

# **AESSC Administration - Rules of the Audio Engineering Society Standards Committee**

These administrative rules of the Audio Engineering Society Standards Committee are based on the two documents, *Operating Policy of the AES Standards Committee*, and *Operating Procedures of the AES Standards Committee*, approved and amended by the AES Board of Governors.

These rules were approved in July 1993 by the AESSC but are subject to revisions and additions. Clause 17 on Stabilised Documents was added following a ballot of the AESSC on 2007-07-17.

## **1 Subcommittees**

### **1.1 Definition**

Subcommittees are bodies of the AESSC which contain more than one working group.

### **1.2 Officers**

**1.2.1** To expedite participation at all AES conventions, AESSC practice is to have the Eastern and Western Hemispheres represented on all bodies by either a chair or a vice-chair. They are elected by the subcommittee, but because they become members of the AESSC the chairs must be subsequently approved by the AESSC. The chair is responsible for implementation of these rules either directly or by assignment.

**1.2.2** A subcommittee may set up other officers and administrative groups. Administrative groups shall be designated in the same manner as the task groups (see 2.5) of working groups, for example, SC-01-A. Such groups shall be advisory only to the subcommittee.

### **1.3 Establishment of subcommittees**

**1.3.1** Subcommittees are established by the AESSC.

## **2 Working Groups**

### **2.1 Definition**

**2.1.1** A working group is a body of the AESSC that may be established by the AESSC or any of its subcommittees. Autonomous working groups directly under the AESSC may be set up by the AESSC around a scope that does not require the structure of a subcommittee with multiple working groups. They shall be designated "WG" followed by a hyphen and a number, for example WG-01. Working groups under subcommittees shall be designated by a hyphen appended to the subcommittee designator followed by a number, for example SC-01-01.

**2.1.2** The chair of a working group becomes a member of the AESSC and is therefore subject to approval by the AESSC. The chair of the working group is responsible for implementation of these rules either directly or by assignment. The working group may elect additional officers.

## 2.2 Membership

**2.2.1** Working groups are open to all individuals who are materially and directly affected by documents that may be issued under the scope of the working group. Organizations, including companies and societies, cannot be members although a member of an organization may join a working group as an individual.

**2.2.2** The working group membership must represent producer, user, academic, and regulatory interests. It should also include members who provide liaison with other AESSC working groups and other standards-making organizations.

**2.2.3** Working group members need not be members of the AES, however all officers must be AES members.

**2.2.4** A person may become a member of a group by signing the attendance sheet at a group meeting or by requesting membership from the chair of the working group.

**2.2.4.1** The AESSC Secretariat shall forward all such requests to the relevant working group chair.

**2.2.4.2** Task and Sub-group chairs shall submit to the working group chair, for working-group membership, members from their groups.

**2.2.4.3** The working group chair may remove members from the group who have had no contact with the group for one year.

## 2.3 Study Groups

A working group may be convened as a study group. As such, its scope must be written to preclude it from writing standards.

## 2.4 Sub-groups

A working group may set up a sub-group to work within a specific AESSC project. It shall be designated by a hyphen appended to the parent group designator, followed by a number, for example, SC-01-01-01 or WG-01-01.

## 2.5 Task groups

Task groups may be organized within a working group or sub-group for specific preparation of research and writing of drafts. Task groups need not meet consensus requirements. They shall be designated by the parent group designation followed by a hyphen and an upper-case letter, for example, the SC-01-01-01-A Task Group on *<topic>* of the SC-01-01-01 Sub-group on *<subject>* of the Working Group SC-01-01 of the SC-01 Subcommittee of the AESSC.

## 2.6 Establishment of working groups

**2.6.1** Working groups of subcommittees are established by the subcommittees with the approval of the AESSC.

**2.6.2** Any AES member may request to organize an autonomous working group. The member must provide a draft name and scope. The AESSC will decide whether to set up an initiating meeting of the proposed group to organize it, elect a chair and complete its scope. The AESSC will decide on the permanence of the group based on the results of that meeting.

**2.6.3** Organizational meetings shall be announced as such with the same notice requirements as working group meetings (see 3.5.3).

**3 Responsibilities of subcommittees and groups**

**3.1** Subcommittees and groups not meeting the requirements of this section shall be subject to dissolution or reorganization by the AESSC.

**3.2** All subcommittees and groups must prepare written reports of activities, including membership and attendance lists, at least every six months. The reports are to be provided to the parent group chair, any subcommittee chair, and to the AESSC Secretariat. The reports must contain time goals and summaries of all projects.

**3.3** The AESSC Secretariat maintains a project list based on project-initiation requests supplied by the subcommittee. All projects must be on that project list. See clause 5.

**3.4** Decisions shall be made by consensus, which means that a majority does not necessarily rule if a minority has a clear objection. Agreement is essential so that no one category of members (such as producers or users) dominates a decision.

**3.5** Groups may meet anywhere and any time.

**3.5.1** Subcommittees must meet at least at all AES conventions.

**3.5.2** Working groups must meet at at least one AES convention annually.

**3.5.3** Notices and draft agendas of all but task groups must be sent to members of the group at least one month before a meeting (particularly for meetings that are not at an AES convention) and the Standards Manager be informed early to put the notice on all the public displays. When a meeting is in a venue other than the AES convention it is desirable to provide the notice three months in advance to publish it in the JAES. Proper notice can assure that decisions made at the meetings will not be overturned on any future appeal.

**3.6** Documents, including proposals, drafts, reports, minutes, agendas, and so on, must be available to all directly and materially affected parties and be provided to the AESSC Secretariat.

**3.6.1** Documents, including reports, which are in committee but are not released by the AESSC Secretariat as AES news or reports, public drafts or final standards are not to be published.

**3.6.1.1** Only published documents may be given to the press.

**3.6.1.2** Papers about AESSC standards work to be presented at meetings outside the AESSC are considered reports and must be released for presentation by the AESSC Secretariat per 3.6.3.

**3.6.2** Unpublished documents must be marked "For AES Standards Committee Use Only, Not For Publication" on every page.

**3.6.3** Notification of the publication of a document, that is, its release to the public, takes place when it appears in the JAES, in a general membership AES mailing, on the public area of the AESSC Electronic Document Exchange, or any combination of these. Following such release, the document shall be considered published.

## **4 International relationships**

**4.1** The AESSC maintains relations with International consensus organizations such as the IEC and ISO, with treaty organizations such as the CCIR and the CCITT, and with trade organizations such as the EBU.

**4.2** Copies of all correspondence with such organizations must be provided to the AESSC Secretariat.

**4.3** The AESSC maintains informal secretariat liaisons with IEC TC 100 according to the following rules:

**4.3.1** It is in the interest of all parties to avoid duplication of effort and to avoid divergence of standards in areas where standards are envisaged.

**4.3.2** In areas of common interest documents will be exchanged between IEC and the AES. Each document should be accompanied with a cover letter to the recipient organization proposing recommended action. It is understood that in any case the decision on follow up action based on information exchanged is the responsibility of the recipient organization.

**4.3.3** In a case where an AES document is adopted by IEC and processed into an International Standard, AES will not seek to perpetuate the existence of an AES Standard which is in direct conflict with the corresponding IEC Standard.

**4.3.4** The management and control of communication at the informal secretariat level between AES and IEC is the responsibility of the following persons or their successors:

Mr. S. Hirakawa, Secretary, IEC TC 100  
Mr. T. Ezaki, Assistant Secretary, IEC TC 100  
Mr. M. Yonge, Secretary, AES Standards Committee

Documents may be dispatched directly to relevant Working Groups within IEC and received from them provided copies of dispatched notes and cover letters are sent to the responsible secretaries of IEC and AESSC.

**4.3.5** The following subjects are identified as amenable for document exchange on short notice:

- basic information regarding scope and composition of TC100 and its subcommittees and working groups.
- information regarding status and ongoing work in the area of digital audio interface (IEC 958) and related issues.

From the AES:

- Project list, and list of AES Standards and Recommendations

**4.4** The AESSC maintains official Category-D Liaison with IEC.

**4.4.1** The management and control of communication at the Category-D liaison level between AES and IEC is the responsibility of the following persons or their successors:

Mr. S. Hirakawa, Secretary, IEC TC 100  
Mr. T. Ezaki, Assistant Secretary, IEC TC 100  
Mr. M. Yonge, Secretary, AES Standards Committee

**4.4.2** The liaisons are based on rules published in IEC Administrative Circular 02/1019/AC 1997-03.

**5 Project registration.**

**5.1** Projects may be proposed by any materially and directly affected party.

**5.2** All projects must be registered with the AESSC Secretariat by providing a name and a scope for the project.

**5.3** When a project is similar to an existing project the scope must convincingly differentiate itself. Projects may be for writing of standards having similar applications but differing configurations.

**5.4** Group responsibility for the project is the decision of the AESSC through its secretariat.

**5.5** Projects and assignments will be published by the AESSC Secretariat and are subject to review by the AESSC.

**5.7** New projects receive designations as follows:

**AES-Xnnn**

where *nnn* is a sequential integer; for example AES-X001.

**5.7.1** Projects involving only maintenance of an existing approved document shall be designated by the document number followed by "-R."

**5.7.2** Tasks within projects may be designated with decimal numbers appended to the project number: AES-Xnnn.nn

**5.8** When a project reaches a stage where it produces a document draft, the draft shall be assigned a number as follows:

**AESnnn-xxxx**

for a draft standard, where *nnn* is a sequential integer and *xxxx* shall be changed to a year if the document is approved:

**AES111-xxxx** [while a draft]

**AES111-1997** [after approval]

For a draft information document, designation shall be AES-nnnid.

**5.8.1** The project number may be appended to the number of its draft:

**AESnnn-xxxx-Xnnn**

for example, AES111-xxxx-X001. Drafts evolving from more than one project may be appended with all such project numbers.

**5.8.2** On publication of a draft for comment, the project number or numbers shall be moved to the foreword of the document.

**5.10** Designators that are retired for any reason shall not be reused except to reinstate the original project.

## **6 Press relations**

**6.1** The public media may be provided with any published document. Other material must be cleared through the AESSC Secretariat before publication anywhere not controlled by the AES. No committee material not published by the AESSC or approved by the Standards Manager may be provided to the public media.

**6.2** The AES Standards Committee Policies and Procedures were drafted with the purpose of providing maximum access to the standards process while providing maximum protection to standards writers and initiators. The AESSC is the umbrella under which diverse parties can sit down together without concern for accusations of restraint of trade.

To do so, the AESSC Secretariat must be provided with all distributed documents. Any distribution outside the AESSC and its subcommittees and working groups must be cleared through the secretariat to assure conformity with the procedures.

While the AESSC cannot always exclude the press from meetings, it has always been able to secure cooperation in reporting on topics of work in progress while maintaining confidentiality on its content until officially released for comment. Such reporting on topics helps to alert affected parties that they should be participating in the meetings. On the other hand, reporting the content improperly biases the AES in the direction of that content before there is consensus on it, thus subjecting both the AES and the standards writers to accusations of restraint of trade.

## **7 Liaison**

**7.1** All groups should establish liaison with other AESSC groups, AES Technical Committees and with outside standards-making groups.

**7.2** Representatives to outside groups must be reported to the Standards Manager and may be subject to AESSC approval. They should be AES members.

**7.3** Representatives must report at least every six months to their groups and to the secretariat or be subject to replacement.

**7.4** When liaisons require the participation of multiple AESSC bodies, they may be set up as autonomous administrative task groups of the whole AESSC, using the designation TG-xx. Such groups shall work within the scope of a designated liaison project and must report to the participating bodies and to the AESSC.

## **8 Patents**

**8.1** The AESSC follows the ANSI rules for standardizing use of a patented item. The patent holder must give the following assurance:

- 1) A license will be made available without compensation to applicants desiring to utilize the license for the purpose of implementing the standard, OR
- 2) A license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

**8.2** A written statement to this effect must be given to the AESSC by the patent holder. A note will appear in the standard calling the user's attention to the possible need for the license and disclaiming any position by the AES concerning the validity of the patent.

## 9 Public drafts

**9.1** Comments on published drafts must be resolved by the issuing group within three months of the end of the comment period. If comments cannot be resolved satisfactorily, they should be reviewed at the next meeting of the group and reported through the secretariat to the AESSC for action.

**9.1.1** All correspondence shall be copied to the secretariat.

**9.1.2** An effort should be made to satisfy the objection of the commenter without requiring substantive changes which would require republication for comment.

**9.1.3** The commenter should be made aware that the standard is subject to regular revision AT LEAST every five years following its initial publication and that substantive changes will be considered during that process.

NOTE THE AESSC PROCEDURES ENCOURAGE WORKING GROUPS TO HOLD MEETINGS AT ANY TIME IN ANY VENUE WHEN THE WORK LOAD DICTATES - SUCH AS WHEN LARGE NUMBERS OF UNFRIENDLY COMMENTS COLLECT. But all group members and the AESSC must be informed at least one month in advance.

From the AESSC Procedures (JAES 33:3 1985):

*5.4 ... following Journal publication ... comments and objections shall be referred by the secretariat to the Sub-Committee for formulation of replies.*

*5.5 The Steering Committee shall review the record of comments, replies, and committee proceedings to determine whether to publish and whether to submit to other bodies. If the record so suggests, the Draft shall be returned to the Sub-Committee for revision or withdrawal.*

### **6 Appeals**

*Directly and materially affected interests who believe they have been or will be adversely affected by a standards within the jurisdiction of the AESSC, or by the lack thereof, shall have the right to appeal substantive or procedural actions or inactions of the Committee or the secretariat.*

## 10 AES Convention presentations and papers

**10.1** The AESSC is not empowered to recommend or prepare convention sessions, seminars, or workshops or to prepare special articles other than its own documents.

**10.2** Any AESSC group may work through its corresponding AES Technical Committee to propose and prepare AES convention papers, sessions, or seminars.

## 11 Budget

**11.1** The AESSC budget is prepared annually by the Standards Manager with the advice and consent of the AESSC Steering Committee and is approved by the Standards Committee. It is then approved the AES Board of Governors at the fall convention of the AES for the upcoming calendar year.

**11.2** All expenditures must receive the prior approval of the AESSC Secretariat.

**11.3** Request for additions to the budget must be received by the Standards Manager three months prior to a fall convention.

## **12 Communications**

**12.1** The primary repository of AESSC documents and communications shall be the AESSC Document Exchange, operated by the secretariat.

**12.1.1** A document shall be considered released for publication following installation on the AESSC Document Exchange.

**12.1.2** All documents shall be duplicated on the AESSC Internet Web site.

**12.1.3** The AESSC shall operate a Web site, E-mail reflector, and FTP sites, maintained as described in the AESSC-COMMUNICATIONS document installed on the Document Exchange.

**12.2** To facilitate communication, outside "bulletin board" services may be utilized when not in legal or procedural conflict with AESSC facilities as determined by the AESSC Steering Committee.

**12.2.1** Management privileges, including access control, for subcommittee and working group areas within an AESSC special interest group on any service shall be held only by the chair of the subcommittee or working group and the AES Standards Manager.

**12.2.2** Any outside service shall provide a written assurance that it will not utilize its system-wide-access privileges within subcommittee and working group areas, except as necessary for system management.

**12.2.3** The managers shall inform one another by E-mail on the AESSC reflector of any actions taken.

**12.2.4** If a service offers to waive its sign-up charges for AESSC members, such dispensations shall be authorized by the AESSC only.

**12.2.5** The outside service shall inform the designated managers of all new signups that request access to an AESSC area.

**12.2.6** A signup shall automatically provide access to a public general-interest area of an AESSC area, but shall not automatically provide or guarantee access to any private area assigned to the AESSC.

**12.2.6.1** Only AESSC area members who are individuals may access private areas of the AESSC area.

**12.2.7** Access shall be implemented by one of the two AESSC area managers.

**12.2.8** Announcement of any outside network configuration shall be made to all members of the affected working groups.

**12.2.9** AESSC area members may individually choose to use and pay for any additional services of the network.

**12.2.10** All permanent AESSC data on any outside service shall be copied to the AESSC Exchange.

**12.2.11** No document on any outside service shall be considered to be published by the AESSC.

## **13 Supporting contributors**

**13.1** To become a supporting contributor to the AESSC, an organization may contribute a minimum of \$400.00 annually up to a maximum of 10% of the AESSC operating budget.

**13.2** Supporting Contributors have no vote in any matters before the Committee, since the Operating Procedures and Policy of the AESSC permit only membership by individual members of the AES.

**13.3** All contributions shall become parts of the general funds of the AES but are allocated to the general AESSC budget. No further earmarking shall take place.

**13.4** Organizations shall send drafts payable to the Audio Engineering Society to the secretariat. Contributions will be received by the AES financial office.

**13.5** AESSC groups and their members may obtain rules and materials from the secretariat for solicitation of Supporting Contributors.

## **14 Document pricing**

**14.1** Pricing and sales policies shall be established by the Standards Manager with the approval of the AESSC.

**14.2** Pricing changes shall be approved by the Standards Committee and the AES Board of Governors.

## **15 AESSC full-committee balloting**

**15.1** Decisions made at full-committee AESSC meetings shall be subject to written ballot following the meeting.

**15.2** Balloting and voting may be by mail, fax, or Email.

## **16 Requests for reproduction, translation, or reprinting**

**16.1** Permission shall be granted at the discretion of the Standards Manager to reproduce, reprint, translate, or publish, with proper acknowledgement, the title and abstract only of any AESSC standard.

**16.2** Permission may be granted at the discretion of the Standards Manager to quote parts of an AESSC standard.

**16.3** Permission to republish the standards themselves shall not be granted.

**16.3.1** Denial of republication rights may be accompanied by the following explanation:

AES standards are the result of a rigorous review and voting procedure involving the entire AES membership and the AES Standards Committee. In this process, the wording of the standards is placed under close scrutiny. Any reprinting of the standard would need to undergo similar scrutiny and approval by consensus. Because such review is not practical, we do not allow republication of our standards documents in any form.

**16.4** Translations of AES standards, documents, and reports shall be made only under the supervision and approval of the AESSC secretariat.

**16.4.1** Translation permission may be obtained by any AES Section constituted under the by-laws of the AES.

**16.4.2** Translations shall be sold and circulated only with a current copy of the official English language standard, document, or report attached.

**16.4.3** Translations shall be regularly updated to the current edition and printing of the standard, document, or report.

**16.4.4** Translations shall be verified by one or both of two methods:

- a) The translation shall be made by a secretariat approved member of the working group that originated the standard.
- b) The translation shall be retranslated to English by a person who is technically literate but not familiar with the English original. The retranslation shall be approved by the secretariat.

## **17 Stabilized documents**

### **17.1 Stabilized documents**

#### **17.1.1 Definition**

A standards document may be considered for "stabilized" status if it has continuing value but there is no requirement or available expertise to revise it.

#### **17.1.2 Process**

Subcommittees may propose a standards document for "stabilized" status. Documents subject to formal due process shall not be considered unless they have been reaffirmed at least once.

Decision shall be confirmed by ballot of the AESSC.

Administration of stabilized documents shall be assigned to a Subcommittee for stabilized Documents.

#### **17.1.3 Revision of stabilized documents**

Any person may, at any time, propose a revision of any stabilized standard, subject to the same criteria and procedures as for new project initiations. If accepted, the project shall be assigned to the appropriate subcommittee and working group for development in the same way as for any other project.

#### **17.1.4 Withdrawal of stabilized documents**

Any person may, at any time, propose a withdrawal of any stabilized standard, with reasons. If accepted by the Steering Committee, the document shall be offered for review to the appropriate subcommittee. If an appropriate subcommittee is not available, responsibility shall revert to the Steering Committee.

### **17.2 Subcommittee for stabilized documents**

#### **17.2.1 Formation of the subcommittee for stabilized documents**

A special subcommittee of the AESSC shall be created to administer stabilized standards documents (see 17.1 and Operating Procedures 4.1). The scope of the subcommittee on stabilized Documents shall include: supervising the procedures for the maintenance of stabilized documents.

#### **17.2.3 Membership**

The chair of the subcommittee for stabilized Documents shall be the AESSC secretary. A vice chair, or ordinary members, may be appointed by the Steering Committee from time to time.