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## 5 **DMTF Process for Working Bodies**

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## Introduction

122 *DMTF Process for Working Bodies* (DSP4014) was prepared by the Process and Incubation Committee.  
123 This document defines the process governing DMTF bodies (Committees, Working Groups, Forums, and  
124 Chapters) and documents. It is targeted to all DMTF members as a framework to facilitate the DMTF's  
125 work.

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

128 The defined processes outlined in this document include:

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

140

# DMTF Process for Working Bodies

## 141 1 Scope

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

- 144 • Documents that are intended to become DMTF Standard Documents
- 145 • Documents that are intended to become DMTF Informational Documents
- 146 • Schemas
- 147 • Source codes

## 148 2 Normative references

149 The following documents, in whole or in part, are normatively referenced in this document and are  
150 indispensable for its application. For dated references, only the edition cited applies. For undated  
151 references, the latest edition of the referenced document (including any amendments) applies.

152 Policies that may be found on <http://dmf.org/about/policies>:

- 153 • DMTF Bylaws
- 154 • DMTF Patent and Technology Policy
- 155 • DMTF DSP4003 – DMTF Alliance Partnership Process

156 Charter Template

157 Document Request Template (DR)

158 ISO/IEC Directives Part 2 – Rules for the structure and drafting of International Standards

## 159 3 Terms and definitions

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

162 The terms "shall" ("required"), "shall not," "should" ("recommended"), "should not" ("not recommended"),  
163 "may," "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described  
164 in [ISO/IEC Directives, Part 2](#), Annex H. The terms in parentheses are alternatives for the preceding term,  
165 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that  
166 [ISO/IEC Directives, Part 2](#), Annex H, specifies additional alternatives. Occurrences of such additional  
167 alternatives shall be interpreted in their normal English meaning.

### 168 3.1

#### 169 Alternate Voter

170 Any person eligible to vote in a particular Body who is not identified in the roster of that Body as the  
171 Primary Voter.

- 172 **3.2**  
173 **Ballot**  
174 A vote by any means.
- 175 **3.3**  
176 **Board of Directors**  
177 **Board**  
178 A group of persons, as defined in the [DMTF Bylaws](#), chosen to govern the affairs of the corporation.
- 179 **3.4**  
180 **Body**  
181 A substitution for Committee, Forum, Chapter, or Working Group.
- 182 **3.5**  
183 **DMTF Document**  
184 Any published material released by the DMTF.
- 185 **3.6**  
186 **DMTF Standard**  
187 A DMTF document of a normative nature that addresses a specific problem domain and has been  
188 released by the DMTF.
- 189 **3.7**  
190 [Document Request](#)  
191 **DR**  
192 The template that is used to obtain, take ownership or return DSP identifiers.
- 193 **3.8**  
194 **Document State**  
195 The state of the document, which is kept external to the document, such as in metadata on the web site.
- 196 **3.9**  
197 **DSP Identifier**  
198 An identifier assigned to most DMTF documents.
- 199 **3.10**  
200 **Editing Body**  
201 The Committee or Working Group assigned editorial responsibility for any given document.
- 202 **3.11**  
203 **Electronic Ballot**  
204 A Ballot conducted electronically following the procedures defined herein.
- 205 **3.12**  
206 **In Development**  
207 The period during which a document is being crafted by the Editing Body.
- 208 **3.13**  
209 **IP Solicitation**  
210 A notification to membership, consistent with the DMTF Patent Policy that solicits response of essential  
211 patent claims that relate to the subject document.

- 212 **3.14**  
213 **Mantis**  
214 A comment-tracking tool provided by the DMTF for the use of its members in tracking changes to specific  
215 documents.
- 216 **3.15**  
217 **Parent Body**  
218 DMTF Body immediately above the current body in the hierarchy of DMTF Bodies.
- 219 **3.16**  
220 **Primary Voter**  
221 The person eligible to vote in a Body that has been identified in the roster of that Body as the primary  
222 voter. There may only be one Primary Voter representing any Member. A Member may elect to identify  
223 different persons as the Primary Voter in each Body in which it may vote.
- 224 **3.17**  
225 **Process Document**  
226 Any document produced by the DMTF that defines the policies and procedures that apply to the DMTF.
- 227 **4 Symbols and abbreviated terms**  
228 The following abbreviations are used in this document.
- 229 **4.1**  
230 **DMTF**  
231 Distributed Management Task Force

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 Membership levels. 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	No <sup>1</sup>	No <sup>1</sup>
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	No <sup>1</sup>	No <sup>1</sup>
Vote in Chapters	Yes	Yes	No	No

---

<sup>1</sup> 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 application approval.

Role or right	Leadership	Participation	Designated Alliance-Partner Representative	Academic Alliance-Partner Representative
Participate in Chapters	Yes	Yes	No	No
Observe <sup>2</sup>	Yes	Yes	No	No

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

---

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

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.

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 Committee.

## 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

318 may 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 1) 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 2) 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 3) 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 4) 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 5) 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 6) 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 Charters 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 two business days prior to meetings and  
496 ensuring that all collateral material for discussions are published two business days prior to  
497 meetings.
  - 498 • The chair is responsible for declaration of voting results.
  - 499 • The chair is responsible for Alliance Partner Work Register ([DSP4003](#)) responsibilities and  
500 milestones as declared in the Work Registers.
  - 501 • The chair is responsible for ensuring adherence to the DMTF Recording Policy.
  - 502 • The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair  
503 or co-chair that can assume the role of chair upon a vacancy or absence of the chair.
  - 504 • The chair is responsible for coordinating with the DMTF Marketing task force so that press  
505 releases or other distribution of information related to those documents produced by the group  
506 are properly targeted and issued in a timely manner.
  - 507 • The chair shall ensure that an appropriate Body representative capable of knowledgably  
508 addressing issues or questions attend the meeting of a Parent Body that is considering an  
509 action or Ballot on behalf of the Body.

### 510 **5.8.5 Chair vacancy**

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

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

### 526 **5.8.6 Chairing model changes**

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

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

## 545 5.8.7 Charters

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

### 548 5.8.7.1 Charter content

549 Charter scope includes the following:

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

555 Charter scope does not include the following:

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

### 559 5.8.7.2 Initial charter creation

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

### 563 5.8.7.3 Charter modification

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

**566 5.8.8 Meeting notices, agenda, and materials**

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

**572 5.8.9 Rules of Order**

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

**576 5.8.10 Rules of Procedure**

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

**583 5.8.10.1 Financial rules**

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

**586 5.8.10.2 Other rules**

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

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

**594 5.8.10.3 Prohibited rules**

595 No Rules of Procedure document may:

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

**600 5.8.10.4 Rules of Procedure approval**

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

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

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

### 606 **5.8.11 Escalations**

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

#### 612 **5.8.11.1 Responsibilities**

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

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

#### 618 **5.8.11.2 Escalation requirements**

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

#### 623 **5.8.11.3 Timeline**

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

#### 625 **5.8.11.4 Further escalation**

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

#### 628 **5.8.11.5 Final decisions**

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

### 630 **5.8.12 Voting**

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

### 636 **5.8.13 Vote counting**

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

640 Each voting Participation Member or Leadership Member may cast only one vote in any DMTF Ballot  
641 conducted by any means. If a Participation Member or Leadership Member casts more than one vote, the  
642 chair shall select the vote cast by the Primary Voter. If the Primary Voter has abstained and there exists

643 conflict amongst the votes cast by Alternate Voters, the chair shall discard all votes by the Participation  
644 Member or Leadership Member.

#### 645 **5.8.14 DMTF majority rules**

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

#### 651 **5.8.15 Motions related to methods of voting**

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

655 Typical incidental motions include:

- 656 • Motion for an Electronic Ballot q.v.
- 657 • Motion for a standing vote (or show of hands)
- 658 • Motion for a roll-call vote

#### 659 **5.8.16 Requesting another Body to Ballot**

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

#### 663 **5.8.17 Electronic Ballots**

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

##### 666 **5.8.17.1 Validity**

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

##### 669 **5.8.17.2 Electronic Ballot lifecycle**

- 670 • A motion that will be decided by Electronic Ballot is made, discussed, and potentially amended.
- 671 • An Electronic Ballot is opened by the chair during, or subsequent to, the meeting.
- 672 • The Electronic Ballot remains open for the time agreed unless extended.
- 673 • Votes may be made or changed until the result is declared.
- 674 • In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the  
675 scheduled closure of an Electronic Ballot, but before it is declared, comments may be discussed  
676 and voters may change their votes.
- 677 • After all vote changes have been made, the chair declares the result.

**678 5.8.17.3 Amendments**

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

**682 5.8.17.4 Comments**

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

**687 5.8.17.5 Incorporation of comments**

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

**692 5.8.17.6 Duration**

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

**698 5.8.17.7 Closure and declaration**

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

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

**709 5.8.17.8 Recording of Electronic Ballots**

- 710 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an  
711 action is taken with respect to that Electronic Ballot.
- 712 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the  
713 minutes of the meeting in which they are made.
- 714 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of  
715 the meeting in which they are made.
- 716 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are  
717 declared.

**718 5.8.17.9 Responsibility to manage**

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

**720 5.8.17.10 Identification of Electronic Ballots**

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

**726 5.8.18 DMTF recording policy**

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

**728 5.8.19 Minimum requirements for meeting minutes**

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

**732 5.8.19.1 Meeting minutes format**

733 The preamble to the minutes shall include:

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

744 The body of the minutes shall include:

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

751 The minutes shall end with the hour of adjournment.

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

## 753 **6 DMTF release process, document information, and file formats**

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

756 a) Normative documents such as:

- 757 • DMTF Standards
- 758 • DMTF Informative Standards
- 759 • Schemata

760 b) Informative documents such as:

- 761 • Presentations
- 762 • White papers
- 763 • Posters
- 764 • Software
- 765 • Use-cases or requirements
- 766 • Marketing material for distribution to the DMTF Membership

767 c) Policy documents such as:

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

### 776 **6.1 Overview**

777 The steps in the release process for a Normative document are as follows:

- 778 • DSP identifier acquisition (6.2)
- 779 • Development (6.3)
- 780 • Work in Progress (recommended) (6.4)
- 781 • Technical Committee approval (6.6)
- 782 • IP solicitation (6.7)
- 783 • Publication (6.9)

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

- 785 • DSP identifier acquisition (6.2)
- 786 • Development (6.3)
- 787 • Work in Progress (recommended) (6.4)

788 • Parent Committee approval (6.5)

789 • Publication (6.9)

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

791 • DSP identifier acquisition (6.2)

792 • Development (6.3)

793 • Work in Progress (potential) (6.4)

794 • Parent Committee approval (6.5)

795 • Board approval (6.8)

796 • Publication (6.9)

## 797 **6.2 DSP identifier, acquisition, transfer, disposal**

798 Applies to document classes:

799 • Policy documents

800 • Normative documents

801 • Informative documents

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

803 • Charters

804 • Rules of Procedure

805 • Press releases or other marketing collateral

806 • Newsletters or other Member communications

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

808 • Web pages

809 • Bylaws or any other corporate document or filing

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

### 816 **6.2.1 Document Request (DR) content and format**

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

818 • Chair(s) of the Body requesting the DSP identifier

819 • Document Class being requested (Normative, Informative, Policy)

820 • Name of the associated document

821 • DSP identifier if previously issued

822 • Name of the Editing Body

823 • Date the request began

- 824 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier
- 825 • Background rationale for the accompanying document
- 826 • Intention to publish or submit to (see clause 6.13)

### 827 **6.2.2 DR preparation and submittal**

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

832 DRs shall only be submitted by chairs.

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

### 835 **6.2.3 DR approval**

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

### 840 **6.2.4 DSP Number ranges**

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

- 842 • 0001-0999 – Technical Specifications
- 843 • 1000-1999 – Profiles
- 844 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 845 • 3000-3999 – Working Group Charters
- 846 • 4000-4999 – DMTF Process documents
- 847 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 848 • 6000-6999 – Machine Readable Profiles
- 849 • 8000-8999 – XML/XSD Schema Representations
- 850 • IS-0000 - IS-9999 – Informational Specifications

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

## 855 **6.3 Development**

856 Applies to document classes:

- 857 • All document classes

858 Prerequisites:

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

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

#### 863 **6.4 Work in Progress**

864 Applies to document classes:

- 865 • All document classes

866 Prerequisites:

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

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

#### 872 **6.5 Parent Committee approval**

873 Applies to document classes:

- 874 • Informative documents
- 875 • Work in Progress documents

876 Prerequisites:

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

881 Exceptions:

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

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

#### 887 **6.6 Technical Committee approval**

888 Applies to document classes:

- 889 • Normative documents

890 Prerequisites:

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

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

898 All Normative document approval Ballots shall be electronic and shall be open for at least 7 days but shall  
899 be scheduled to close after the conclusion of the IP Solicitation period. Upon the opening of a Normative  
900 document Ballot; the board of directors shall be notified by email. Normal and usual voting methods for  
901 electronic Ballots are observed (5.8.17).

902 When the Technical Committee has approved the Normative document, it shall be forwarded directly to  
903 DMTF Admin for publication pending completion of IP Solicitation.

## 904 **6.7 IP solicitation**

905 Applies to document classes:

- 906 • Normative documents

907 Prerequisites:

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

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

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

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

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

## 923 **6.8 Board approval**

924 Applies to document classes:

- 925 • Policy documents

926 Prerequisites:

927 Parent Committee approval has been achieved.

928 Procedure:

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

- 932 • If the board approves the document, it shall be forwarded to DMTF Admin for publication.
- 933 • If the board rejects the document, it shall be returned to the Editing Body with comments, if any.

- 934           • If the board fails to act on the document, it shall be added to the agenda for the next board  
935 meeting in the early part of the agenda.

## 936 **6.9 Publication**

937 Applies to document classes:

- 938           • Policy documents
- 939           • Informative documents
- 940           • Normative documents

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

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

944 The steps in publication include the following activities.

- 945           • Pre-publication cleanup  
946 Consists of assuring correct front-matter format and content, change of document status and  
947 publication date, removal of confidentiality notifications, and removal of the version identification  
948 except for Work In Progress releases.
- 949           • Archiving  
950 DMTF Admin will copy the document to a secure location for long-term storage.
- 951           • Movement to the published document location on the DMTF web site  
952 DMTF Admin will publish the document on the DMTF web site.

953 Specifications are published and a URI is generated for the document according to the document name.  
954 The document is then published on the “published documents” page and added to the appropriate  
955 document directory. URIs may also be generated or updated at the major revision and  
956 major.minor.revision level. These URIs are used for reference by DMTF and other standards so that the  
957 latest revision is always incorporated by reference in the referencing document.

## 958 **6.10 Front matter, numbering, and versioning for DMTF documents**

### 959 **6.10.1 DMTF document front matter, headers, footers**

960 Applies to document classes:

- 961           • Normative documents
- 962           • Informative documents
- 963           • Policy documents

964 Exceptions:

- 965           • Charters
- 966           • Rules of Procedure
- 967           • Press releases or other marketing collateral
- 968           • Newsletters or other Member communications
- 969           • Posters, brochures, or other graphics for promotional display or distribution
- 970           • Web pages

- 971 • Bylaws or any other corporate document or filing
  - 972 • Marketing materials
- 973 DMTF documents must begin with a front page that shall contain the following information. These items  
974 are included in the document template.
- 975 • Title
  - 976 The title of the document as registered when the DSP identifier was obtained.
  - 977 • DSP identifier
  - 978 This must be the DSP identifier obtained according to the policy described in 6.2.
  - 979 • Version number
  - 980 This version number must comply with the guidelines in 6.11.
  - 981 • Date
  - 982 This must be the effective date of the document.
  - 983 • Logo
  - 984 A DMTF logo should be included on the title page.
  - 985 • Document Class
  - 986 "Policy," "Normative," or "Informative."
  - 987 • Document Status
  - 988 "Draft," "Work in Progress," or "Published."
  - 989 • Document Disclaimer if any
  - 990 In the case of DMTF Works in Progress it shall be:
- 991 "IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its  
992 members. Because this document is a Work in Progress, this document may still change, perhaps  
993 profoundly and without notice. This document is available for public review and comment until  
994 superseded."
- 995 • Documents Superseded, if any
  - 996 • Document Language
  - 997 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF
- 998 Page 2 of the document shall contain the following information:
- 999 • DMTF Copyright Notice
  - 1000 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)
  - 1001 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
  - 1002 <http://www.dmtf.org/standards/feedback>
- 1003 Page headers shall contain:
- 1004 • DSP identifier
  - 1005 • Document Title
- 1006 Page footers shall contain;
- 1007 • Page number
  - 1008 • Confidentiality notation
  - 1009 "DMTF Confidential" unless published as final or as a Work in Progress

- 1010 • Status
- 1011 "Draft," "Work in Progress," or "Published"
- 1012 • Version number

### 1013 6.10.2 Exception for non-display formats

1014 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain  
 1015 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,  
 1016 the DMTF Logo is optional.

### 1017 6.11 Document numbering and versioning

1018 Versioning of DMTF documents takes the form m.n.u[d[d]], where:

1019 **m** represents the major version identifier in numeric form. This number starts at 1 for new  
 1020 documents. A change in this number representing an update to the document indicates that the  
 1021 document contains changes that are not compatible with prior versions.

1022 **n** represents the minor version identifier in numeric form. This number starts at 0 for new  
 1023 documents. A change in this number representing an update to the document indicates that the  
 1024 document contains changes that are compatible with prior versions.

1025 **u** represents the update (errata or coordination changes) in numeric form. This number starts at 0  
 1026 for new documents. A change in this number representing an update to the document indicates  
 1027 that the document contains changes that are corrections to errors in prior versions or changes  
 1028 in coordination with other documents. This digit may not be changed for Work in Progress  
 1029 documents.

1030 **dd** represents the draft level in alphabetic form. This indicator is required for DMTF draft  
 1031 documents and Work in Progress releases.

1032 Updated versions of documents must have one of these digits or letters changed from prior versions in  
 1033 increasing order; gaps in the order are permitted.

1034 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1035 All DMTF document in draft status must have the draft level identified. Any references to the specification  
 1036 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are  
 1037 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c  
 1038 ... x, y, z, aa, ab...zz.

### 1039 6.12 Accepted file formats

1040 DMTF sources should be in one of the formats indicated in Table 2 – Accepted source formats.

1041 **Table 2 – Accepted source formats**

Source Type	Approved Formats
MOF	UTF-8 text format
UML	XMI
Diagrams	Visio or ODF
Presentations	PowerPoint, Visio, or ODF

Source Type	Approved Formats
Specifications	Word (.doc, .docx), ODF, HTML, UTF-8 or UTF-16 text format, or Visio
Source Code	UTF-8 text format

1042 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI  
 1043 or Visio.

1044 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3 – Permitted  
 1045 published formats. The Editing Body must also provide access to the document source.

1046 **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

1047 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),  
 1048 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1049 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download  
 1050 convenience.

1051 The filename for DMTF documents that are made available outside of a DMTF Working Group should use  
 1052 this format:

1053 "DSP"<4 digit document number>"\_ "<m>". "<n>". "<u>". "<file extension>

1054 Versioning information, release date, etc., are conveyed by the filename as defined in 6.11. Additionally,  
 1055 this information must be embedded inside the specification itself. When specifying the document number  
 1056 for DMTF specifications numbered below 1000, the leading zero must be specified. For example,  
 1057 "DSP0825\_1.0.0.pdf" is correct, while "DSP825\_1.0.0.pdf" is not.

1058 **6.13 Document disposition**

1059 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are  
 1060 usually published through the DMTF web site. Some circumstances require that DMTF documents be  
 1061 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for  
 1062 example, when a document is released to another entity. This clause describes the requirements and  
 1063 methods for the dispensation of documents.

1064 **6.13.1.1 Submission and transfer**

1065 When the document is intended to be either transferred or submitted to another organization, the  
 1066 document needs to have a statement regarding the nature of the submission or transfer and a statement  
 1067 about copyright grant. This statement can be either a part of the document or a separate document, such  
 1068 as a cover letter. An IP disclaimer should be included if the document is a specification. If included, the  
 1069 document is subject to approval by DMTF legal counsel before release.

1070 Documents intended to be submitted or transferred to another organization are subject to DMTF Board  
 1071 approval regardless of Document Type and Final Document Status.

## 1072 **6.13.2 Availability of document versions and obsolescence**

1073 The release of a new version of a specification, white paper, or document does not make previous  
1074 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying  
1075 goal is upward compatibility between versions. This goal should be approached with caution because  
1076 maintaining upward compatibility between versions may not always be possible.

1077 Updates to a specification, white paper, or document are submitted to the Editing Body. Each  
1078 specification must contain a change history. (For graphical documents, such as UML diagrams, that are  
1079 not conducive to including a change history, this history is included in the MOF file.) The status of these  
1080 documents must be indicated as “Work in Progress,” “Informational,” “DMTF Draft Standard,” or “DMTF  
1081 Standard.” A change log and completed Change Request forms must be maintained for all specifications,  
1082 white papers, and documents.

1083 Specifications and other documents that have reached a level of maturity where they are no longer  
1084 actively being updated should be posted to a section of the DMTF web site dedicated to “historical”  
1085 documents. The web site must contain information indicating that this specification is still relevant to the  
1086 industry but new versions should not be expected. Specifications that are greater than five years old and  
1087 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should  
1088 be moved to this portion of the web site, but the URL to the document should not change. Previous  
1089 versions of MOF Schema that are greater than two years old may fall into the “historical” category and  
1090 should be treated appropriately. Note that the URI of the document should remain persistent (remain the  
1091 same over time) to allow other specifications to reference DMTF Standards.

## 1092 **7 Issue resolution**

### 1093 **7.1 Issue resolution process**

1094 During the normal course of document development or approval, issues may be raised against  
1095 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues  
1096 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during  
1097 review or approval, during the IP solicitation phase of document approval, or by external entities for  
1098 Works in Progress.

#### 1099 **7.1.1 Issue tracking and recordkeeping**

1100 All issues reported shall be recorded and the record kept as part of the Editing Body’s permanent records.  
1101 The record shall contain the following minimum information:

- 1102 • Date issue was reported
- 1103 • Issue reporter
- 1104 • Issue description
- 1105 • Date issue was resolved
- 1106 • Resolution description
- 1107 • Document revision containing resolution
- 1108 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

##### 1109 **7.1.1.1 Recordkeeping mechanism**

1110 Any method may be used to track issues. The DMTF provides a number of tools that may be used;  
1111 however, any method that is persistent and that may be archived can be utilized.

## 1112 7.1.2 Editing Body final decisions

1113 Issues are decided according to voting rules defined herein (5.8.14). In the case that a reporter does not  
1114 agree with the issue resolution as proposed by the editing Body and provides a rationale that may be  
1115 considered new information, a simple majority vote in the Editing body may be performed to re-open the  
1116 issue. Should that simple majority vote fail, the resolution of record may be considered final.

## 1117 8 DMTF Management Initiatives

1118 "Management Initiative" is a term used to describe a set of activities, specifications, or documents that  
1119 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any  
1120 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic  
1121 importance and commitment of resources of such initiatives.

- 1122 • Management Initiatives must have technical components involving one or more Bodies.
- 1123 • Management Initiatives must have requirements for messaging or technical evangelism to  
1124 promote the Management Initiative for the mutual benefit of the DMTF membership.
- 1125 • Proposals for new Management Initiatives are presented to the Board and are enacted when  
1126 approved. Proposals should include the reason why it is a particularly good opportunity for the  
1127 DMTF, the activities expected, a schedule, and any anticipated budget impact.

### 1128 8.1 Management Initiative coordination

1129 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is  
1130 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the  
1131 participating Bodies.

## 1132 9 Information access

1133 A policy of the DMTF is to have stable information available to its members. Body members are entitled to  
1134 have access to any pertinent data related to the decisions and operations of the team.

### 1135 9.1 Web posting

1136 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made  
1137 available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members  
1138 Only" section of the DMTF web site.

### 1139 9.2 Email lists

1140 The DMTF maintains email lists for each Body for distributing information to its members. The email lists  
1141 are for the internal use of the Body's members in support of their development or marketing activities.  
1142 These lists are not for general dissemination of information.

### 1143 9.3 Information restriction

1144 The restriction of unpublished information to a Body and those that are necessary to approve publication  
1145 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information  
1146 taken out of context. Participants understand the history and context of this internal information.

**1147 9.4 Information dissemination**

1148 Members are permitted to disseminate unreleased DMTF information within their organization as long as  
1149 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to  
1150 any non-member without the permission of the DMTF Board of Directors.

**1151 9.5 Document information**

1152 Document information is generally disseminated through the DMTF web site, and the members are  
1153 informed of document updates through the DMTF newsletter or other means. Access to the published  
1154 document web pages is open to anyone.

**ANNEX A  
(informative)**

**Change log**

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Version	Date	Description
1.0.0	2013-10-22	Consolidated DSP4002 and DSP4004, normalized some duplicate language, re-wrote electronic voting rules to tighten, clarify, and bring into conformance with RONR
1.0.1	2013-10-29	Corrected vote counting to "votes cast"
1.1.0	2014-03-20	Policy change on publication and expiration of WIP documents Forums may be formed by any Body Process defined for returning DSP identifiers DR form removed from DSP4014 Member level roles and rights clarified. Eliminated Sponsored Member
2.0.0	2014-10-31	Removed Technical Committee specific processes, Removed subcommittees Simplified issue tracking requirements Moved DSP number ranges Added requirements for meeting minutes Prohibited audio or video recording Defined Task Forces replacing Subteams Defined new Document Release process Defined regular means to quiesce, re-activate, and de-charter Bodies
2.1.0	2015-02-13	Changed order of document approval and IP solicitation at the Technical Committee Added an Observer role

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