

Current IEEE SA Process for Electronic Balloting of Standards

This IEEE Web base process will allow you to request **invitation, ballot (new, revision and recirculation), reaffirmation, pre-ballot editorial review of the draft** and **join an existing balloting pool**. The instructions are:

A. INVITATION

- Working Group Chair must be IEEE SA Member+ same person whose name is on the PAR. Please check the PAR to verify. Go to <http://standards.ieee.org/board/nes/approved.html>**
- Please check your draft for the following:**
 - Each page must be numbered in the proper order.
 - Each page must have PAR # and draft # and current date in the “header”. (Example: IEEE P1023/D1, May 2003 or IEEE PC57.12.00/D5, May 2003).
 - Current Complete IEEE copyright statement on first page is a must. Check for current statement in IEEE Standards Style Manual, section 4.1.1 (<http://standards.ieee.org/guides/style/>)
 - Short IEEE copyright statement with current year in “footer” on each page is a must.
 - Title must be same as on approved PAR and must have the word “Draft” (Draft: Title)
 - Complete figures, tables and annexes at proper place.
 - New metric policy allows you to include inch-pound data in parenthesis after metric units in the standard. Any exception to this policy for approval by the Standards Board can be submitted to Bruce Barrow of SCC14 (b.barrow@erols.com).
- Pre-ballot editorial review. It will take 20 days and an Editor will provide you comments on your draft. Go to <http://standards.ieee.org/resources/development/>**
Follow→Balloting The Draft→Ballot invitation→Submitting the Draft for Pre-Ballot Review→Submit the draft
- Revise your draft based on the comments from the Editor.
- Convert draft file to PDF.**
- Up-load the draft at IEEE website. http://standards.ieee.org/eprocess/upload_balloting_file/
- Go to <http://standards.ieee.org/resources/development/>**
Follow → Balloting The Draft → Ballot invitation → Requesting a Ballot Invitation → Fill and submit the form

B. BALLOT

- After balance is approved by the Sponsor. Go to <http://standards.ieee.org/resources/development/>**
Follow → Balloting The Draft → Sponsor Ballot → Requesting Initiation of a Ballot → Fill and submit the form

C. RECIRCULATION BALLOT

- Recirculation ballot package must include the following:** (b) & (c) are not required for Reaffirmation Ballot.
 - (a)-Recirculation letter. Please see attached sample letter.
 - (b)-Follow A2 to check the revised draft. Revised draft must have higher draft # than the last balloted draft.
 - (c)-Summary sheet showing changes made from last balloted draft to the current revised draft.
 - (d)-Negative ballots resolution package.
- Convert draft file to PDF. Other files may be Word/Excel. Make a Zip file.**
- Up-load the files at IEEE website. http://standards.ieee.org/eprocess/upload_balloting_file/
- Go to <http://standards.ieee.org/resources/development/>**
Balloting The Draft → Sponsor Ballot → Requesting Recirculation of a Ballot → Fill and submit the form

D. APPROVAL

After completion of successful ballot, submit the draft to the Standards Review Committee (RevCom) for approval.
Go to <http://standards.ieee.org/guides/revguide.html#1.1>

E. REAFFIRMATION BALLOT

Go to <http://standards.ieee.org/resources/development/>
Follow → Reaffirming The Standard → Initiate a Reaffirmation Ballot → Fill and submit the form

F. JOIN AN EXISTING BALLOTING POOL/ UPDATE YOUR INFORMATION

Go to <http://standards.ieee.org/resources/development/>
Follow → Balloting The Draft → Join an Existing Balloting Pool → Fill and submit the form

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