

Blockchain Workgroup Operating Procedures

Note: A work group member refers to the member company, and not to an individual person of said member company.

- Decision Making
 - Aim is to seek unanimous consent, and limit competitive voting, where consent cannot be found between equally qualified proposals
 - Formal voting is used, if unanimous consent cannot be reached.
 - Each work group member, eligible to vote, has one vote.
 - Formal voting requires a defined motion with an indication of the voting positions.
 - Valid voting positions are affirmative, negative or abstain.
 - Simple majority of affirmative or negative votes is the basis of determining the outcome of a vote. Abstentions are considered part of the prevailing result.
- Voting rights – how to obtain / how to keep
 - A member obtains voting rights, after the member has participated in 2 out of the last 3 scheduled work group meetings.
 - A new member has automatic voting rights in the first scheduled meeting, after the member joined the work group.
 - A new member loses voting rights if it misses one of the first two scheduled meetings, after joining the work group.
 - A work group meeting is in quorum when at least 50% of members with voting rights are present.
 - If a work group meeting is in quorum, it can take decisions, either by anonymous consent or by voting.
- Meetings
 - Meeting minutes are to be made available, which shall include a record of meeting attendance and all decisions made, including the voting numbers. Meeting minutes are to be reviewed and approved in the next scheduled meeting.
 - Phone call meetings are to be scheduled at least one week in advance.
 - Face-to-face meetings are to be scheduled at least one month (30 days) in advance.
 - Meeting times shall acknowledge major US holidays.
- Document numbering and management
 - Every document produced by the work group shall have a unique document identifier.

- Documents shall have a version number, of the following format x.y.z.
 - Documents with a major version (x) equal to zero (0) or with a sub-minor version (z) greater than zero (0), are draft documents.
- Review process and IPR review
 - Draft documents shall undergo work group review. Members shall have at least 30 days to provide comments and change requests. Comment and change request resolution shall follow regular work group decision making procedures.
 - Draft document may undergo possible IPR and legal review as described by SunSpec IPR Policy, before becoming final document.
- Role of Chair / Vice-Chair
 - The work group chair is an individual from a member company.
 - The work group chair is chosen using standard SunSpec procedures
 - A Vice-Chair from a member company may be assigned, which represents the work group chair in his/her absence. Otherwise a SunSpec assigned representative may act as a substitute, in accordance to SunSpec procedures.
 - The work group chair is responsible for starting any scheduled meeting. A scheduled meeting cannot take place without a Chair or Vice-Chair being present.
 - The work group chair is responsible that the discussions within the work group stay within the charter of the work group, and within the guidelines of SunSpec.
- Contribution management
 - Contributions need to be available for 1 week in advance for members to review.
 - Allow for commenting & comment resolution phases; engagement of members.
 - The work group chair is responsible for assigning and managing discussion time for contributions at scheduled work group meetings.
- Document repository and use of email reflector