Group Procedures & Managing Group Status

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Contents

Figures

Tables

Release History

Date	Version	Description
2004-06-02	v1.0	Initial Release. An earlier release v1.0.0 was also available; the content is identical to v1.0
2014-02-14	v1.1	Consolidation of multiple related policy documents and synchronization of policy clauses with instruction provided by the Board since the previous release.
2014-12-12	v1.2	Update to TSG participation guidelines.
2014-03-31	v1.3	Revision to procedure for requesting call-in bridge for face-to-face meetings.
2020-07-15	v1.4	Addition of *Section 8.11* regarding Appeals.

vii

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1   Introduction

This document, in conjunction with the MIPI Alliance Bylaws, defines the processes and procedures for MIPI Alliance Group activities. MIPI Alliance work in Groups shall be conducted according to these procedures. Other policies and procedures established by the Board of Directors may provide specific instruction in support of this document.

2 Terminology

2.1 Use of Special Terms

The MIPI Alliance utilizes definitions in **Section 6.4.7** of the *IEEE-SA Standards Board Operations Manual [IEEE01]*, which dictates use of the words "shall", "should", "may", and "can" in the development of documentation as follows:

The word shall indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall* equals *is required to*).

The word should indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should* equals *is recommended that*).

The word may is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*).

The word can is used for statements of possibility and capability, whether material, physical, or causal (*can* equals *is able to*).

Furthermore, MIPI deprecates the use of certain words in MIPI Specifications and Supporting Documents:

- The word *must* shall not be used to set normative requirements; use *must* only to describe unavoidable situations.
- The word *will* shall not be used when stating normative requirements; use *will* only in statements of fact.

All sections in Specifications are normative, unless they are explicitly indicated to be informative.

2.2 Definitions

Board of Directors: The executive committee responsible for managing MIPI Alliance, consisting of one director appointed by each of the several companies at the Founder and, if any, Promoter levels of membership.

Active: a valid status for any Group to indicate discussion and project work is ongoing.

Affiliate: Any corporation, partnership, or other entity that, directly or indirectly, owns, is owned by, or is under common ownership with, such Member hereto, for so long as such ownership exists. For the purposes of the foregoing, "own," "owned," or "ownership" shall mean ownership of more than fifty (50%) of the stock or other equity interests entitled to vote for the election of directors or an equivalent governing body of an entity that is directly or indirectly controlled by, under common control with or that controls the subject party.

Birds of a Feather: Temporary informal collection of Member company representatives and other persons authorized to participate by the Board, formed to discuss a topic not addressed by established MIPI Groups.

Consensus: a status of no sustained objections or opposition within a Group's participants.

Charter: A document approved by the Board defining the purpose and scope of activity of a Group.

Conformance Test Suite: A type of Supporting Document, created by a chartered MIPI Group, that describes a series of tests to establish the conformance of a particular implementation to a MIPI Specification, independent of the test equipment used to perform the defined tests.

De-activated: a valid status for any Group, indicating the Board has approved the discontinuation of the Group's Charter or otherwise disbanded a Group, usually because it has completed its assigned work and will no longer hold meetings or other discussion.

Draft Specification: All versions of a document developed by a Working Group that are made available for review as provided in Article X (a) or (b) of *[MIPI02]*.

Group: A universal reference to any MIPI WG, IG, or BoF, as well as the MWG, TWG or TSG.

Hibernating: a valid status for any Group, indicating the Group is not currently scheduling meetings or holding active discussion until instructed by the Board to change status. If a Hibernating Group has a Charter, it remains actively in force.

Informative: Imparting knowledge without prescribing rules or authoritative requirements. Informative language in a standard or specification includes examples, extended explanations, and other matter that provides background or guidelines with regard to the specifications.

Investigation Group: Technical Group formed to evaluate a specific technical area for potential MIPI Alliance activity.

Marketing Working Group: Group formed to manage communication, collateral and promotion for the MIPI Alliance.

Meeting: A face-to-face or teleconference-based meeting of the Group that is properly scheduled per the procedures defined in this document.

Member: Company that has joined the MIPI Alliance by signing the Membership Agreement *[MIPI01]*.

Method of Implementation: A document, usually created by a test equipment vendor, that supports a MIPI Conformance Test Suite by providing specific guidance on how to perform CTS tests using specific test equipment

Normative: Prescribing rules or authoritative requirements. Normative language in a standard or specification defines parameters to which an implementation must conform to be compliant. Normative language in a policy or procedure describes rules for conducting MIPI activity by members and support personnel.

Representative: An individual who represents a Member company in MIPI Groups.

Specification: By itself means any MIPI Specification of any status, whether a Draft Specification in progress, a Voting Draft, or adopted.

Subgroup: A committee subordinate to its parent Group usually formed to accelerate investigation of specific technical topics and creation of technical material forwarded to the full Group for further consideration and approval.

Technical Steering Group: Technical Group formed to provide guidance and recommendations to the MIPI Board on technical issues.

Test Working Group: Group formed to oversee MIPI's interests in promoting the development of testable Specifications and support of testing activities.

Supporting Documents: Publications of MIPI that support a Specification, such as Application Notes, Conformance Test Suites, and Frequently Asked Questions.

Working Group: Technical Group formed to develop specification(s) in fulfillment of a specific Charter or directive. Note that the term "Working Group" in this document is equivalent to the term "Other Working Group" used in the MIPI Bylaws.

2.3 Abbreviations

82 e.g.   For example (Latin: exempli gratia)

83 i.e.   That is (Latin: id est)

2.4 Acronyms

84 BoD   MIPI Board of Directors

85 BoF   Birds of a Feather

86 CTS   Conformance Test Suite

87 F2F   Face-to-face

88 IG   Investigation Group

89 MWG   Marketing Working Group

90 MOI   Method of Implementation

91 OEM   Original Equipment Manufacturer

92 SOW   Statement of Work

93 TWG   Test Working Group

94 TSG   Technical Steering Group

95 WG   Working Group

3   References

96 [MIPI01]   *MIPI Membership Agreement*, MIPI Alliance, Inc., 1 November, 2006.

97 [MIPI02]   *Bylaws*, MIPI Alliance, Inc., 6 June 2009.

98 [MIPI03]   *MIPI Alliance Policy and Procedures for Producing and Managing Documents*, Version
99   1.2, MIPI Alliance, Inc., 31 May 2015.

100 [MIPI04]   *Policy for Managing Liaison Activity with External Organizations*, Version 1.1, MIPI
101   Alliance, Inc., 10 June 2013.

102 [IEEE01]   IEEE Standards Association, "IEEE-SA Standards Board Operations Manual",
103   <http://standards.ieee.org/develop/policies/opman/sb_om.pdf>, last retrieved 12
104   December 2014.
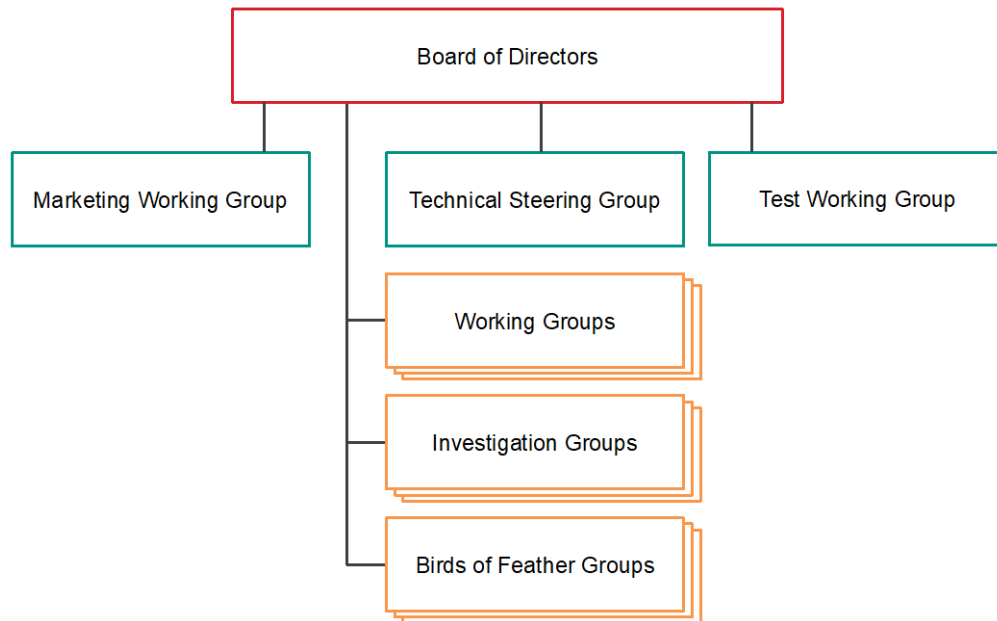
4 MIPI Organizational Structure and Group Types

Figure 1 MIPI Organizational Structure

4.1 Board of Directors (BoD) and Managing Director

105 The Board of Directors is responsible for the overall management of the MIPI Alliance as defined in the
106 MIPI Bylaws, which also provide the Board the option to appoint a Managing Director for oversight of the
107 day-to-day operation of the Alliance.

4.2 Technical Steering Group (TSG)

108 The Technical Steering Group shall provide guidance and recommendations to the Board on MIPI technical
109 direction and issues. Such recommendations should aid the Board in making decisions and establishing
110 policies that are consistent with the technical objectives of the MIPI Alliance.

111 The TSG shall maintain documents depicting the overall technical roadmap for Specification Development.
112 The TSG shall define and maintain a procedure for receiving and reviewing technical proposals, which may
113 originate from within the TSG participation, from a Group, or from any Member who wishes to propose
114 new technical activity.

115 The TSG shall make recommendations to the BoD concerning documents that are recommended to
116 Members for new implementation efforts, and when to revise or remove those recommendations.

117 The TSG shall not develop Specifications and, except as explicitly directed and subsequently approved by
118 the Board, shall not develop other normative documents. The TSG may publish informative documents,
119 subject to Board approval.

120 The TSG shall not issue any instruction directly to any WG, IG, or BoF unless specifically directed to do so
121 by the Board. Instructions from the TSG to a Group to pursue a course of action will be typically be
122 communicated directly by the Board. The TSG may direct questions or requests for information to any
123 Group, to which the Group shall respond.

124   Participation in the TSG is by invitation of the BoD. For more information, see **Annex B**.

4.3   Marketing Working Group (MWG)

125   The Marketing Working Group shall employ communication strategies and tactics to influence industry
126   adoption of MIPI specs and shall enable consistent MIPI-related communications across all Member
127   companies. Deliverables may include, but are not limited to, the development and maintenance of MIPI
128   marketing collateral, review of Member's MIPI-related communications, development of intra-MIPI
129   communications, and coordination of MIPI releases, briefings or contributed articles for industry press.

130   The MWG may also conduct market research to support discussion and management of the MIPI technical
131   roadmap.

132   The MWG may publish both informative documents and normative documents as approved by the BoD.
133   The MWG shall not develop Specifications.

4.4   Test Working Group

134   The Test Working Group (TWG) is chartered to provide a MIPI-wide forum to discuss and correlate test
135   issues and efforts across all MIPI Groups. In addition, the group provides test guidance and resources to the
136   working groups, advises the Board of Directors on test-related issues, provides a clearinghouse for test
137   information, and encourages and supports the organization of interoperability events.

138   Specifically, the TWG Charter tasks the group with these ongoing activities:

139   • Encourage Design for Test and Design for Manufacturability
140   • Assist in creating test documents to facilitate quality and cost-effective test methods
141   • Work with the Board of Directors to oversee creation/review/approval of WG-produced
142   Conformance Test Suite (CTS) documents
143   • Propose and advise on any policy adjustments related to test
144   • Maintain a compendium of test-related documents including news, announcements, and use cases
145   • Promote an "application-centric" approach to testing MIPI technologies and specifications

146   Additionally, the TWG is authorized by the Board to review and confirm the readiness of certain test-
147   related Supporting Documents, such as Conformance Test Suites, as well as Method of Implementation
148   documents not created by a MIPI Group, as suitable for distribution to the MIPI membership.

149   The TWG may publish informative and normative documents.

4.5   Working Group (WG)

Working Groups are established through Board action to pursue a Charter, which typically calls for the development of one or more Specifications that meet specific criteria. WG Charters may also include further investigation into related areas.

Working Groups are the only bodies within the MIPI Alliance that have responsibility and authority to produce technical Specifications and present them to the BoD for adoption. Problems should be analyzed, requirements and solutions should be defined and prioritized, and Draft Specifications should be developed to meet those requirements. In addition to Specifications, other complementary items may also be developed in the WG, such as models, test criteria, reference architectures, tools to facilitate compliance testing, and Supporting Documents.

New Working Groups are formed when the Board reviews and approves a proposal, per the procedures described in *Section 4.8*, and the Board determines that the effort falls outside the chartered scope of an existing Group. Although the newly chartered WG may engage topics previously discussed in an Investigation Group or Birds of Feather, the Board may charter a WG without regard to such previous activity.

Working Groups may publish both normative and informative documents.

Working Groups bear ongoing responsibility for maintaining a high level perspective in their area of focus and when appropriate, making recommendations for new investigation and development efforts. A WG shall consult the Board prior to beginning work on any Specification considered a major or generational update to a previous specification, according to the definitions described separately in [*MIPI03*]. The Board may, and typically will, delegate the task of analyzing these recommendations to the TSG as part of the TSG's mandate to foster the long-term health of MIPI's technical roadmap. The TSG may request that the recommendations be presented or reformulated to fit the TSG's selected submission procedure, in which case all WGs shall use that procedure.

If, in the course of normal discussion, the WG identifies a need to modify the Charter, the Group shall propose revisions to the Board for the Board's further consideration.

A WG Charter shall include the following five categories of information:

- Problem Statement
  - Includes a list of facts and issues that prompts the need for MIPI to charter a Group to address the problem
- WG Scope
  - List of "In Scope" topics and issues
  - List of "Out of Scope" topics and issues
- Planned Activity
  - How the Group will conduct its activity (e.g. teleconferences, face-to-face sessions at MIPI meetings, interim face-to-face sessions, use of email)
- Planned Work Items
  - Draft Specifications
  - Conformance Test Suite document(s) and other test resources
  - Supporting Documents (e.g. White Papers, FAQs, etc.)
  - Other supporting activity (e.g., news articles/periodicals, speaking engagements, etc.)
- Technical Areas of Focus
  - May be high-level, but not "abstract" or vague
  - Include known technical detail where appropriate: signaling method, target voltages, target pin count, command & control, link topology, etc.

A WG Charter may contain any other information the Board considers appropriate.

4.6 Investigation Group (IG)

An Investigation Group is established through Board action to analyze a specific technical area with potential for standardization or to examine areas of interest in order to compile a report for further use inside the Alliance. The output shall be a report to the MIPI Board with findings of the investigation; the report may and typically will recommend an action to be taken. Examples of recommendations include: a proposed Charter for a new WG; to propose changes to the Charter of an existing WG to promote new Specification development; to defer activity to another consortia or standards organization; or to take no further action.

The conduct of business in an IG is identical to that of a WG: meetings are formally held and documented, officers are identified, minutes and submissions are archived, etc.

An IG may publish informative documents. An IG shall not publish normative documents nor develop Specifications.

The Board may assign additional specific tasks to the IG in addition to primary output.

The IG may be defined via a Charter document similar to a WG Charter, subject to the differences in permitted activity between WG's and IG's.

4.7 Birds of a Feather (BoF)

Birds of a Feather Groups are an informal mechanism to discuss topics that may not map into an existing WG or IG. When several members express a moderate level of interest, the MIPI Alliance may make resources (such as meeting rooms during quarterly meetings) available to members for BoF sessions. In some cases, these Groups may hold a single meeting and disband. In other cases, they may produce a proposal for a IG or WG, or a proposal for other action to be taken. The objective is to encourage initial discussions without unnecessary bureaucracy.

Given their temporary nature, a BoF may not have a chair, unless otherwise approved and assigned by the Board, shall not hold formal votes, nor are they automatically assigned an email reflector or other perpetuating resources, unless approved by the Board.

Depending on the expected topics of BoF discussion, the Board may decide to extend participation beyond the normal restrictions on Group activity to include Adopters or non-Member Guests. If participation includes non-Members, the BoF shall consider all discussion as non-confidential and shall not permit any participant to identify material or discussion provided to the BoF as confidential. MIPI may provide special documents types and templates that clarify the non-confidential status, in which case the BoF shall use these special materials as directed by the Board.

A BoF may use consensus decision making to support statements and conclusions in its documents; in cases where consensus cannot be established, BoF output documents shall identify the specific areas lacking consensus and should provide brief explanation of the differing points of view.

A BoF shall not publish normative documents. A BoF may publish informative documents.

When directed by the Board, minutes or other reports of BoF meetings shall be prepared as in the case of other Group types.

4.8   Proposals for New Groups

230 Formation of new Groups, or changes to currently chartered Groups, may occasionally be desirable to
231 enable the MIPI Alliance to achieve the organization's goals.

232 Any MIPI Member may submit a proposal to undertake a new Specification and/or create a new IG or WG.

233 Existing MIPI Groups may also submit a proposal to undertake a new Specification and/or create a new IG
234 or WG.

235 Such proposals should be completed in writing, on a MIPI submission template if available, and sent to the
236 MIPI Board thru either admin@mipi.org or directly thru the Board Secretary at secretary@mipi.org.
237 Proposals for Groups should address the set of essential Charter informational characteristics described
238 above. The Board may assign the TSG the task of evaluating the proposal and providing a report with
239 recommendations.

240 To facilitate efficient communication, proposals from individual Member companies shall originate from a
241 single individual or sponsor. If the ideas expressed in the proposal represent the collective opinions of an
242 informal Group of member companies, the informal Group should be described in the contents of the
243 submission.

244 In the case of a proposal for an IG or WG from existing Groups, the Group chair or an individual selected
245 by the Group through normal decision-making shall serve as the originator of the proposal, which shall bear
246 the Group's name.

247 The MIPI Board shall, within a reasonable time period, reply directly to the originator of the proposal. Such
248 reply shall define subsequent actions to be taken, if any, to further evaluate or advance the proposal.

249 Any MIPI Member representative may propose formation of a BoF thru email to admin@mipi.org. This
250 request should include the following minimum information: a description of the intended discussion topic,
251 the objective of the discussion, the anticipated duration of the BoF, and the specific resources being
252 requested (conference call bridge, meeting room, projector, etc). The MIPI Board will review such requests
253 and respond in a timely manner. Upon completion of any approved BoF activities, the proponent shall
254 submit a report including the following minimum information: a list of attendees, a brief summary of the
255 discussions, and a recommendation for further action, if any.

4.9   Modifying Group Status and De-Activating Groups

256 Working Groups may have long life spans while they address a multi-staged technical roadmap over the
257 course of many years. In other cases, they may serve briefly to address a specific problem set and then
258 reduce their level of activity or even disband with the cessation of the Group Charter. The MIPI Board will
259 determine when and if it modifies the status of a WG from Active to Hibernating or De-Activated, or when
260 Hibernating Groups should re-activate, based on recommendations from a Board member, from the Group
261 itself, or from MIPI program management.

262 Investigation Groups and BoF's are by nature more project-specific than most WG's and will typically shut
263 down when they have completed their assigned tasks, or evolve with the closing of the Group and the
264 initiation of a chartered WG as directed by the Board.

265 Complete policies and procedures to manage Group status are discussed in *Annex A*.

5   Membership and Participation

5.1   Who Can Participate

An individual representing a Member company or its Affiliate shall be entitled to participation in MIPI technical activities as follows:

- Board Members: Full participation rights in all Group categories.
- Contributor Members: Full participation rights in all Working Groups, Investigation Groups and BoFs. In special circumstances, at the discretion of the MIPI Board, representatives of a Contributor Member may be invited to participate in the Technical Steering Group.
- Adopter Members: Adopter Members are not eligible to participate in MIPI Groups other than the Marketing WG. In special circumstances, at the discretion of the BoD, an Adopter Member may be invited to participate in a WG, IG, or BoF. Such situations shall be considered case-by-case, and the Board may impose specific constraints (such as no voting rights, or limits in duration).

5.2   How to Participate

Currently active Groups are listed on the MIPI website. When a new Working Group or Investigation Group is formed, an announcement of such shall be sent to all members. To participate in an existing or newly announced Group, an eligible representative should:

- Register for use of the online MIPI member area at www.mipi.org
- Subscribe to the email reflector of the Group in which participation is desired. This is accomplished by editing the user profile. Unlimited participants from eligible member companies may subscribe themselves to a Group's mailing list.
- Review the Group's directory in the member website. Meeting schedules and access information are published in the MIPI meeting calendar in the member website. A complete archive of meeting minutes and submissions are available for review.
- Join a subsequent meeting and make your attendance known to the chair by voice during role call.

Meetings and materials of the Group shall be open to participants regardless of the frequency of participation, although frequency of meeting attendance, and no other factor, determines voting rights within the Group (see "Voting Eligibility" in *Section 7.3*).

5.3   Expectations of Participants

Subscription to a Group's mailing list, or access rights to its documents, is not equivalent to active participation in that Group. Active participation implies constructive contribution to the ongoing technical discussions of the Group. To facilitate rapid development of MIPI technical work, it is important for members of a WG or IG to participate regularly and actively. Technical Group members are expected to understand and participate in technical discussions during Group meetings and on the Group email reflector; participants should not expect training in the basic technical issues addressed by any Group.

A typical, active Group may have weekly teleconference meetings of one to several hours, and quarterly face-to-face meetings of one to three days. Participants should attend most of these meetings, ideally all meetings.

5.4   Confidentiality of Group Discussion

299 All MIPI Members are subject to the terms of Non-Disclosure provided in *[MIPI01]* and other applicable
300 policies. While these terms relate to distribution of confidential material outside MIPI, Group participants
301 also need to consider the appropriate audience within MIPI for Group materials.

302 MIPI has a tiered membership structure, with Adopter, Contributor, Promoter, and Founder level members.
303 Contributor level membership or higher is required for participation in all Groups, unless the Board has
304 taken specific action to expand the participation to Adopters or in special cases, to non-Members of MIPI.
305 The Marketing Working Group is a standing exception; Adopters are welcome to participate.

306 Because participation in most Groups is restricted, Members shall take care to ensure the topics of Group
307 discussion or made available only to those entitled to participate. For example, discussion topics in
308 Working Groups and draft documents in progress shall not be provided external to MIPI, nor to Adopter
309 Member companies, unless those Adopters have special authorization to participate in the Group—
310 discussion and distribution of Group materials shall be limited to the Group meetings, the use of the Group
311 email reflector, and to placing files in the Group area of the MIPI Members web site. Adopter level
312 members are able and encouraged to upgrade their membership to Contributor level to enable participation
313 in any available Group.

314 MIPI will from time to time provide material to wider audiences through a well-defined release procedure.
315 If a Group wishes to distribute its material beyond the normal set of participants, it shall confirm the
316 readiness of the document for wider distribution through normal decision-making and then request that the
317 Board approve the distribution. The Board may delegate the approval authority to MIPI administration as it
318 sees fit.

319 Specially arranged distribution of material not usually available to Adopter Members shall be provided to
320 them via email directly as attachments or as links on the MIPI Members web site.

321 Specially arranged distribution of material outside MIPI shall be managed directly by the MIPI Board and
322 MIPI administration. In special circumstances, when working with an external partner organization, the
323 MIPI Board may create a formal Liaison relationship with the partner and authorize a designated individual
324 to manage the communication, as provided for in a separate policy and procedures document *[MIPI04]*.

6 Roles and Responsibilities

6.1 Chair

325 The essential role of the Group chair is to enable the Group to achieve their objectives in a timely manner.
326 This includes setting project schedules and meeting agendas for the Group and facilitating the productive
327 execution of those projects.

328 A chair shall strive to be impartial and act in the interests of MIPI. A chair shall encourage active
329 participation of all members, including solicitation of comments and opinions.

330 A chair may cast a vote on a Group issue, if his or her company meets the attendance eligibility
331 requirement. Consistent with any Group participant, a chair may make statements on behalf of his or her
332 company. However, chairs shall specifically identify when they are speaking on behalf of their individual
333 member companies (i.e., when deviating from the default mode of "chair" into a role of "participant").

334 Per the MIPI Bylaws, Group chairs shall be selected by the MIPI Board. The Board may issue a call for
335 nominations prior to the selection. Chairs serve a nominal term of one year, renewing automatically,
336 although chairs may be removed at any time at the discretion of the MIPI Board. A Group chair role shall
337 be assigned to an individual, not a company. Should a current chair depart from their current employer, the
338 individual's former employer shall not be entitled to select the replacement. In any case of a current chair
339 changing their employment status, the MIPI Board may, at their discretion, select a new chair.

340 Responsibilities of a Group chair include:

341 • Manage all activities of the Group

342 • Oversee the Group's development of draft MIPI specifications

343 • Ensure the overall activities of a WG align with the Charter of the Group, or in the case of an IG
344 or BOF, that the overall activities align with the objectives of the IG or BOF

345 • Manage all votes of the Group

346 • Communicate Group status and progress to the MIPI Board

347 • Facilitate all meetings of the Group

348 • Manage the Group's resolution of all technical and procedural issues

349 • Raise issues to the attention of the TSG or the MIPI Board, when appropriate, to identify obstacles
350 or conflicts which may be slowing progress of the Group

351 • Maintain the Group's attendance and voting records

352 • Ensure Group proceedings are documented in the form of minutes. This role may be delegated to
353 another individual in the Group, but it is the responsibility of the chair to ensure that appropriate
354 minutes are completed and distributed.

355 • Ensure that the Group adheres to the procedures described in this document as well as the MIPI
356 Alliance Bylaws.

357 • Ensure Group compliance to MIPI Alliance anti-trust guidelines.

358 • Serve as the Group representative on the MIPI Technical Steering Group.

359 Some of these tasks may be delegated to any program management personnel assigned by MIPI.

6.2   Vice Chair

Groups may have one or more vice chairs. A vice chair assumes all duties and responsibilities of the chair when the chair is absent or is otherwise unable or unwilling to perform their duties. The chair may also delegate to the vice chair any or all of his or her standing responsibilities, on a regular or temporary basis.

Vice chairs shall have no nominal term. The Group may select or remove a vice chair at any time. The Group may select a replacement or additional vice chair at any time.

Vice chairs shall be selected by the Group, and shall not require Board approval. The Group should seek consensus on a single vice chair candidate. In the absence of consensus support for a single candidate, an anonymous vote shall be held to determine the vice chair; see *Section 7* for treatment of these cases.

Upon making any selection or removal of a vice chair, the Group shall notify the Board.

The Board may also assign the Group a vice chair.

6.3   Group Confidence in chair

Group participants shall have a means of voicing displeasure in the performance of the Group's chair. In the case of a participant who believes that the incumbent chair is not competent to effectively perform the duties of the chair role, that participant may send an email to MIPI administration voicing such opinion, addressed to <private@mipi.org>. This email shall be treated confidentially by MIPI administration. A recipient shall forward the message body, with headers and/or salutations removed to create anonymity, to the MIPI Board for consideration.

These anonymous inputs shall not be guaranteed any reaction or response, although the MIPI Board may, at their sole discretion, remove a chair at any time. Several variables, including but not limited to the opinions of the Group participants, may determine the course of the Board's action in this regard.

6.4   Document Editor

To draft and manage a Group's Specification documents, a Group should seek Member volunteers for writing, editing or document management duties. The document editor is responsible for developing drafts of a document based on Group discussion and input. In some cases a single editor may control all aspects of a document, including the coordination of technical comment resolution. In other cases, multiple editors may be assigned to a document, thereby partitioning various work activities across several persons.

Document editors may be selected by the Group, and shall not require Board approval. If the Group chooses to partition tasks across multiple editor roles, the Group should specifically define the responsibilities of each editor role. The Group should seek consensus on selecting each document editor. In the absence of consensus support for a single document editor candidate for a given role, an anonymous vote shall be held to determine the document editor for that role; see *Section 7* for treatment of these cases.

MIPI Alliance may also assign professional editing resources to assist the Group, either taking full ownership of the editing role or working in concert with one or more Group editors.

Additional discussion on managing group editing activity is available in [*MIPI03*].

6.5   Program Management

From time to time, MIPI may assign program management resources to a Group to facilitate communication and document development and assist the group with procedural matters and coordination with MIPI administrative resources, among other potentially diverse responsibilities. These resources may attend Meetings as directed by the Board and the Managing Director. Subject to available time and other assigned activities, program management may assist the chair in those responsibilities.

7   Conduct of Business

7.1   Group Meetings

397   Meetings of Groups shall be conducted face-to-face or via teleconference.

398   Meetings shall be announced by the chair to the Group email reflector at least five (5) business days prior
399   to the scheduled meeting. F2F meetings should be announced with much longer lead times to facilitate
400   member travel—a minimum of ten (10) business days notice shall be required, although a minimum of
401   thirty (30) days is preferable. Meetings should also be logged into the MIPI Alliance master meeting
402   calendar in the Member's online area of the MIPI web site.

403   Because MIPI is a global organization with members spanning three major continents across 14-15 time
404   zones, Group meetings by teleconference should be scheduled to facilitate maximum member participation.
405   If possible, Group meetings should be held regularly on a recurring basis, both in terms of date and time.
406   Scheduling the start of a teleconference for any of the expected participants prior to 6 AM or after 1 AM in
407   any time zone is discouraged, though permitted.

408   When meeting F2F, MIPI discourages remote participation by teleconference because it tends to decelerate
409   the Group discussion and provides incentive for participants not to attend in person. If a Group chair
410   considers remote participation in a face-to-face meeting necessary for the success of the meeting, the chair
411   or assigned Program Manager shall notify the MIPI Managing Director and request an exception, with at
412   least five (5) business days' notice. The proposal should explain why an exception is necessary for the
413   success of the Group's meeting and whether MIPI will incur any extra expenses by providing remote
414   access. The Managing Director may escalate the discussion to the MIPI Board as needed.

7.1.1   Organization-wide Meetings

415   MIPI typically schedules several face-to-face meetings annually to provide Members with an opportunity to
416   meet and interact, as well as providing a venue for active Groups to meet and interact with each other as
417   they see opportunity. These will either be identified as MIPI Member Meetings, which typically focus on
418   Working Group and Investigation Group activity and therefore require Contributor, Promoter, or Founder
419   Membership status to attend, or MIPI All Member Meetings, to which all Members are invited, with special
420   programming provided for Adopter Members. The MIPI Board selects the meeting locations using multiple
421   criteria, including financial, travel logistics, availability of a suitable hotel with adequate meetings space,
422   and diversity of geographic location.

423   All active MIPI Groups are strongly encouraged to use these opportunities to meet and make progress on
424   Group projects. If an active Group does not plan to meet, or a Group predicts difficulty organizing a
425   successful meeting, the Group chair or Program Manager shall notify and consult the Board with a
426   minimum of 5 weeks advance notice.

7.1.2   Interim Group Meetings

427   To accelerate activity on their projects, individual Groups may also propose additional face-to-face
428   meetings on as-needed basis, known as interim meetings. Ideally, a Member company will volunteer to
429   provide meeting space and supporting services (internet, refreshments, meals) for interim meetings. Group
430   leadership or program management shall forward a proposal to the Board for their review and approval,
431   outlining the reasons a meeting will benefit the Group, whether MIPI financial support is required (e.g., for
432   meeting room rental, catering, etc.), and the expected location and schedule for the Interim Meeting.
433   Proposals should be made at least forty-five (45) days prior to the expected start of the meeting, and shall
434   not be made less than fifteen (15) days in advance. Groups are strongly encouraged to vary the geographic
435   location where Interim Meetings occur; if the Group previously held a meeting in Europe, it should
436   consider Asia or North America for the next Interim Meeting.

7.2   Meeting Minutes

Minutes shall be taken at all Group meetings. The chair is responsible for designating a member at each meeting who will take minutes. Group meeting minutes shall include attendees, actions assigned, decisions reached, and should note significant discussion topics. Meeting minutes should not attempt to capture verbatim discussions or attribute quotations to individual participants.

Meeting minutes should be distributed as soon as possible following each meeting, but must be distributed prior to the next scheduled meeting. Meeting minutes shall be distributed to the Group by posting to the appropriate Group web folder and notifying the Group via the Group email reflector of such posting. Draft minutes may be directly attached to the notification email out of convenience, but this shall not eliminate the requirement for posting on the Group web folder.

Group participants shall have the opportunity to review draft meeting minutes and request changes. Such requests shall be subject to the review and approval of the Group. Draft meeting minutes shall be deemed "final" 10 days following the date of original distribution (in the case of no changes requested) or 10 days following the distribution of revised draft minutes (in the case of changes having been requested and approved). No changes shall be considered if they are requested more than 10 days following the distribution of the version for which changes are requested.

7.3   Meeting Attendance

For the purpose of voting requirements, attendance at a Group meeting shall be defined as having been documented as an attendee in the meeting minutes. For the purpose of voting requirements, meetings of multiple days or multiple sessions shall be counted as a single meeting. For the purpose of voting requirements, if attendance is documented in meeting minutes for any day or session of a multi-day or multi-session meeting, then the participant shall be considered as having been in attendance at the meeting.

For face-to-face meetings, only participation from individuals physically present in the meeting room will accrue voting eligibility for Member companies. If the Managing Director and/or MIPI Board has authorized remote participation in advance, this remote participation shall be identified clearly and differentiated from the live attendance in the meeting minutes.

Groups may occasionally meet jointly to cooperate and pursue topics of common interest. If Groups meet jointly, each chair has discretion whether to treat the entire joint participation as in attendance on the individual group's record; typically, for teleconferences, joint attendance is recorded, and for F2F Meetings, separate attendance is maintained. If any individual present at the joint meeting makes an explicit request to be listed on one of the Group's attendance, the individual shall be listed.

7.4   Meeting Recording

Per *Section 7.2*, the group meeting minutes document shall become the sole record of the meeting, after the required review and approval.

The video or audio recording by any person of a Group meeting, or any portion of a meeting, by any device or means is prohibited unless prior permission for recording is granted by the Board of Directors. This prohibition applies to meetings however conducted, including teleconferences, Birds of a Feather sessions, and F2F meetings.

Provided the conduct of the meeting is not interfered with, at the discretion of the Group chair, photography at a Group meeting may be permitted. Photography at a Group meeting shall also be permitted when requested by the Board.

7.5   Group Email Reflector

475   Each Group shall be provided and shall utilize a general email reflector. Other than meetings, this reflector
476   shall be the primary means of communication and discussion between participants of the Group.
477   Subscription to the general email list shall be limited to members who are eligible to participate in that
478   Group. All messages sent over the reflector will be archived within the Group's directory in the Members
479   Intranet.

7.6   Group Web Site

480   Each Group shall be provided, upon formation, with a directory in the secure member's area of the MIPI
481   Alliance website. Email list archives will be stored here. Draft versions of the Group's specifications and
482   other output documents shall also be stored here. Participants should make every endeavor to use the
483   Group's designated Members Intranet area to post documents and share ideas and materials, including
484   engineering change requests against draft Group documents. The chair, vice chair, assigned document
485   editors, and assigned program management shall manage the content of the Group's web pages.

7.7   Submissions to Groups

486   All submissions to Groups shall be posted to an appropriate location in the Group's web folder.

487   All written submissions to Groups shall use a MIPI submission template unless a submission template is
488   unavailable for that document type. Submission templates for FrameMaker, Word, PowerPoint, and Excel
489   files are available on the Members Intranet. A submission may be developed on MIPI templates and
490   converted to PDF format prior to submission to the Group, although the original source document should
491   also be provided to assist further Group development of that material.

492   For all submissions, the following conventions MUST be followed:

- 493   The document SHALL NOT be marked confidential to any Member company or any specific
    494   entity other than MIPI Alliance, Inc.
- 495   The sole confidential reference shall be to MIPI Alliance, Inc. "MIPI Alliance Confidential" shall
    496   be clearly stated on every page of any submission. It is permissible to have the word
    497   "Confidential" positioned close to a MIPI Alliance identification, such as a MIPI logo placed on a
    498   MIPI template.
- 499   The standard MIPI disclaimer (available on any of the document templates) shall be included at
    500   the beginning of the document.
- 501   The name of the submitter, the company name, and the date shall be clearly labeled at the
    502   beginning of the document.
- 503   The document filename should follow the conventions described in *Annex B*.
- 504   If in PDF format, no security settings for the PDF to prevent editing, printing or copying content
    505   shall be engaged

506   Documents submitted to Groups and documents created within Group shall follow the policies and
507   procedures documented in *[MIPI04]*, including the use of templates.

7.8   Using Subgroups to Accelerate Group Activity

Some Groups in MIPI may find it beneficial to enable a sub-team of participants to meet or hold email discussion independently of the full Group, if the activity accelerates the overall effort of the Group. Accordingly, the Group may form one or more "Subgroups"—alternately, the Board may request that a Group form a subgroup.

Subgroups are typically most beneficial to Working Groups in support of Draft Specification development, although they may be formed by any type of Group.

Note that in the normal course of Group activity, individual participants will frequently cooperate in off-line discussion of a topic and in the production of a particular submission or proposal to the Group; there is no need in such cases for the full Group to provide a Subgroup structure. Subgroups are differentiated from this type of normal, spontaneous cooperative activity by the need to provide a more structured forum for multiple participants to engage in topical discussion over a longer period of time in support of a Group's goal. Companies engaging in direct cooperation outside of the Group or Subgroup structure shall not consider their efforts representative of any Group or Subgroup until proposals have been considered and approved within MIPI activity.

7.8.1   Statement of Work

To align the Subgroup effort with the overall Group effort, a Group shall discuss and approve a Subgroup's Statement of Work (SoW). The Group may revise the SoW from time-to-time as circumstances change—Subgroups may propose a change to their SoW to the Group.

The Board may request a review of the Statement of Work, and at their discretion, revise the SoW or provide other direction to the Group.

The Subgroup Statement of Work shall not conflict with the Group's Charter.

A Subgroup Statement of Work shall include the following six categories of information:

- Name of the Subgroup
- Problem Statement
  - Includes a list of facts and issues that identifies the benefit a Subgroup brings to a Group
- Scope
  - List of "In Scope" topics and issues
  - List of "Out of Scope" topics and issues
- Planned Activity
  - How the Subgroup will conduct its activity, e.g. teleconferences, whether a separate mailing lists will be used, etc.
- Technical Areas of Focus
  - May be high-level, but not "abstract" or vague
  - Include known technical detail where appropriate: signaling method, target voltages, target pin count, command & control, link topology, etc.
- Planned Work Items, for example
  - Technical Reports
  - Proposals
  - Sections of Draft documents
  - Presentations

7.8.2 Subgroup Activity and Decision-Making

In normal activity, Subgroups discuss issues and produce proposals and input documents, which are then submitted to the full Group for review and approval/rejection, though normal Group decision-making. See **Section 8** for a full discussion of decision-making through Consensus and Voting.

Subgroups may meet by teleconference, if the Group determines the need. Subgroups may use topic-specific mailing lists as needed.

Subgroup Meetings shall be announced to the main group mailing list, consistent with the policy described in **Section 7.1**.

Subgroups shall keep meeting notes and distribute them in a manner available to the entire Group. The meeting notes shall record attendance, major points of discussion, significant points of agreement and disagreement, and assigned action items. The meeting notes shall be distributed on a timely basis in a manner accessible to all participants of the Group, such by posting the notes to the MIPI Member Group files area or a dedicated Subgroup files area, and announcing the availability of the distribution by email.

Subgroups shall use MIP's defined Consensus decision-making procedure; formal voting is a decision-making activity restricted to the full Group.

No decision of the Subgroup shall be binding on the Group.

Subgroups may and normally will have an assigned leader, approved by the full Group through normal decision-making, or as assigned by the MIPI Board. The Subgroup leader has responsibility for ensuring the recording of meeting notes.

7.8.3 Communication by a Subgroup to its Group

In addition to providing the deliverables discussed in the Statement of Work, the Subgroup shall provide periodic updates to the full Group. In cases where a Subgroup is not able to resolve disagreement on a particular issue, the Subgroup may still provide a report to the group; in these cases, the Subgroup shall highlight the range of opinion and the nature of the disagreement.

7.8.4 Communication between a Subgroup and other Groups

A Subgroup does not function independently of the Group that convened it. Accordingly no output of the Subgroup shall be delivered or communicated directly to other Groups in MIPI, or to the Board or TSG, without first being reviewed in advance by the Group and approved through normal Group decision-making; all communication external to the Group shall be made by the Group through its chair, or a vice chair if the chair is not available, or a Subgroup leader when delegated this task by the chair.

7.9   Group Communication to MIPI Board of Directors

A Group may submit questions, notifications or reports, and other supporting documents to the MIPI Board of Directors for consideration, review, or approval. Examples include, but are not limited to, proposed Charter statements, proposed amendments to Charter statements, or responses to a specific directive. The following direction applies to nearly any communication or document a Group wishes to send the Board, with the exception of Draft Specifications, discussed in *[MIPI03]*.

Any documents submitted shall be placed in the Group's web directory and be approved for submission to the Board through normal Group decision-making. The submission shall be communicated by email to <board@mipi.org> addressing the following points:

- Type of Communication:
  - "Request for Approval" of a document or a proposed course of action
  - "Question" concerning a matter of MIPI policy or procedure
  - "Request for Input" from the Board on preferred direction for the Group
  - "Notification" to ensure the Board's awareness of a particular topic or issue
  - "Report" in response to a Board request or directive
- Summary:
  - A short statement describing the communication, ideally 1-2 brief sentences
- Date
- Originator of the Communication (e.g., a chair or other representative authorized by the Group
- Attachments and/or links to relevant material in the Group files area
- Background
  - A more complete description of the communication with detail
  - Lengthy background descriptions should be deferred to standalone supporting material provided by attachment or linked file

Additionally, the email shall also reference the meeting minutes or other clear documentation of the Group's prior approval to submit the document to the Board.

8 Decision Making

599 Group decisions may be made during meetings as well as through email. Groups should consistently
600 document key decisions and actions to facilitate forward progress, and to benefit and accelerate new
601 participants joining the Group.

602 Groups shall consider all legitimate views and objections, and endeavor to resolve them. Groups should
603 operate, whenever possible, by Consensus. For the sake of this document and for MIPI Group activity,
604 Consensus is defined as "no sustained opposition." The MIPI consensus model provides an opportunity for
605 all Members to reach unanimous agreement, but does not necessarily require all companies to hold a
606 unanimous point of view—it also provides an opportunity for companies with a minority view on any issue
607 to recognize the prevailing Group view as a majority, and "agree to disagree" on the matter, allowing the
608 Group to continue forward progress via Consensus without prompting the need for a formal Vote.

609 Where agreement by all participants is not possible, the Group should strive to make decisions for which
610 there is substantial support from all participants (i.e., minimal opposition or abstentions).

611 In some cases, even after careful consideration of all points of view, a Group may find itself unable to reach
612 consensus. When a decision must be reached despite dissent, Groups should favor proposals that permit the
613 largest percentage of the Group to agree.

614 Groups shall take care to clearly call for consensus decisions, whether via email or in a meeting. For
615 example, a Chair may identify a reasonable period of time to consider a proposal, and indicate that if there
616 are no objections or counter-proposals during the review period, a state of Consensus on that topic will
617 exist.

618 Only after the Group has determined that all available means of reaching consensus through technical
619 discussion and compromise have failed, and that a vote is necessary to break a deadlock, should a Group
620 resolve a substantive issue through voting.

8.1 Verifying and Documenting Consensus

621 During a meeting, the Group chair may initiate a call for Consensus. If doing so, the chair shall define the
622 issue, describe or recommend a course of action, and then ask if there are any objections. If there are no
623 objections, the chair may note the absence of any objections and cite consensus support for that course of
624 action. Such a consensus decision shall be documented in meeting minutes.

8.2 Voting methods

625 MIPI permits voting in real time via "live" votes, or offline via electronic balloting.

626 Live voting may be used during Group meetings and may be done by roll call.

627 Electronic voting may be used at any time, and may be done by email or other electronic ballot. Electronic
628 voting shall only be submitted through an email address or web mechanism maintained by MIPI support
629 personnel, not by any representative of a Member company. Electronic voting shall not be submitted
630 directly to a Group chair or any Group participant.

631 The Group chair, or a vice chair acting on behalf of a chair who is unavailable, shall determine whether to
632 use live or electronic voting methods.

633 For electronic votes, the same individual shall determine:

- whether the vote results will be anonymous
- a reasonable voting duration and deadline for casting ballots

8.3   Voting Eligibility

Each MIPI Member company shall have no more than one vote in any Group, irrespective of the number of representatives it may have in the Group either from the Member or from any Affiliates that Member may have. A MIPI Member company shall only be entitled to vote on an issue if one or more representatives of the Member have been documented in meeting minutes as attending *two* of the *previous four* Meetings.

In the case of a "live" vote during a meeting, the four Meetings prior to the current Meeting shall be used to determine eligibility—the current Meeting (in which the live vote is being held) shall not be considered as the fourth of the four meetings for the purposes of eligibility.

In the case of an electronic vote, eligibility shall be determined on the initiation of the vote. The last meeting prior to the vote initiation shall be treated as the fourth of the four meetings used to determine eligibility. Any meeting attendance, or lack of attendance, after a vote has been initiated shall not impact eligibility for that vote. To make such cases clear, electronic votes should be initiated between meetings, not during an ongoing meeting. If an electronic vote must be initiated during a meeting, the eligibility shall be defined equivalent to a "live" vote (i.e., the meeting during which the vote was initiated shall not be considered as one of the four meetings which determine eligibility; the four meetings preceding the current meeting shall determine eligibility).

8.4   Voting Percentages Required for Group Action

For Group votes scheduled with less than 10 calendar days notice, affirmative (yes) ballots from 75% or more of all eligible voting companies shall pass an action. This policy applies to "live" votes and urgent electronic votes on issues with near-consensus. Such votes are known as "short duration" votes.

For Group votes scheduled with 10 or more calendar days of advance notice, affirmative (yes) ballots from two-thirds or more of valid ballots cast shall pass an action. This policy is intended to govern advance notice votes on issues with substantial lack of consensus. Such votes are known as "long duration" votes.

The length of notice shall be measured from the time the vote is announced until the deadline for receiving ballots. In the case of electronic votes, the time of announcement shall be defined as the time the voting ballot was sent to the Group email reflector.

8.5   Anonymous versus Open Voting

Groups may choose to perform either anonymous or open votes. In general, Groups may discuss and reach consensus for the appropriate method for the issue depending on sensitivity of topics, urgency, etc.

Anonymous votes shall only take place through electronic means. The documentation of anonymous votes shall only include the voting issue description, the company identities of those Members who cast votes, the total outcome of yes/no votes, and the corresponding decision reached. Anonymous votes shall not identify the voting position of any specific Member.

Open votes may take place "live" during meetings, in which case the results shall be described by the chair and documented in the meeting minutes. Open votes may also be performed electronically. In both cases, documentation shall include the voting issue description, the individual representative and the company identity of every Member casting a vote, the voting position of each Member (i.e., yes or no), the total outcome of the yes/no votes, and the corresponding decision reached.

All voting issues, outcomes, and results (as described above) shall be documented in the minutes of the meeting during which the voting occurred, or in the case of electronic voting which took place between meetings, in the minutes of the subsequent meeting.

8.6   Decisions Requiring Electronic Votes

674   Almost every decision made by a Group may use the consensus model or live voting, with two exceptions.

8.6.1   Voting on Issues versus Persons

675   For decisions involving persons or roles of individuals, such as choosing a vice chair or document editor, if
676   the group cannot make a decision by consensus, the decision shall be made by an anonymous electronic
677   vote.

8.6.2   Voting to Send a Draft Specification into Formal Review

678   The second exception concerns the decision to initiate the formal Draft Review process, as described in the
679   Bylaws, when the chair determines that the Group has satisfactorily completed work on a Draft
680   Specification.

681   Working Groups shall hold a long duration vote to establish a record of its approval of the Draft
682   Specification document and the readiness of that document for consideration as an adopted Specification
683   through formal Draft Review.

8.7   Announcement and Descriptions of Votes

684   The Group chair shall initiate all voting in a Group.

685   For live votes, the Group chair shall clearly identify that a vote is taking place. Such announcement shall be
686   documented in meeting minutes.

687   For electronic votes, the Group chair shall send an announcement of the vote to the Group email reflector.
688   A time window, including a deadline, for casting votes shall be clearly defined, and the logistics for casting
689   votes shall be clearly defined (i.e., vie email to program management or other support personnel, etc.). An
690   email address for anonymous electronic voting will be defined at the time the vote is initiated, as may other
691   electronic balloting mechanisms, such a use of secure web forms on the MIPI Members web site.

692   To prevent confusion, vote descriptions are phrased to provide opportunity for yes/no responses. The issue
693   shall be briefly described, and one decision or outcome shall be clearly associated with a YES vote and
694   another decision or outcome clearly associated with a NO vote.

695   Where the vote pertains to an issue that represents a change of requirements, the introduction of new
696   constraints, or that changes a previous point of agreement, the YES answer shall represent the addition or
697   change, and the NO answer shall represent the status quo.

698   Votes shall not be phrased as "choose A, B, or C." Issues that require such decisions should be mapped onto
699   a yes/no format or separated into multiple votes.

8.8   Closure of Votes

700   For electronic votes, which have a set duration with a deadline for eligible companies to respond by casting
701   their ballots, the vote shall remain open until the announced deadline in order to provide all eligible
702   companies an opportunity to respond and make their opinions part of the record. For any vote of either long
703   or short duration, when all eligible companies have submitted their electronic ballots, the vote is considered
704   closed regardless of deadline and the final tally may be counted and reported.

8.9   Counting of Votes

Any vote other than YES or NO shall not count as a cast ballot. For example, a vote cast as "abstain" would not be counted as a cast vote. Any ballot cast by an ineligible voter shall not count as a cast ballot. Ballots received after the announced deadline shall not count as a cast ballot.

No recourse shall be provided to eligible voters who failed to cast a ballot within time or other constraints imposed by a legitimate vote.

Live votes shall be counted by the Group chair, subject to the review and agreement by the Group on the accuracy of the count.

Electronic votes shall only be compiled and counted by MIPI support personnel after the closure of the vote.

8.10   Deadlocks

If a Group is unable to resolve a conflict or reach a decision through either consensus or through voting, the Group chair shall advise the MIPI Board.

8.11   Appeals

If a member representative believes that a decision or other action has been taken in violation of these Group Procedures, the MIPI Alliance Membership Agreement or Bylaws, or any applicable law or regulation, then the member representative shall first make good faith efforts to resolve the issue via direct discussions with the decision maker or party taking such action and/or via informal consultations with the Managing Director.

If after making such good faith efforts the issue remains unresolved, then the member company may appeal to the Board of Directors to review the decision or action by providing written notice to the Managing Director or MIPI Board Chair. The Board of Directors will review the matter on a timely basis and take any needed action, potentially including rescinding or rectifying the decision or action, in a manner consistent with the Board's fiduciary obligations to MIPI Alliance. The Board of Directors has ultimate responsibility for managing the activities of MIPI Alliance.

Annex A Life Cycle of a MIPI Group

A.1   Introduction

727   This annex addresses two important aspects of managing MIPI Alliance's activities over the long term:

728   • Managing WG status between active and inactive periods of activity

729   • Clearly identifying ways to communicate that status to MIPI membership

730   MIPI Alliance support personnel and Group leadership shall use the procedures described herein to manage
731   these issues.

A.2   Group Status

732   Per **Section 4**, MIPI provides three types of Groups to organize its activity:

733   • Working Groups (WG)

734   • Investigation Groups (IG)

735   • Birds of Feather Groups (BoF)

736   See **Section 4** for a definition of these Group types and scope of appropriate activity. The *MIPI Bylaws* also
737   provides for certain Groups with permanent responsibilities, the Technical Steering Group and the
738   Marketing Working Group, which together with the Test Working Group described in **Section 4.4** are
739   managed by the Board separately from the procedures described in this annex.

740   MIPI will clearly identify all Groups with appropriate status:

741   • Active

742   • Hibernating (a.k.a in Hibernation)

743   • De-activated

744   Any Group may be Active or in Hibernation; any Active or Hibernating Group may be "de-activated"
745   through the procedures described in this annex.

746   Due to their special nature as short-term activity addressing a project-focused task, Investigation Groups
747   and Birds of Feather Groups will rarely be placed in a Hibernating state—in normal activity, these Group
748   types are expected either to be Active or to be De-activated when their assigned activity is complete.

A.2.1   Active Status

749   A Group is defined as Active, if it meets any of the following criteria:

750   • The Group has been newly chartered by the MIPI Board of Directors

751   • The Group plans to meet at least once in the future. The meeting date may be fixed on the calendar
752   or not, provided the Group Consensus supports an ongoing expectation that it will meet

753   • Email traffic on the Group mailing list occurs sporadically at minimum

754   • The MIPI Board of Directors affirms the Group's status as Active through normal decision-making

755   Once a Group has been created by the MIPI Board, its default state is Active until the Board takes specific
756   action to change the status.

A.2.2   Hibernating Status

757   A Group is defined as Hibernating if the MIPI Board of Directors reviews and approves a proposal to
758   change the status of the Group from Active to Hibernating.

759   When Hibernating, a Group retains its chair and any assigned program management, who serve as a point
760   of contact for inquiries into past activity or current status. In the event the chair is unavailable, a vice chair
761   may serve as the point of contact.

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A.2.3   De-activated Status

A Group is defined as De-activated if the MIPI Board of Directors reviews and approves a proposal to change the status of the Group from either the Active or Hibernating states to De-activated. De-activation entails the cessation of all activity as a chartered Group of MIPI. Once De-activated, Groups shut down and do not re-activate—a new Group must be proposed and chartered.

A.3   Changing Group Status

Group status changes through direct action of the MIPI Board of Directors in response to proposals.

A.3.1   Procedure to Propose Modifications to Group Status

Proposals to modify a Group's status may originate from a MIPI Director or the Managing Director, or from the Group chair (or acting chair) or Program Manager.

A proposal to modify a Group's Status shall be provided to the MIPI Board Secretary or the Managing Director via either of the following addresses:

- <secretary@mipi.org>
- A valid address for the Managing Director

The Secretary or Managing Director shall compile valid proposals for presentation to the Board.

Any party seeking to make a proposal shall provide the following information:

- Name of Group (as provided by the Group's formal Charter)
- Current status
- Proposed status change
- Brief rationale for the proposed change

A.3.2   Action by the MIPI Board to Review Proposals to Modify Group Status

The MIPI Board of Directors uses standard decision-making procedures to discuss, then approve or reject proposals to modify Group status.

The Secretary shall have responsibility for communicating outcomes from Board deliberation to MIPI support personnel, including any decision resulting in a change of status for any Group.

A.3.3   Procedures to Modify Group Status

In the event that the MIPI Board of Directors decides to modify a Group's status, MIPI support personnel shall have responsibility for implementing any decisions taken by the Board.

Actions to modify Group status include the following, performed in this sequence:

- For Groups with a valid Charter that are being De-activated, revise the Charter document to reflect the date the Board decided to modify the status
- Communicating Status changes to all relevant stakeholders
- Implementing appropriate changes to the MIPI Members web site so that the current status is readily apparent

Annex B Participation in Technical Steering Group

791 As the technical advisory committee to the MIPI Board, Technical Steering Group participants serve at the
792 invitation of the MIPI Board. See *Section 4.2* for a more complete discussion of the TSG and its unique
793 role.

B.1 Participation in Meetings

794 Participation at face-to-face and teleconferences meetings is managed to optimize inclusion of a sufficient
795 number of diverse technical participants, drawn from the Board member companies, Group chairs, and
796 other invited experts, while maintaining an effective committee reasonable size, up to approximately fifty
797 (50) participants overall.

798 Accordingly, and pursuant to the Bylaws, the Technical Steering Group (TSG) shall consist of (a) all
799 members of the Board; (b) all chairs of MIPI Groups; and (c) other Member representatives approved by
800 the Board who, in the Board's opinion, bring added value to the deliberations of the TSG; provided that all
801 TSG members must be employees of Founder, Promoter or Contributor Members of MIPI whose
802 employers approve of their appointment to the TSG.

803 TSG participants shall serve for such periods as the Board determines and may resign at any time on notice
804 in writing to the Board.

805 In addition to the Board members themselves, each Director may designate a proxy to serve in his or her
806 absence at meetings and may also select one additional individual from that Director's company to
807 participate.

808 Group chairs may select one technical expert to join the meeting in support the discussion of specific TSG
809 topics. If a Group chair is unable to participate, the chair may designate a vice chair or other participant
810 from that Group to provide the Group perspective in TSG discussion.

811 At the discretion of the Managing Director, members of the MIPI administrative, marketing, and program
812 management teams may also participate. Other participants from Contributor level companies may request
813 participation through the submission of application describing the overall value the participant would bring
814 to support the TSG's mission. The TSG may maintain a document or of set of documents describing the
815 application process and participants structure.

816 Additionally, the Board may review and approve proposals to extend an invitation to additional
817 participants. Up to three (3) Contributor members additional may participate, with two participating
818 individuals from each. Additionally, two other individuals may be selected by the Board, based on past
819 contributions to MIPI work, would bring value to TSG.

B.2 Participation in TSG via Online Resources

820 The following individuals shall have ongoing access to the online resources made available to the TSG,
821 including the mailing list, and TSG file and email archives:

822 • The TSG chair
823 • The chairs of each Active and Hibernating Group (per *Annex A*)
824 • Note: if the chair is temporarily unavailable, the vice chair or other individual designated by the
825 chair shall participate.
826 • Representatives of the Board members
827 • Each Director on the MIPI Board
828 • Additional participants from each Board member company selected by that company's Board
829 representative
830 • Any additional individuals from the Board member's company selected by the respective Board
831 member
832 • The Managing Director

833   • Up to three (3) Contributor member companies approved by the Board with up to two (2)
834   participants each

835   • Additional representatives from OEM Members may be appointed at the discretion of the BoD;
836   OEM Members that are not represented may request to submit a specific contribution to the TSG
837   and participate in TSG meeting discussion of that submission, subject to prior approval of the
838   Board

839   • Consultants and/or MIPI support personnel approved by the Board

840   • Other individuals proposed to and approved by the Board who, based on past individual
841   contributions to MIPI work, bring value to TSG

B.3   Proposing Additional Participation

842 In addition to the individuals invited to participate as described above, proposals may be offered to the
843 Board identifying individuals who might serve to further MIPI's interest by participating in TSG.

844 Desirable characteristics for TSG participation include:

845   • Contributor member representative

846   • Active participation in one or more of MIPI's technical Working Groups

847   • A proven track record providing technical resources provided to help develop MIPI specifications

848   • Ability to contribute constructively to TSG discussion and establishing a roadmap guiding MIPI's
849   future mobile interface standardization activities

850 To submit an application proposal:

851   • Prepare a presentation that describes how the Technical Steering Group would benefit from your
852   participation. The proposal must be 5 slides or fewer and should address all characteristics noted
853   above. Send your company's presentation to <admin@mipi.org> in PDF (preferred) or PPT
854   format.

855 With 75% majority approval of the Board, the company participates in TSG for a 2-year term or such other
856 period defined by the Board.

857 There shall be up to three Contributor members serving limited terms in TSG. The Board shall be
858 responsible for soliciting members from the Contributor level to be considered as TSG participants
859 whenever there is a vacancy, when a Contributor's term expires, or after the Board removes the Contributor
860 participant from the TSG.

861 A Contributor may be re-approved by the Board upon expiration of its term.

862 If in the Board's opinion, a person participating in TSG is not positively contributing to the deliberations of
863 TSG, the Board can request that a member company replace the designated individual. An individual may
864 be removed by the Board from TSG at any time for lack of participation or lack of value to TSG
865 discussions.

B.4   Participating as the TSG Chair

866 The Board assigns chairs to all MIPI Groups, including the TSG. The BoD will select the TSG chair from a
867 set of proposed individuals or volunteers. The Board evaluates the candidates on multiple criteria, including
868 whether an individual is an employee of an OEM or similar system integrator in order to promote a system
869 level perspective in TSG discussions, a desirable factor.

870 The TSG chairs share similar responsibilities as other chairs, especially the importance of service to MIPI
871 Alliance. See *Section 6.1* for a complete discussion.

Annex C Filename Conventions for Submission Documents

872 All participants in MIPI Alliance Groups should adhere to the following naming conventions when
873 submitting documents:

874   mipi_<grp>_<yymmdd>_<com>_<in>_<description>_rXX.ext

875 The components of the filename are defined in Table 1.

876 **Table 1 Submission Filename Definitions**

<grp>	Group identifier (see Table 2)
<yymmdd>	Date of submission
<com>	Three-to-six letter abbreviation for Member company
<in>	Two letter initials of the individual primarily responsible for authorship
<description>	Concise description of file, where multiple words are separated with hyphens, such as "protocol-requirements" or "swing-levels"
XX	Two-digit document revision number (01 for the first submission, then increment as necessary if the same material is further revised)
ext	Typical filename extension appropriate to the document

877 To encourage consistency and familiarity, certain Group identifier abbreviations are provided in Table 2.
878 For newly convened groups not listed below, a best estimate for an abbreviation is permitted, using only
879 three characters where possible.

880 **Table 2 List of Group Abbreviations**

Analog Control Interface WG	ACI	Phy WG	PHY
Battery WG	BIF	RF Front-End Control WG	RFFE
Board of Directors	BoD	Sensor WG	SEN
Camera WG	CAM	Software WG	SWR
Display WG	DIS	System Power Management WG	SPM
Debug WG	DBG	Technical Steering Group	TSG
DigRF WG	DIG	Test WG	TST
Low Latency Interface WG	LLI	UniPro WG	UNI
Low-speed Multipoint Link WG	LML	General	GEN
Marketing Working Group	MKT		