form an executive committee to manage its administrative work. The executive committee shall meet the following criteria:

a) The executive committee should be chaired by the committee or subcommittee chairperson and shall include as a minimum all chairpersons and vice chairpersons of that committee and its subcommittees.

b) Meetings of the executive committee shall be open to any committee member who gives reasonable advance notice to the executive committee chairperson or secretary.

c) Actions of the executive committee shall be limited to handling administrative matters dealing with such items as meeting schedule, meeting agenda, future meeting dates and locations, personnel requirements, proposed work priorities, and the like. Any decision made by the executive committee is subject to review and modification by the full committee at the request of any committee member or alternate. Decisions on the final disposition of all technical matters shall be made only by the overseeing committee. Recommendations concerning future meeting dates and locations should be presented to the overseeing committee.

2 Committees (cont'd)

2.3 Election of officers

All JEDEC committee officers shall be members or alternates of their respective committees. All JEDEC committees shall have a chairperson and may also have a vice chairperson as officer(s) of the committee. All officers shall be directly elected either by secret vote of the committee members present during a regular meeting or by ballot as determined by vote of the committee. Committee officers shall serve a term of two (2) years. The JEDEC staff shall count the secret ballot and announce the result at the meeting.

At least two meetings prior to the end of a chairperson's term, he/she shall appoint a nominating committee to propose candidates to fill the next term of office(s) for the committee. The committee's candidates must be presented to the full committee at the next meeting and nominations from the floor shall also be accepted. All nominees must agree to accept the additional responsibilities before they can be considered.

If any of the officers cannot fulfill his/her term then elections shall be held at the earliest opportunity of the committee members. Similarly, if a new committee is formed, then the chairperson shall be selected by vote of the members attending the first meeting as a first order of business of the committee. These special case elections shall become effective immediately.

2.4 Representation on the EIA Board of Governors

As a sector of the Electronic Industries Alliance (EIA), JEDEC is entitled to elect members to the EIA Board of Governors. The EIA Executive Committee determines the number and allocation of sector seats on the Board of Governors.

JEDEC members of the EIA Board of Governors are nominated by the Nominations Committee of the JEDEC Board and elected by the JEDEC Board for three-year terms. To be elected, an individual must be a senior executive, officer, director, or similar level of a JEDEC member company. The individual does not need to be a member of the Board.

The Board may remove a JEDEC member of the EIA Board of Governors at any time. Grounds for removal include repeated failure to attend meetings or any other behavior that reflects unfavorably on JEDEC. The Board, at its sole discretion, will determine the adequacy of the grounds for removal. The decision of the Board is final.

When the seat of a JEDEC member on the Board of Governors becomes vacant due to resignation, removal, or any other reason, the Nominations Committee of the JEDEC Board will propose the names of one or more individuals to fill the unexpired term. The Board will elect the successor member of the Board of Governors.

3 Meetings

Communication between JEDEC member companies is essential for the work within the Association. All committees shall hold regular meetings for the purpose of conducting JEDEC business.

The use of teleconference or other electronic conferencing equipment is permitted for any type of JEDEC meeting.

3.1 General requirements

Every JEDEC meeting, regardless of type, shall be held in accordance with the directives contained within this manual and in accordance with all applicable laws.

All meeting notices, agendas, ballots, and minutes shall be distributed only by the JEDEC office. All correspondence from the JEDEC office shall only be by electronic means unless otherwise required by law. If a company requests distribution by other means, the JEDEC office will charge a fee for such additional service as directed by the JEDEC Board. The JEDEC website, www.jedec.org, shall be the primary method of electronic communication.

3.2 Notices

Notices of regular meetings shall be distributed solely by the JEDEC office no less than 28 calendar days prior to the start of such meeting, unless a “special” meeting is authorized by committee vote and the date and agenda for such meeting is fixed at a regularly scheduled meeting. Notices of such special meetings shall be distributed as soon as possible after said regular meeting and in no case less than 10 calendar days prior to the start of such special meeting.

3.3 Agendas

All meetings shall have prepared agendas distributed as soon as possible, but in no case less than 10 days prior to a meeting and should be included with the meeting notice if possible. All special meeting notices shall include the agenda at time of distribution of such notice.

3.4 Meeting attendance

All JEDEC committee and subcommittee meetings are open to members, their designated alternates, and guests invited by the committee or subcommittee chairperson.

A JEDEC staff member or a designated alternate must be in attendance at every committee meeting. The duties of the staff person shall include but not be limited to taking minutes, advising the chairperson regarding the content of this manual and JEDEC legal policies and guidelines, and distributing the minutes. JEDEC staff attendance is not required at every subcommittee meeting.

A potential new member company may be a guest for one meeting with prior approval of the chairperson. A timely submission of such a request stating the purpose of attendance shall be given so that appropriate accommodations can be made. If there are any issues to be raised by a guest, those issues must be specified in the purpose statement.

3 Meetings (cont'd)

3.4 Meeting attendance (cont'd)

Nonmembers may participate in committee meetings if they pay a nonmember participation fee. Nonmembers do not have the right to vote. Nonmembers should contact the JEDEC office prior to the meeting date for further details.

Before attending a JEDEC meeting, guests and non-members must agree to comply with all JEDEC rules and procedures, including the rules and procedures set forth in this Manual.

3.5 Quorum

The JEDEC office shall maintain a list of active members for the sole purpose of determining the quorum requirements for a committee meeting. An active member is defined as a member company that has been represented at either or both of the previous two consecutive regular meetings of the committee. Special meetings shall not be considered for the purpose of determining "active" member status. The quorum requirements shall be 50% by count of a committee's active member list, but in no case shall the quorum requirement be greater than 20 member companies regardless of committee size. All committee member companies present at a meeting are counted toward quorum requirement.

3.6 Recording devices

Voice or video recording devices of any kind are forbidden at any type of JEDEC meeting.

3.7 Minutes

The principal activities and attendees at all JEDEC meetings shall be duly recorded in meeting minutes. Meeting minutes shall be taken by the assigned JEDEC staff for that committee or by a substitute designated by the JEDEC staff. In the absence of a JEDEC staff person at a committee meeting, a temporary secretary may be assigned by the committee chairperson.

Minutes shall be termed "unconfirmed" until reviewed and confirmed by the committee chairperson and JEDEC Legal Counsel. In the interest of member company needs, minutes should be distributed to members and alternates within 14 calendar days after a meeting. If the chairperson is unable to review and confirm the minutes within that time, the JEDEC office should distribute the unconfirmed minutes clearly labeled as unconfirmed minutes. Unconfirmed minutes shall be approved by JEDEC Legal Counsel prior to distribution. Confirmed meeting minutes from regular meetings shall be distributed no later than 28 days prior to the next regular meeting. Confirmed minutes from "special" meetings should be distributed as soon as possible after such special meeting and in no case less than 10 days prior to the next regular meeting.

3 Meetings (cont'd)

3.7 Minutes (cont'd)

At the end of each set of minutes the following statements shall appear:

"Reviewed/corrected and authorized for release" followed by the Chairperson's and Secretary's name and date.

_____
Chairperson, Name / date

_____
Secretary, Name / date

_____
Confirmed Legal Approval Date

"This meeting was conducted in accordance with JEDEC Legal Guides and the JEDEC Manual of Organization and Procedure."

For those situations where a report from an independent group is included in the minutes, for information purposes, then the following disclaimer may be added to the minutes:

"Disclaimer: All liaison, government, technical, and task group reports contained herein are believed to be accurate but the accuracy or completeness thereof is not guaranteed."

Minutes of a task group meeting shall include a list of the attendees, the meeting agenda, a status review of the agenda items, and any final proposals including discussion related to the proposals. The time, the place, and any required follow-up should be included. Task group minutes are reported and approved as part of the minutes for the next meeting of the sponsoring committee.

3.7.1 Policy statement on JEDEC sign-in/attendance rosters

The policy statements reproduced on the reverse side of the JEDEC sign-in/attendance rosters shall become an integral part of the minutes of all committee, subcommittee, and task group meetings; and a statement shall be included in the minutes indicating compliance with the foregoing policy.

3.8 Regular meetings

Every JEDEC committee shall set up an annual calendar for regular meetings at which any item covered under the scope of the committee may be discussed. Under the JEDEC guidelines, committees must hold at least one (1) regular meeting each year to retain status as an active committee.

3.9 Special (Limited Scope)

All JEDEC committees shall have the authority to approve meetings of limited scope. Schedule for the meeting and specific agenda items must be approved by formal vote during a regular committee meeting. During a limited scope meeting, no other committee business shall be conducted outside of the specific items on the previously agreed to agenda. Items shall not be added to the agenda of a special meeting.

3 Meetings (cont'd)

3.10 Joint meetings

3.10.1 Between JEDEC committees

Joint meetings between two or more JEDEC committees may be authorized by agreement of the committees by vote. Selection of the joint meeting chairperson shall occur by vote of the committees' attendees. The joint chairperson shall ensure that all meeting notices, agendas, and minutes are distributed to the relevant JEDEC committees.

3.10.2 Between JEDEC and any non-JEDEC organization

Joint meetings between a JEDEC committee and any non-JEDEC organization are subject to the same requirements as 3.10.1. In addition, JEDEC Legal Counsel shall establish a Memorandum of Understanding (MoU), see 3.10.3, between the organizations and review all release of information from the meetings to any outside person or organization.

JEDEC committees may meet jointly with other organizations or agencies for the purpose of permanent or ongoing liaison. In these cases, those nonmembers attending the committee meeting are expected to pay their proportionate part of the total meeting costs. Apportionment of the meeting costs shall be agreed upon between the committee chair and the representatives of those groups participating in the meeting(s), subject to the approval of the JEDEC Board.

3.10.3 Memorandum of Understanding (MoU) with any non-JEDEC organization

Prior to the formation of a joint meeting/task group with a non-JEDEC committee, a Memorandum of Understanding (MoU) must be in effect between JEDEC and the other organization covering the following items:

a) Balloting procedure (acceptance criteria, resolution of comments, and disapprovals),

b) Patents procedure (including joint ownership),

c) Distribution rights (copyright, use of association logos, available on JEDEC website without charge),

d) Procedures for future revisions of the document(s),

e) Selection of chairperson(s) and appointment of task group membership, and

f) Meetings and related legal requirements (notices, agendas, motions, minutes, costs, etc.).

3 Meetings (cont'd)

3.11 Task groups

A task group may be authorized by any committee chairperson for a specific non-continuing objective. The task group chairperson, appointed by the committee chairperson, shall be a member or alternate of the overseeing committee. Membership within a task group is open to any member or alternate of the committee within which the task group is formed. In addition, members of the task group may also be appointed by the task group chairperson from nonmember JEDEC companies with approval of the overseeing committee chairperson; appointment shall be based solely on ability to contribute to the work; however, all members of a task group shall conduct their work in accordance with this manual.

A task group is not permitted to hold any formal votes or establish any final results relative to standards, publications, or ballots. All task group activities shall be presented to the overseeing committee for review, modification, and approval in the form of reports generated from every task meeting. By duly recorded committee vote, committees may authorize a task group to issue ballots or other specific tasks as required, the specific exception being that committees cannot authorize a task group to conduct a formal vote. A task group must be dissolved upon completion of its objectives.

Scheduling of task group meetings is subject to approval of the sponsoring committee's chairperson, in order to avoid conflict with regularly scheduled meetings.

3.11.1 Joint task groups between JEDEC committees

Joint task groups between two or more JEDEC committees may be authorized by agreement of the committee chairpersons. Selection of the task group chairperson shall be part of this agreement and that chairperson must be a member or alternate of one or more committees involved in the task group. The task group chairperson shall keep all sponsoring committees on the distribution list for all meeting notices, agendas, and reports. Joint task groups between JEDEC committees shall comply with all other requirements for task groups.

3.11.2 Joint task groups between a JEDEC committee and other organizations

Joint task groups between a JEDEC committee and other non-JEDEC organizations are subject to the same requirements as task groups per 3.11. Unless otherwise authorized by the Board and approved by JEDEC Legal Counsel, such joint task groups shall establish a Memorandum of Understanding (MoU), see 3.10.3, in the same manner as joint committees covered in 3.10.2.

4 Document development procedure

The development of all JEDEC documents shall follow the minimum sequential procedure outlined herein.

1) Presentation – initial showing or distribution of material proposed for publication. Presentations may occur at any regular meeting or special meeting if the limited scope and agenda include such information. Presentations may also occur entirely electronically without being at a meeting. An additional showing of material proposed for publication may be required.
2) Motion for ballot – may occur at any time after a presentation. The motion must have a second before being considered for vote. The company agreeing to second the motion for ballot should be willing to accept responsibility for sponsoring the material should the original sponsor be unable or unwilling to do so. The motion for ballot should be discussed after receiving a second and then a formal vote shall be taken.
3) All committee ballots shall be subjected to the committee's editorial process prior to being posted on the JEDEC voting machine.
4) Committee ballot – if approved, material shall be sent out to ballot through the JEDEC voting machine. Details of balloting procedure are covered in section 6.
5) Motion to Board ballot – if a ballot passes and all comments are addressed then a motion may be made to send the material on to the Board for further consideration and approval. Alternatively, the motion to forward the ballot to the Board is unnecessary if the ballot passes by acclamation, see 5.2.
6) Board ballot – when approved, the committee material shall be sent out to ballot through the JEDEC voting machine. Board ballots follow the same procedures as committee ballots, see 6.6.1(c). When reviewing material passed by committee, the Board primarily considers whether due process has been followed.
7) Publication – once proposed material has successfully completed all the above steps and obtained approval through the appropriate balloting processes, it is approved for publication.
8) All JEDEC documents shall be published by the JEDEC office.

NOTE 1 Steps may be repeated as many times as required to satisfy the wishes of the member companies participating in the process.

NOTE 2 JEDEC Registrations are special-case publications that do not have to be reviewed by the JEDEC Board of Directors, and the registration procedure ends upon the completion of step 4 above.

4.1 Copyrights

JEDEC owns the copyright to all documents created through JEDEC, and use of that copyrighted material is at the sole discretion of the JEDEC Board.

For the protection of member companies, all JEDEC publications and standards shall be copyrighted. As a precaution, draft proposals circulated for comment and/or vote shall display the symbol ©, followed by the year and "JEDEC". Stapled or bound documents require this designation only on the first page or title page; short documents that may be distributed unstapled shall be so labeled on every page. When final documents are ready for publication, the JEDEC office shall register the copyright and maintain all appropriate records.

4 Document development procedure (cont'd)

4.1 Copyrights (cont'd)

JEDEC member companies may reproduce any JEDEC document for internal use, without restriction. Use of JEDEC material outside of member companies is at the discretion of the Board. Generally, all JEDEC documents are available on the JEDEC website: www.jedec.org.

If, in developing a standard, a publication, or a specification, a committee proposes to incorporate verbatim material from a publication copyrighted by another organization, the committee shall obtain written permission from the owner of the copyright for JEDEC to copy the material. The letter granting permission shall be sent to the JEDEC office, and the standard or publication shall include a reference to such permission as a footnote.

5 Voting

JEDEC shall formally operate under the rule of "One company, one vote" wherein all formal, binding votes will be restricted to one vote per company. Nonbinding fact-finding "straw" or survey votes are not considered formal votes. Unless specifically authorized by the Board, all approval vote counts within JEDEC shall be a minimum of 2/3 of votes cast. All Board approval vote counts shall be a minimum of ¾ of votes cast. Abstention votes shall not be considered in the calculation.

Votes taken during committee meetings shall be duly recorded in the meeting minutes, and, except for unanimous votes, the vote count shall be included in those same meeting minutes.

In order to maintain fairness within every committee, the committee chairperson shall refrain from voting during a meeting for all but secret votes. If a chairperson has a specific company position on a topic being discussed, then control of the meeting should be turned over to the vice chairperson or other less biased member. Chairpersons may vote on any ballot to represent his/her company position.

5.1 Ballot voting

The period for voting on committee ballots shall be at least 21 calendar days from the date of issuance, and shall not exceed 90 days. In any case, the ballot closes at midnight, Eastern Time, on the final day of the voting period. All committee ballots shall be processed through the JEDEC electronic voting machine, and shall include the following vote options:

a) approve, comments are optional with approval

b) disapprove, comment is required and shall include a full explanation of the reason(s) for the disapproval

c) abstain, comments are optional with abstain

NOTE All committee ballots shall contain the following patent statement:

"If anyone receiving this ballot is aware of any patents (granted or pending) involving in this ballot, check here and notify the committee, citing the applicable patent numbers."

5 Voting (cont'd)

5.2 Ballot approval by acclamation

A committee ballot is considered approved by acclamation in either of the following two cases:

a) The ballot is approved unanimously with no comment at the close of the voting period.

b) The ballot is approved by count at the end of the voting period, and all comments whether from approve, disapprove, or abstain votes are resolved to the satisfaction of the sponsor and the commenting company. If any company is not satisfied with the proposed resolution of a comment, then resolution of the ballot must await committee action.

Any ballot approved by acclamation shall automatically advance to the next level in the publication process (i.e., committee ballots are automatically submitted to the Board, or Board ballots automatically become approved for publication). At the discretion of the committee chairperson, ballots that otherwise meet the requirement for approval by acclamation may be referred back to committee for further action if special conditions exist (e.g., uncharacteristically low vote count for the committee).

6 Ballots

All committee ballots shall be distributed ONLY by the JEDEC office with Board-approved electronic distribution methods to all committee members and alternates for vote and to all related committees for information and comment. A submission for ballot shall be made through the JEDEC office ONLY by Board approved editable and non-editable "soft copy" format of the complete ballot content.

Reference to any individual(s) and/or member company name(s) is prohibited from appearing on any committee ballot unless it is part of a return address.

In order to facilitate document identification and retrieval, keywords shall be submitted with all ballots. A keyword is defined as a word, term, or acronym that is descriptive of the essential contents of the ballot or a major portion thereof.

6.1 Editorial changes

During a committee meeting, provided there is no disagreement within the committee that the changes are editorial, these changes may be incorporated into committee-approved balloted material without reballoting.

6.2 Ballot lobbying

Member companies should not lobby or coerce other member companies to approve or disapprove ballots. Open discussion of balloted material is permitted and encouraged, but such discussions should focus on the technical aspects of balloted material.

6.3 Copyrights

See 4.1

6 Ballots (cont'd)

6.4 Regular committee ballot

A "regular" ballot is one in which the entire standard, publication, registration, guideline, or specification is open for comment.

Prompt consideration shall be given to the written comments and objections of all participants during the committee balloting process. An effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made, and the disposition of each such comment or objection and the reasons therefore shall be documented in writing (including electronic minutes and ballot material).

6.5 Limited committee ballot

If a limited number of revisions to an existing document are being proposed, a "limited" ballot may be issued. Limited ballots may be restricted to considering only the proposed areas for modification, addition, or deletion. In the cases of limited ballots both the original material and the proposed revisions thereto shall be clearly shown in the ballot material. Examples of appropriate occasions for using limited ballots are (1) a proposal to add a new definition to a long list of definitions or (2) a new package outline to JEDEC Publication No. 95.

On occasion, after a committee ballot has been approved, the committee may wish to propose minor technical changes to the ballot before forwarding the approved material on to the Board for final consideration. In such cases, a motion may be made for a limited ballot in which only these technical changes may be addressed. If the limited ballot is passed, these changes shall be incorporated. If it fails, the original material stands as approved.

6.6 Board of Directors ballot

In general, all ballots originating at the Board level shall follow the same guidelines outlined in 6.4. Board ballots are restricted in scope to non-technical Association business and specifically may not include new technical for publication creation as such material must first be submitted by the appropriate technical committee.

6.6.1 Committee ballots sent to the Board of Directors

All passed committee ballots relating to proposed JEDEC standards, guidelines, or specifications must be reviewed and approved by the JEDEC Board before becoming official JEDEC publications. Upon approval by acclamation or by committee vote[4], the originating committee shall submit such passed committee ballot to the JEDEC office for distribution as a Board ballot.

[4] Unless the committee ballot passes by acclamation, a formal committee vote must be taken and recorded in the minutes to send the committee ballot to the Board for further action.

6.6 Board of Directors ballot (cont'd)

6.6.1 Committee ballots sent to the Board of Directors (cont'd)

All ballots submitted to the JEDEC Board must include the committee ballot material, and:

a) a brief description of the recent committee background regarding the material.

b) the complete voting report including the names and votes of the member companies voting and all comments on the material.

c) a description of the resolution of all of the comments on the material. Negative votes must be addressed, however if they cannot be resolved, the ballot can be submitted to the Board with the approval of the committee.

The Board may make only editorial modifications to any material proposed by committee for further action. Any technical modifications of committee material must be referred back to the originating committee for possible action.

6.7 Survey ballots

Surveys may be issued to determine whether a proposal warrants further action. A survey may ask for information or for a support/nonsupport position. No committee vote is required for the distribution of a survey ballot; however, every survey must be approved by the committee chairperson and issued by the JEDEC office following legal approval. The JEDEC office shall monitor every survey to ensure adherence to JEDEC legal guidelines. Surveys that contain company-sensitive material that must remain confidential shall be stripped of any reference to a company by the JEDEC office prior to use of the material. In all cases, survey results shall be presented to the full committee at the first meeting following the voting period expiration date.

Survey ballots are for gathering information or further clarifying member positions and survey votes are strictly nonbinding. All surveys should contain the following background statement:

"Companies are under no obligation to respond to this survey."

The committee shall determine the method of data collection to ensure company confidentiality if required. In the case of anonymous surveys, the names of respondents shall be deleted by the JEDEC office. The survey shall specify the method of data-collection.

7 JEDEC documents

JEDEC documents are available from the JEDEC website: www.jedec.org. JEDEC documents may not be sold without written authorization from JEDEC.

7.1 Interpretation

Official interpretations involving technical matters pertaining to JEDEC and/or ANSI/JEDEC standards and publications shall be made by the formulating committee of the document in question.

7.2 Document Maintenance

JEDEC documents shall be reviewed by the formulating committee within five years of the last publication date, after which the committee shall take one of the following actions with respect to the standards material:

a) Reaffirm it as a JEDEC document

b) Recommend its revision and reissuance as a JEDEC document

c) Recommend its rescission

d) Recommend its consideration as an ANSI or IEC document proposal.

7.3 Document Types

7.3.1 Standards (JESD)

Documents that are intended to represent a sound approach to product specification and application.

7.3.2 Publications (JEP)

Documents containing general engineering information on products, procedures, or services, that are not necessarily appropriate for standardization.

7.3.3 Specifications (JES)

Documents prepared specifically to facilitate procurement, that clearly and accurately describe the essential technical requirements for purchased material or services.

7.3.4 Registered Outlines (TO, MO, CO, PO, etc.)

Mechanical package outline drawings that have been registered and assigned a JEDEC registration number.

7.3.5 Registration Data Formats (RDF)

Engineering information in the form of a list of specific electrical and mechanical parameters necessary for the characterization of a particular class of solid state devices.

7.3 Document Types (cont'd)

7.3.6 Manuals (JM)

Documents that describe internal JEDEC policies and procedures.

7.3.7 Joint Documents (J-STD, JP, and JS)

Documents created in cooperation between JEDEC and another organization.

7.3.8 ANSI/JEDEC Standards

At the request of the sponsoring committee and after approval by Board ballot, JEDEC standards and publications may be submitted to ANSI through the JEDEC office for processing as an ANSI National Standard. The JEDEC office will be responsible for providing appropriate documentation to ANSI. All policies and procedures set forth by ANSI per the "ANSI Essential Requirements: Due Process Requirements for American National Standards" shall be followed. See Annex C for more details.

8 Legal guidelines

All meetings of the JEDEC Board and its associated committees, subcommittees, task groups, and other units shall comply with JEDEC Legal Guidelines incorporated herein by reference. JEDEC Legal Counsel may advise the Board and committees from time to time concerning interpretation of Legal Guidelines.

8.1 JEDEC documents and publications

Prior to publication, the following documents including, but not limited to, all JEDEC standards, publications, specifications, manuals, minutes, surveys, questionnaires, press releases, registration data formats, and workshop proceedings, formulated by the Board, committees, and subcommittees, must be approved by JEDEC Legal Counsel.

8.2 Reference to patented products in JEDEC standards and publications

JEDEC standards and non-product registrations (e.g., package outline drawings) that require the use of patented items should be considered with great care. (For the purpose of this policy, the term "patented items" includes items and processes for which a patent has been applied.) While there is no restriction against drafting a proposed standard in terms that include the use of a patented item if technical reasons justify the inclusion, committees should avoid standardization that refers to a product on which there is a known patent unless all the relevant technical information covered by the patent is known to the formulating committee, subcommittee, or task group.

If the committee member indicates a reasonable belief that the proposed standard may require the use of patented items, then the committee chairperson must promptly request a written assurance from the patent owner or applicant. The written assurance must state that, in the event that the patent or patent application is required, licenses will be made available to applicants desiring to implement (e.g., including to use) the proposed standard, either with or without compensation, under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

8 Legal guidelines (cont'd)

8.2 Reference to patented products in JEDEC standards and publications (cont'd)

If the committee chairperson does not receive the written assurance from the patent owner or applicant within a reasonable time after the request is made (generally not to exceed three (3) months), the committee may refer the matter to the Board, in the form of a Board ballot, refer to 8.3[5].

Additionally, when a known patent item is referred to in a JEDEC standard, a cautionary note, as outlined in this document, shall appear in the JEDEC standard.

All correspondence between the patent holder and the formulating committee, including a copy of the written assurance from the patent holder discussed above, shall be transmitted to the JEDEC office and JEDEC Legal Counsel at the earliest possible time and, in any case, before the standard is otherwise ready for committee ballot circulation. (See JEDEC Style Manual, JM7, for the required language in a JEDEC standard that cites a product with a known patent.)

The following notice shall be included inside the front cover of all JEDEC documents or publications in which patents are or may be involved:

"The user's attention is called to the possibility that compliance with this document may require use of an invention covered by patent rights."

"By publication of this document, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the publisher."

In addition, a footnote should be included on each page that has a reference to a patented item as follows:

"Compliance with this section of the document requires the use of patent No. XXXXXXX, XXXX"

or

"The formulating committee believes that a patent covering elements involved in this section has been applied for. The applicant, XYZ Association, has agreed to (license without royalty) (license under reasonable terms demonstrably free of discrimination)."

8.3 Special legal disclaimer

In exceptional situations, the Board has the discretion to approve the issuance of a standard for which a patent owner or applicant has not provided written assurance that the relevant patent or patent application will be licensed, subject to special legal disclaimers.

When determining whether to approve the issuance of a standard, the Board shall consider whether the committee used diligent efforts, if appropriate under the circumstances, to develop a standard or specification that does not require the use of the patented item.

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[5] A referral by a committee under 8.2 triggers the review by the Board under 8.3.

8 Legal guidelines (cont'd)

8.3 Special legal disclaimer (cont'd)

A special legal disclaimer might include the following language: "Notice: JEDEC has received information that certain patents or patent applications may be relevant to this standard. However, as of the publication date of this standard, no statements regarding an assurance or refusal to license such patents or patent applications have been provided. JEDEC does not make any determination as to the validity or relevancy of such patents or patent applications. Prospective users of the standard should act accordingly."

If the Board determines that:

1) a claim of a patent or patent application may be required to implement a standard, and

2) there is a credible indication that the patent owner or applicant is unwilling or unable to grant licenses, with or without compensation, on reasonable and nondiscriminatory (RAND) terms,

then the Board shall not approve the issuance of the standard.

8.4 Committee responsibility concerning intellectual property

The chairperson of any JEDEC committee must call to the attention of all those present the requirements contained in the JEDEC Legal Guides and the obligation of all participants to inform the meeting of any knowledge they may have of any patents, or pending patents, that might be involved in the work they are undertaking. Annex A provides information to be displayed at the beginning of the meeting to satisfy the requirement. Additionally, all participants must be asked to read the statement on the back of each JEDEC sign-in/attendance roster; see Annex B for patent policy application guidelines.

9 Appeals

All appeals related to standard or bulletin development are initially directed to the JEDEC office. The provision for appeals is important for the protection of all parties involved within the JEDEC standards development process. An appeals mechanism safeguards both those who are directly and or materially affected by the process and the standards developing organization. The following appeals procedures shall be used for actions taken within the JEDEC standards process for the development of ANSI/JEDEC standards and publications.

9.1 Right of appeal

Persons who have directly and or materially affected interests and who have been or will be adversely affected by a standard or publication within ANSI jurisdiction have the right to appeal substantive or procedural actions or inactions of JEDEC formulating groups.

The burden of proof to show an adverse effect shall be on the appellant. Appeals shall be directed to the JEDEC office in accordance with the appeals procedures as defined in this section.

9 Appeals (cont'd)

9.2 Criteria for appeals mechanism

The following general criteria are encompassed in these appeals procedures:

a) Appeals shall be addressed promptly and a decision made expeditiously;
b) The right of the involved parties to present their cases shall not be denied;
c) These procedures shall provide for participation by all parties concerned without imposing an undue burden on them;
d) Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed; and
e) Records of appeals shall be kept and made available upon request. The JEDEC office may levy an appropriate charge to cover the cost of reproduction, handling, and distribution of materials.

9.3 Appeals procedures

The following subsections outline the JEDEC Appeals Procedures. In the case of an appeal to ANSI of a JEDEC action or inaction on an ANSI/JEDEC standard, the appellant may waive the right of the JEDEC appeals process, see 9.4.

9.3.1 Complaints

The appellant shall file a written complaint with the JEDEC office within 30 calendar days after the date of the action being appealed or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard(s) that are at issue, action(s) or instances of inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

9.3.2 Response

Within 30 calendar days after receipt of the complaint, the respondent (formulating group chairman or JEDEC representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge. Complaints that are technical in nature shall be referred to the appropriate JEDEC formulating committee having jurisdiction over the material for review and possible action. Complaints that are procedural in nature shall be referred to the JEDEC Board for review and possible action.

9.3.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures within 15 calendar days, the JEDEC office shall schedule a hearing with an appeals panel on a date agreeable to all participants but within 30 calendar days, giving at least 10 calendar days notice. Hearing on the complaint will take place at the next regular meeting of the JEDEC formulating committee or the JEDEC Board depending on the nature of the complaint.

9.3 Appeals procedures (cont'd)

9.3.4 Conduct of the hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action.

9.3.5 Decision

The appeal disposition shall be documented by the formulating committee for technical matters and by the JEDEC Board for procedural matters. A record of the appeals shall be kept by JEDEC and made available to the involved parties.

If, for whatever reason(s), the appellant chooses to forego the process detailed above, the JEDEC office shall maintain all documents pertaining to JEDEC attempts to resolve the matter at hand. These documents may be used in any further appeals proceedings.

9.4 Further appeal

If the matter under appeal relates to a JEDEC standard that has been or is expected to be recognized as an American National Standard, subsequent further appeal may be made directly to ANSI. If the appellant gives notice to the JEDEC office that further appeal to ANSI is intended, a full record of the complaint, response and decision shall be submitted by the JEDEC office to ANSI.

NOTE ANSI will not normally hear an appeal of an action or inaction by JEDEC until the procedures have been completed. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI entity (e.g., Board of Standards Review, Executive Standards Council, etc.).

10 External publicity

All articles, presentations, news releases, or other publicity must be approved by JEDEC Legal Counsel prior to release.

Articles, speeches, and other presentations for publication or delivery by members of the Board, its committees, or JEDEC staff that cover specific JEDEC work or JEDEC policy or purports to speak on behalf of JEDEC must be approved by the Board, if time permits; otherwise by the Board chairperson who shall be responsible for ensuring that the content is accurate and reflects current JEDEC policy. Any publicity that speaks for the Board shall require similar approval.

The committee chairperson may talk to the press and approve technical and tradeshow presentations about ongoing committee work when it is appropriate to promote a particular standard or the work of the committee. This public disclosure should be limited to the goal of the standard under development and any details of the standard that have been approved by committee ballot(s).

Companies may not advertise or give press releases stating that their products comply with a JEDEC standard, publication, or registration prior to Board approval of the documents.

11 JEDEC ethics rules for electronic communications

No JEDEC member or alternate shall post to an e-mail reflector, bulletin board, or Web site owned or sponsored by JEDEC, any of the following:

a) any advertising or marketing information,

b) any cost or pricing information,

c) any proprietary information,

d) any non-JEDEC copyright information or material that is in excess of that allowed under current USA copyright laws,

e) any technical information that requires a USA government export license before it is transferred outside of the United States,

f) information covered by USA secrecy laws,

g) solicitations, or requests for contributions to “for profit” or “non-profit” (charitable) organizations,

h) chain letters,

i) job search or hiring information,

j) computer games or other software products,

k) files with known software viruses,

l) offensive material covering:

    1) libel (i.e., false or malicious statements),

    2) threats, retaliation, or intimidation,

    3) use of language that is obscene or in poor taste, including jokes,

    4) sexual harassment or inappropriate sexual content, such as pictures, images, messages, or cartoons,

    5) discriminatory communication relating to race, color, national origin, sex, marital status, sexual orientation, age, veteran’s status, disability, religious or political beliefs.

All electronic communications and posting must comply with this JEDEC Manual and the JEDEC Legal Guides.

Annex A (normative) Legal guidelines summary

A.1 EIA/JEDEC patent policy summary

Standards that call for use of a patented item or process may not be considered by a JEDEC committee unless all of the relevant technical information covered by the patent or pending patent is known. In addition, the chairperson must have received written notice from the patent holder or applicant that one of the following conditions prevails:

- A license shall be made available without compensation to all applicants desiring to utilize the patent for the purpose of implementing the standard(s),

or

- A license shall be made available to all applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

However see, JM21M, 8.3 for additional information.

A.2 Copyright material

If, in developing a standard, a publication, or a specification, a committee proposes to incorporate verbatim material from a publication copyrighted by another organization, it shall obtain written permission from the owner of the copyright for JEDEC to copy the material. The letter granting permission shall be sent to the JEDEC office, and the standard or publication shall include a reference to such permission as a footnote.

Annex B (informative) Patent policy application guidelines

The following points describe the application of the JEDEC patent policy:

B.1 Committee discussion of pending or existing patents is a permissible activity and is encouraged when the committee feels that the patented item or process represents the best technical basis for a standard.

B.2 Discussion of a pending or existing patent does not constitute an acknowledgment of the validity of the patent, because validity is based on prior art and determination of the company/individual that first made the invention or applied for the patent. The committee's concern is only with the technical merits of the patent and whether the technical proposal is a sound basis for standardization.

B.3 By its terms, the JEDEC patent policy applies with equal force to situations involving:

a) the discovery of patents that may be required for use of a standard subsequent to its adoption, and

b) the initial issuance of a patent after the adoption of a standard.

Once disclosure is made, the holder is obligated to provide the same assurances to EIA/JEDEC as are required in situations where patents exist or are known prior to approval of a proposed standard.

Thus, if notice is given of a patent that may be required for use of an already approved JEDEC standard, a standards developer may wish to make it clear to other standards-making participants that the JEDEC procedures require the patent holder to provide the assurances contained in the patent policy or suffer the withdrawal of JEDEC's approval of the standard as a JEDEC standard.

Annex C (informative) ANSI Standardization Procedures

For those documents that are intended for publication as an American National Standard (ANS), the provisions set forth in this annex apply.

C.1 Submission to ANSI for Public Review

Following approval of the standard, responsible JEDEC Standards staff shall submit the proposed ANS to ANSI to initiate public review. JEDEC Standards staff shall provide appropriate documentation to ANSI. Responsible JEDEC Standards staff shall receive, collect and acknowledge receipt of public review comments. In addition, responsible JEDEC Standards staff shall forward all public review comments to the formulating group for review and response. The response to each commenter shall include a notation of the JEDEC and ANSI appeals process.

NOTE—A proposed ANS is subject to comment only (not for vote) during public review and by any and all materially or directly affected parties.

C.2 Public Review Comments

JEDEC Standards staff shall acknowledge receipt of a public review comment, regardless of its nature. The only comments normally addressed by a working group or formulating group are editorial or technical in nature. Technical comments should be accompanied with wording that would aid the formulating group in addressing the comments.

Other comments may be handled in the following manner on behalf of the formulating group:

* The JEDEC Legal Counsel shall respond to comments relating to legal concerns;
* JEDEC Standards staff shall respond to comments relating to concerns regarding the standards development process;
* The formulating group with input from JEDEC staff shall address scope concerns;
* The reason for non-acceptance shall be sent regarding editorial or technical concerns;
* Vague comments shall be returned to the respondent requesting expeditious clarification.

JEDEC Standards staff shall retain copies of response to commenters.

C.3 Public Review Commenter Response

The commenter shall have 14 calendar days after response to acknowledge the acceptance or rejection of that reply. If no response is received, the responsible JEDEC Standards staff shall send a reminder notice to the commenter requesting response. If no response is received within an additional 5 calendar days, the responsible JEDEC Standards staff will send a registered letter to the commenter noting the lack of response. The commenter's comments are then recorded as unresolved and circulated to the formulating group per the provisions of C.2.

All correspondence showing the formulating group's effort to address the comments, noting a lack of response when appropriate, shall be included in any package of materials provided to ANSI.

C.4 Results Scenarios

Results scenario #1: If no comments are received after the close of public review, the document shall be forwarded to ANSI with a request for approval.

Results scenario #2: If editorial comments are received by the close of public review, the document editor, editing group, or chair shall address the comments. The document, with edits, if any, shall be forwarded to ANSI for approval.

Results scenario #3: If substantive comments are received from public review, the working group or formulating group shall review these comments, and attempt to resolve them, and notify each commenter of said action (see C.3), along with a notification of the JEDEC and ANSI appeals process.

a) If no substantive changes are made, the document is forwarded to ANSI for approval.

b) If substantive changes are made, the formulating group shall conduct a recirculation vote/ballot and "second" public review (see C.3).

c) If negative, substantive comments remain unresolved from public review, the formulating group shall conduct a recirculation vote/ballot, and, if necessary, a "second" public review (see C.3).

C.5 Voting on a American National Standard

When a vote in a formulating group is for the purpose of approving a document for publication as an American National Standard, a Ballot Summary (Tally of votes) shall be prepared and included in the minutes. The Interest Category is normally self-selected by the voting member.

Action Required	Method (all calendar days)	Approval Criteria
Meeting Vote	At the meeting	Two-thirds voting
Ballot	30 day ballot	Two-thirds voting
ANSI BSR8 (Public review)	Initial 60 day comment period [30 or 60 day subsequent comment period(s)] (or other ANSI designated time period where applicable)	Comments addressed by formulating group

C.6 Legal Approval

All ANSI/JEDEC standards shall receive JEDEC legal approval before publication.

C.7 ANSI Approval

If ANSI/BSR is approved, responsible JEDEC Standards staff is notified and in turn publishes the document.

If ANSI/BSR does not approve, comment resolution issues will be dealt with by the formulating group and process-related issues will be dealt with by JEDEC Standards staff. If the ANSI/BSR comments are resolved and the document is approved, responsible JEDEC Standards staff publishes the document.

If the comments cannot be resolved, the document is returned to the formulating group for further resolution or cancellation. The formulating group may appeal the actions of the ANSI/BSR.

C.8 ANSI Patent Policy

If a JEDEC standard is intended for an American National Standard, then the standard must comply with the current ANSI patent policy.