



LXI Consortium Operating Procedures

Revision 1.91

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Revision history

<i>Revision</i>	<i>Description</i>
Revision 1.91 April 11, 2011	Just converted to Word 2007 docx file
Revision 1.9	Changed revision to 1.9, copyright years to 2004-2011, and corrected spelling
Revision 1.81	Changes made to wording and format after review at Feb 2011 LXI Meeting
Revision 1.8	Added specifics for Test Procedures under Extended Function and specified LXI Web Site can be used for slide sets when conducting phone meetings.
Revision 1.7	Added procedures to cover Extended Function Working Group
Revision 1.6	BoD update of original procedures Oct 2010
Revisions 1.1-1.5	Working revisions undocumented.
Revision 1.0	Initial revision Feb 1, 2009

1. Overview of the Operating Procedures

1.1 Introduction

This document describes LXI Consortium rules and practices for conducting LXI Consortium business.

Unless otherwise specified, any time requirement in days before or after some event should be considered business days.

1.2 Applicability of this document

All discussions and business conducted in any forum within the LXI Consortium shall conform to the procedures specified in this document. If the procedures specified in this document conflict in any way with the by-laws of the LXI Consortium, the by-laws take precedence.

Where procedures are not defined by this document or the by-laws, the LXI Consortium uses the procedures specified in *Robert's Rules of Order (Revised)*.

1.3 Audience of Specification

This document is intended for members of the LXI Consortium.

1.4 References

See www.robertsrules.com/ for Roberts Rules of Order

See www.lxistandard.org for LXI Consortium by-laws

2. Procedures Used When Running Meetings

2.1 Chairperson and Purpose

Each committee, sub-committee or working group of the LXI Consortium shall have a chairperson and a written charter that clearly describes the purpose of the group and the scope of permitted activities.

2.2 Organization of Phone Meetings

Meetings by Phone Conference, Web-ex or other electronic means shall be considered as fully valid face-to-face meetings, and shall adhere to the following rules:

- Votes should be conducted by roll call on request or where a decision is not unanimous
- Notice of the meeting with agenda and call details shall be provided no later than 2 days prior to the phone meeting. These notices shall be delivered by sending out e-mail.
- The agenda shall include notice of the titles of any documents and the subjects of any issues that are to be voted on at the meeting.
- Meetings may be called on shorter notice but no binding decisions can be made at these meetings.
- Documents to be discussed or voted on during the phone conference must be delivered to the committee membership as specified in section 2.5.
- Minutes shall be taken and posted on the organization web site, see section 2.5.

2.3 Organization of Face to Face Meetings

Face to face meetings shall adhere to the following rules:

- Meeting notices venue, preliminary agenda and hotel recommendations shall be sent to the membership not less than 60 calendar days before the meeting. Agenda and schedule shall be provided not less than 2 weeks before the meeting. These notices shall be delivered by sending out e-mail announcement to the member list and posting details on the Consortium web site.
- The agenda shall include notice of the titles of any documents and the subjects of any issues that are to be voted on at the meeting.
- Meetings may be called on shorter notice but no binding decisions can be made at these meetings.
- Documents to be discussed or voted on during the meeting shall be delivered to the committee membership as specified in section 2.5.
- Minutes shall be taken and posted on the organization web site, see section 2.5.
- At the discretion of the Chairman of the meeting, provision can be made for phone-in lines for those unable to attend in person.

The Consortium shall:

- Plan tentative face to face meeting dates two meetings in advance.
- At any given face to face meeting finalize the location and dates for the following meeting. (Face-to-face meetings are typically separated by 3-4 months.)
- Committee and sub-committee chairpersons shall provide detailed agendas for their portion of the face-to-face meetings no later than 10 days before the first day of the general meeting.

2.4 Chairperson Neutrality

In order to maintain order in any meeting of the Consortium it is helpful for the chairperson to maintain a neutral position. When the chairperson is unable or unwilling to do this, he/she shall request someone from the group that has not committed to a position on the issue to temporarily act as chairperson (per Roberts Rules of Order).

2.5 Distribution of Documents

Unless otherwise specified, all documents to be voted on at a meeting shall be available to all committee members, either distributed or posted on the organization web site with notice of their availability at least two weeks prior to the meeting at which they are to be voted on. This time is necessary for the individuals to study the documents, and perhaps get input from colleagues in their organization that will not attend the meeting. Votes shall not be taken on documents that are not made available by this deadline.

Documents for discussion only shall be distributed as above but with a deadline of 1 day for phone meetings and 1 week for face to face meetings.

If during a face to face meeting provision is made for remote attendance by phone, any document under discussion shall be made available to remote attendees either by posting to the list server or via electronic means such as WebEx accessible to all phone attendees.

2.6 IP Policy

The Chairman of all meeting of the LXI Consortium where technical discussions occur shall call attention of the members present to the Consortium IP policy by means of the slide set included in the document *LXI Consortium Trademark, Patent and Licensing Policies*.

For phone meetings:

- The slide set or its location on the LXI web site may be attached to the agenda or meeting notification notice distributed to members
- Attention shall be called to the slide set at the start of the meeting.
- The minutes shall reflect that this slide set was referenced.

For face to face meetings:

- The slide set shall be shown at the start of the meeting.

- If there are remote attendees the slide set shall be attached to the notice giving the call in details.
- The minutes shall reflect that this slide set was shown to on site attendees and if present referenced for remote attendees.

2.7 Minutes

All meetings shall have minutes. It is recommended that the chairperson select someone other than him/herself to take the minutes. However, it is the chairperson's responsibility to make sure the minutes are taken and fairly reflect the discussions at the meetings.

Minutes should be in a form selected by the Chairman for his organization and should include:

- List of attendees
- Date of meeting
- Person taking minutes & chairperson
- Location
- Agenda
- IP Policy acknowledge
- Record of discussion – primarily: key decisions, issues, reasoning behind decisions. It is appropriate for the minute taker to interrupt the discussion to ensure they have accurately captured comments.
- Action items with owners and due dates

3. Quorum and General Voting

Sub-committees and working groups generally make decisions by consensus. If they are unable to reach a conclusion by consensus they should bring the issue to their parent committee.

A quorum shall be established at each meeting of standing committees, sub-committees and working groups where a formal vote is required. Failure to achieve a quorum shall preclude voting in a standing committee meeting and reaching a binding decision in a sub-committee or working group meeting.

A roster of voting members shall be maintained for each standing committee of the consortium and for any sub-committee or working group that is authorized by a standing committee to make binding decisions by vote. This roster shall be used to determine the presence of a quorum and those authorized to vote. These rosters shall be maintained on the consortium web site and visible to all Consortium members.

All voting is conducted with one vote per member-company with voting privileges, defined as a Voting Member in the LXI Consortium By-Laws. If more than one representative is attending from a single member company the voting representative should be clearly identified when establishing quorum. Representatives from Non-Voting Members should clearly be identified when establishing quorum.

3.1 Quorum

The following table describes the criteria needed for a quorum at face-to-face or telephone meetings of standing committees of the LXI Consortium.

Table 3-1. Quorum Criterion

Body Taking Action	Quorum Requirements
Standing Committees Including Marketing, Technical, Conformance	<i>A majority (that is, greater than 50%) of those committee members entitled to vote.(1 per company) either in person or by proxy</i>
Board of Directors	<i>A majority (that is, greater than 50%) of the directors in office</i>
Voting Membership (Meeting of the Members)	<i>A majority (that is, greater than 50%) voting members.(1 per company) either in person or by proxy</i>
Conformance Review Committee	<i>A majority (that is, greater than 50%) of those committee members entitled to vote.</i>

3.2 Necessary Majority to Pass Various Resolutions

This section describes general voting requirements.

The following table describes the criteria needed for a vote to pass on various types of resolutions. In table 3-2 “Live Meetings” include both face-face meetings and meetings conducted telephonically. Electronic votes are those that are conducted via e-mail.

All decisions are based on the number of “Yes” votes cast by voting members in comparison with the total number of eligible voting members. This eliminates the traditional interpretation of an “abstain” as supporting the majority that express a preference.

Table 3-2. Number of Votes Required to Pass a Resolution

Body Taking Action	Type of Action	Live Meetings	Electronic
Standing Committee	General actions	>50% of those voting members on committee present	>50% of voting members on committee
Standing Committee	Initiate new technical work	2/3 of those voting members on committee present with no “No” votes*	2/3 of voting members on committee
Standing Committee	Recommend a Change to a Standard	>50% of those voting members on committee present with no “No” votes*	>50% of voting members on committee
Standing Committee	Approve a new or modified piece of technical work	>50% of those voting members present on committee	>50% of voting members on committee
Board of Directors	Final approval of Initiation of new technical work or adoption of a new or revised standard,	>50% of those voting members present	>50% entire BoD
Board of Directors	General actions	>50% of those voting members present	>50% entire BoD
Board of Directors	Change by-laws or change the number of Directors	50% of those voting members present	>50% entire (BoD)
Meeting of the Members (Voting Membership)	Change by-laws or change the number of Directors	>50% of voting members present	>50% of voting members
Conformance Review Committee	Certification of findings of arbitration per <i>LXI Consortium Policy for Certifying Conformance to LXI Consortium Standards</i>	>50% of those present and eligible to vote	Not permitted.

*Note that for resolutions that require 2/3 of those present that if 30 (or 29 or 28) members are present and 20 vote in favor of a resolution it passes.

*Note that for resolutions that require 2/3 of voting members that if 30 (or 29 or 28) members are entitled to vote (present or absent) and 20 vote in favor of a resolution it passes.

*Note that for resolutions that require >50% of those present, that if 30 (or 31) members are present a minimum of 16 votes is necessary to pass the resolution.

3.3 Conducting Votes Electronically

Unless otherwise stated, the Consortium allows all business to be conducted electronically. Unless a specific exception is declared by the chairperson, electronic votes are conducted by e-mail. The only requirement for the respondent is that they clearly indicate their preference on the vote. Generally, an e-mail reply with either “in favor” or “opposed” is adequate.

3.3.1 Form of the Electronic Call for Vote

When the chairperson of a committee calls a vote electronically, the following should be included in the e-mail:

- Text of the resolution
- Instructions for casting a vote (should be a simple reply)
- Requirements for passing the resolution
- Names and e-mail addresses of members authorized to vote
- Subject line clearly indicating the need for a response
- Deadline for the response

See appendixes A and B for sample e-mail messages.

3.3.2 Recording of Resolutions

At the next regular meeting of anybody that passes a resolution electronically, the passed resolution shall be incorporated into the minutes of that meeting.

3.3.3 Multiple Resolutions

It is permissible to incorporate multiple resolutions into a single e-mail. Respondents need to clearly indicate which resolutions their votes correspond to.

4. Procedures for Creating a New or Revised LXI Standard

4.1 Proposing a new standard or revising an existing standard

Any LXI member is entitled by the by-laws to propose initiatives to be acted upon by the Consortium may propose that the LXI Consortium create a new LXI Consortium technical standard or that an existing standard be revised. This proposal may be done:

- In response to a request for proposal (RFP) from the LXI Consortium Technical Committee; or
- Unsolicited if the member deems it appropriate.

The LXI member may make their proposal to the LXI Consortium Technical Committee in writing, or in person at any phone or face to face meeting of the Technical Committee. Whether presented in writing or in person, the submitter must submit a proposal consisting of a Charter, Statement or Work and backup necessary to support the proposal. The proposal shall outline the details of the proposed standard or standard revision, the member's willingness to participate in creating the specification, and most importantly, any potential intellectual property issues related to the proposed or revised standard as defined in the LXI Consortium IP Policy document *LXI Consortium Trademark, Patent and Licensing Policies*.

The submission shall be adequately discussed at a Technical Committee meeting or by email communication for a period set by the Technical Committee chairperson but not to be less than 2 weeks. The proposal with the Statement of Work will be revised if necessary by the submitter based on discussion in the Technical Committee, shall be the basis for the approval vote of the Technical Committee.

After a reasonable period for discussion but in no case longer than 2 months after submission, the Technical Committee shall vote whether to request that the Board of Directors authorize work on the proposed new or revised standard. If approved, the submitting member shall complete the documents required in the LXI Consortium IP policy document *LXI Consortium Trademark, Patent and Licensing Policies*. Other members of the LXI Consortium should, in accordance with the IP Policy described in the LXI Consortium IP policy document *LXI Consortium Trademark, Patent and Licensing Policies*, notify the foundation of any IP related to the proposed new or revised standard.

If approved by the Technical Committee, the member's proposal as well as submission of the Statement of Work form are then passed on to the Board of Directors for final approval.

4.2 Creating the new or revised Standard

Once the board grants approval, a working group of the Technical Committee is created (or the work assigned to an existing working group) to refine the Statement of Work supporting the approved proposal for the new or revised standard. This sub-committee shall be chaired by a representative of an LXI Consortium member, preferably a representative of the member company originally proposing the new or revised standard.

The working group shall present a proposed timeline for creating or revising the standard to the Technical Committee within 3 months of its establishment (or in the case of an existing committee from the date the task was assigned).

The working group then proceeds to create or revise the standard document and shall operate according to the requirements of the LXI Consortium as set in the by-laws and this document.

Once the working group has created or revised the standard and is comfortable with its contents, it submits its final draft to the Technical Committee for approval.

4.3 Creating a new Extended Function to the Standard

An Extended Function is a special form of revision to the Standard. Its creation involves the addition of external documents that would be approved separately from the baseline Standard. This allows addition and removal of Extended Functions without requiring further changes to the LXI Device Specification, the baseline Standard.

An Extended Function involves the addition and alteration of the following documents:

- Extended Function Introduction. This document to be used for initial proposal of the Extended Function to LXI Consortium. It should provide summary information and key benefits of the proposed Extended Function.
- The Extended Function document that includes description, rules, etc. is created using the *LXI Extended Function Template*. This template also includes checklists to guide the Working Group towards covering all aspects of proper creation of the Extended Function.
- The Extended Function Testing Procedures is created using the *LXI Extended Function Testing Procedure Template*. This document provides important information on how to properly test the operation of the Extended Function and provides guidance to vendors implementing the function. This document is also used in the creation of the LXI Conformance Test Suite. Any test procedure that references an LXI automated test must supply the source code or pseudo code for the creation of the LXI Conformance Test Suite sequence. Any test procedures that references a third party test program should include links and a minimum revision level when using that test. Any Extended Function that does not provide the test procedure will be marked as preliminary.
- The document *LXI Consortium Policy for Certifying Conformance to LXI Consortium Standards* is revised to include guidelines for certification of the Extended Function.
- The document *LXI Document Overview* is revised to include information about the Extended Function and its associated documents.

The LXI Consortium Technical Committee will assign a Section number for the new Extended Function that will coincide with Section numbers in the LXI Device Specification. By following this process, the Extended Function will appear to be an external section to the LXI Device Specification.

An Extended Function will follow the guidelines for creation and adoption covered in Section 4.4 of this document.

4.4 Adopting a New Standard

The following process shall be followed when adopting a new or revised standard

1. Initiation of work per section 4.1
2. Creation of draft under the guidelines of sections 2, 3, 4.1 and 4.2.
3. Request for Comment and IP Declaration

The chairperson of the Technical Committee shall submit the completed draft standard to the membership. Any members reviewing the standard shall submit comments and errata to the working group chairperson.

During the review period, every member shall be requested to complete an IP declaration consistent with LXI Consortium IP policy document *LXI Consortium Trademark, Patent and Licensing Policies*. This IP declaration is solicited from all members regardless of their participation in the creation of the new or revised standard or their voting status.

The review period shall be at least 45 calendar days.

4. Response to inputs from membership review

The working group then evaluates the comments and within its discretion accepts or rejects each of them. Once the standard draft has been revised, the working group chairperson and the Technical Committee chairperson shall cooperate to determine whether a new review period is required, and if so repeat the process of bullet 3 'Request for Comment and IP Declaration'.

5. Vote by Technical Committee and Additional IP Declaration

If the Technical Committee Chairperson feels that changes to the draft are sufficient to warrant an additional IP declaration, or if any member requests an additional IP declaration, an IP declaration per the LXI Consortium IP policy document *LXI Consortium Trademark, Patent and Licensing Policies* is again required. Once the standard is ready for vote, the Technical Committee chairperson submits the standard for approval by the technical committee per section 0. If an additional IPR declaration is required, the minimum time period prior to the technical committee vote is 30 days. If the additional IP declaration is not required, the minimum time period shall be as specified in section 2.5.

6. Vote by Board of Directors

All IP license agreements and other requirements as specified in the LXI Consortium IP policy document *LXI Consortium Trademark, Patent and Licensing Policies* shall be completed before the standard is voted on by the Board of Directors.

Per section 5.5a of the by-laws, a vote shall be conducted by the Board of Directors to approve the standard as specified in Table 3-2 of this document.

7. Discovery of patent rights after publication

Should it be revealed after publication of a Standard document that licenses under patent rights, which appear to cover items included in the Standard document, cannot be obtained under reasonable and non-discriminatory terms and conditions, the normative document shall be referred back to the relevant committee.

4.5 Revision numbers on new and revised standards

4.5.1 Categories of revisions

There are three version levels that are possible for an LXI standard – Major, Minor, and Editorial:

Major – The major version is the integer before the radix in the version number of a specification. The major version number increments if a change to the specification is no longer backwards compatible.

Minor – The minor version is the integer after the radix in the version number of the specification. The minor version number increments if the changes alter, or add new requirements, or capabilities to the specification.

Editorial – Editorial changes do not change the citation for a standard (e.g., 3.1). Editorial changes are typically made to correct a presentation error in the standard or to improve the ease-of-use of the standard. Editorial changes are displayed as the date that the Editorial change was made.

Changes that require that the Major or Minor version number increment, must be approved by the Technical Committee and the Board of Directors as specified in sections 4.1 through 4.4.

If a standard contains unapproved changes that require the Major or Minor version number to increment, then the standard title page shall prominently display the text “DRAFT REVISION”.

4.5.2 First Time Approval of a Standard

The first time that an LXI standard is approved:

- The version number is 1.0
- The Editorial date is the date that the standard is submitted for approval by the Technical Committee.
- The revision history is cleared so it only shows changes after 1.0

4.5.3 Changes to Approved LXI Standards

All changes to an approved standard (Major, Minor, and Editorial) shall be noted in the Revision History section of the standard.

If the Major version number is incremented, the Minor version number shall be set to zero and the Editorial version shall be set to the date that the standard is submitted for approval by the Technical Committee.

If the Minor version number is incremented, the Major version remains the same and the Editorial version shall be set to the date that the standard is submitted for approval by the Technical Committee.

Editorial changes do not require a vote of the Technical Committee or the Board of Directors. However, Editorial changes shall be announced to all Consortium members. If no objections are voiced in one week, the Editorial changes are made to the standard and the updated standard is posted. The date on the cover of the standard shall be updated to be the date of the editorial change. The Editorial changes shall be reviewed the next regularly scheduled Technical Committee meeting so that the changes can be logged in official meeting minutes.

5. Requests for Interpretation of LXI Standards

5.1 Submission of requests for interpretation of an LXI Standard

All requests for interpretation shall be submitted to the Chairman of the Technical Committee using the form *Request for Interpretation of an LXI Standard Document*.

The request must clearly identify the sections and rules of the particular LXI Standard that need clarification, the technical issues involved, and the specific clarifications needed stated as questions with a yes or no answer.

A request for interpretation may be submitted by:

1. The Chairman of a Conformance Review Committee acting on its behalf as specified in the document *LXI Consortium Policy for Certifying Conformance to LXI Consortium Standards*.
2. Any member or licensee of the LXI Consortium.

5.2 Generating and publishing interpretations of an LXI Standard

The Chairman of the Technical Committee shall assign the task of generating an interpretation to an appropriate subcommittee of the Technical Committee or to the Technical Committee itself.

The resulting interpretation shall be submitted to the Technical Committee and voted on as a General Action per Table 3-2. Approved interpretations shall be incorporated into a list of interpretations specific to each LXI Standard using the document format in the template form *Interpretations of LXI Standard <title><version>*

Interpretations shall be posted in the Documents section of the LXI Consortium web site associated with the specific standard.

If the Technical Committee determines that the import of any single interpretation or the import of the sum of all issued interpretations is sufficient to warrant a revision of the standard, the Technical Committee shall generate a proposal and Statement of Work to modify the applicable standard. In this case the proposal must include the current list of interpretations and must clearly identify which of the interpretations must be appropriately incorporated into the standard. The actual revision of the standard shall follow the procedures specified in section 4.

6. Conformance to LXI Standards

Conformance to LXI Standards shall be governed by the specifications in the LXI Document *LXI Consortium Policy for Certifying Conformance to LXI Consortium Standards*. Included in that document are process specifications for appeal, arbitration and censure for matters related to conformance to an LXI Standard.

7. Appeals and Censure

7.1 Issues Related to Conformance to an LXI Standard

The procedures for appealing and enforcing conformance decisions are specified in the document *LXI Consortium Policy for Certifying Conformance to LXI Consortium Standards*.

7.2 Non-conformance related issues

Any member of the LXI Consortium may appeal any non-conformance related decision or action of any LXI Officer, the Executive Director, the Chair of any LXI Committee or sub-committee or working group, or the decisions or actions of any LXI Committee or sub-committee or working group, or any contractor or agent of the Consortium.

Such appeals shall be submitted in writing to the LXI Board of Directors. The Board of Directors shall consider the submitted appeal and may request additional information from the submitter or other parties prior to making a decision. The Board of Directors shall issue a decision within 1 month of the submission date and its decision shall be final. The Board of Directors may enforce any decision as provided in the By-laws of the Consortium.

8. Representing the LXI Consortium

8.1 On general matters

Only officers or the LXI Consortium or those individuals specifically authorized by the Board of Directors are authorized to represent the LXI Consortium. This restriction includes but is not limited to:

1. Contacts with the press or others with regards to LXI organization, goals, plans, actions, or any other matter pertaining to the activities of the Consortium.
2. Conducting business or legal arrangements on behalf of the Consortium.
3. See section 8.2 for restrictions on technical interpretations.
4. See section 8.3 for restrictions on statements concerning patents and legal documents

8.2 On interpretations of an LXI Standard

No member, officer or agent of the Consortium is authorized to give an interpretation or state the meaning of any portion of an LXI Standard. Such interpretations can only be generated by the procedures of section 5.

8.3 Interpretation of patents or legal documents

No member, officer or agent of the Consortium is authorized to comment of the validity of any patent or pending patent or the terms of any legal contract or document of the LXI Consortium. Such comments are only authorized for legal consul of the LXI Consortium.

8.4 Exclusion

Nothing in section 8 shall be construed as limiting the rights of any member to express his or her personal opinion in any forum on any Consortium manner. However in expressing such opinions the person shall make it abundantly clear that it is a personal opinion and not necessarily that of the Consortium.

9. Duties of the Executive Director

Only the Board of Directors may assign duties to the Executive Director.

The Executive Director shall be responsible for:

1. Securing and supervising any contract, permanent or third party persons performing services for the Consortium.
2. Securing and contracting for venues for scheduled Consortium general meetings.
3. Securing, supervising and causing to be maintained document archives, the Consortium web site, phone bridges and such matters.
4. Paying all authorized expenses and collecting all due monies for the Consortium
5. Maintaining in secure storage all legal documents of the Consortium including but not limited to IP declarations related to LXI Standards.
6. Maintaining the roster of membership and voting status of members of the Consortium.
7. Other matters assigned by the Board of Directors.

Appendix A: Example: LXI Board of Directors E-Vote

The following is an example of the e-mail used to conduct an LXI Board of Directors Vote.

The LXI Technical Committee, following the process outlined in section 5.5a of our by-laws, has recommended the following resolution:

<text of resolution>

To vote, Directors merely need reply to this message before <date> and indicate either: in favor or opposed. If you object to voting on this topic via e-mail please reply by that same date explaining your objection. If there are 2 objections the e-mail vote will be nullified.

We will pass the resolution if 50% of the directors vote in favor (note that since this is an e-mail notification there is no notion of a quorum nor of abstaining, so it is passed by 50% of the total membership). You should also be aware, that if any two directors explicitly object to passing the resolution it will not be passed.

Also, remember that there is not a way to defer to the majority (usually done with a vote of abstain). Any votes other than YES are tallied as NO. This is a consequence of the fact that an abstain conventionally counts towards the establishment of a quorum, but it lowers the number of YES votes needed to pass a resolution. For LXI e-mail votes of the Board of Directors, the number of YES votes needed to pass a resolution is fixed it does not relate to the number of respondents.

For your reference, the following are the directors of the LXI Consortium:

<company name>	<director>
<company name>	<director>
<company name>	<director>
<company name>	<director>
<company name>	<director>

Regards,

<Name>

Board of Directors Chairperson

Appendix B: Example: LXI Technical Committee E-Vote

The following is a template of for e-mails used to conduct LXI Technical Committee E-Votes.

The <working group name> has requested that the Technical Committee vote on the following resolution:

<text of resolution>

The vote will be conducted as follows:

- The deadline for your voting is midnight on <date of deadline>. If your vote is received after this deadline, your vote will be tallied as a NO.
- You may vote YES or NO. Please send your response to <email address> indicating either YES or NO. If you do not respond your vote will be tallied as a NO.
- The vote must be cast by your company's designated voter. Below is the list of voting member companies and their corresponding designated voter.

<company name>	<designated voter>
<company name>	<designated voter>
<company name>	<designated voter>
<company name>	<designated voter>
<company name>	<designated voter>

- This resolution requires <"two thirds" or "greater than 50%"> of the voting members to vote YES to pass. There are currently <number of voting members> voting members. So, <number of votes required to pass> YES votes are required to the resolution.

- Since this vote requires a fixed number of the voting members to pass, there is no notion of quorum, nor of abstaining. The vote will be evaluated strictly in terms of the number of YES votes received.

Regards,
<Name>
Technical Committee Chairperson