

This *Group Operational Policies and Procedures* document defines the common operations of groups within the Digital Twin Consortium (DTC). It accompanies the policies and procedures of the DTC, and in case of conflict, the DTC policies and procedures take precedence.

Groups may establish additional, non-conflicting policies and procedures to meet their needs.

5 GROUP MEMBERSHIP

A group comprises at least three Members, supported by DTC Staff. A “Member” is an DTC member organization, while “(Member) Representatives” are individuals representing the Member. Members may send any number of Representatives to any Group.

10 Group members and their representatives are responsible for adherence to all DTC and Group policies and procedures. Group member representatives should be active participants who make ongoing contributions to the work program of the Group.

GROUP CHAIRS

15 Organizing group chairs are approved by its commissioning group when the group is formed (see [below](#)). Thereafter, the group may elect its own chairs, with at least two-weeks notice of an election to the commissioning body. There may be up to three co-chairs. Chairs may be elected for an unlimited number of two-year terms. Chairs that have been in office for longer have one year after approval of this document to face re-election.

Chairs are responsible for the continued progress of the work program of the group concerned. The Chairs shall ensure that:

- 20 • meetings are scheduled and agendas posted in accordance with the applicable rules,
- all attendees are aware of, and adhere to, antitrust, copyright and disclosure policies,
- agendas are approved at the start of the meeting and all attendees are given the opportunity to propose additional agenda items,
- the minutes of the prior meeting are posted at least one day before the meeting,
- 25 • prior meeting minutes are brought up for approval,
- accurate attendance of all attendees including staff and invited guests is taken and
- invited guests have completed the requisite non-member agreement.

Chairs must ensure their actions are for the well-being and progress of the group and the DTC. They must ensure that all relevant DTC Policies and Procedures documents are followed.

30 Chairs must strive for consensus while allowing all voices to be heard. Decisions may be taken with the assent of the group, without a formal motion. Sustained dissent, or a request from any member, shall cause the meeting to be run according to [Roberts Rules of Order](#).

STAFF SUPPORT

Assigned staff is responsible for:

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 - maintaining the group collaboration space,
 - maintaining the list of group members, their participating representatives, their voting eligibility, and their primary and alternate voting representatives,
 - supporting group meetings by
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 - ensuring meeting tools are ready for use at the start of meetings
 - recording meeting attendance
 - taking notes of all issues discussed
 - preparing draft minutes
 - supporting other requirements of the Group Chairs and Group Members that may arise.

Should staff not be available for a meeting these duties must nevertheless be supported.

45 MEETINGS

Each group may meet electronically or face-to-face. Electronic meetings must be scheduled and announced at least one week in advance and the agenda distributed at least one day in advance. Face-to-face meetings must be scheduled and announced at least four weeks in advance. The schedule for a face-to-face meeting (and short descriptions of the meeting intent) may be adjusted up until two weeks in advance. Agendas must be distributed at least one day in advance at face-to-face meetings.

Only Member Representatives, DTC staff and Invited Guests who have signed a non-member non-disclosure copyright agreement may attend meetings. Invited Guests may attend only if invited by any Member in good standing or by DTC Staff.

55 Members and member representatives are not required to attend meetings, nor does their attendance affect their voting rights.

VOTING

Each Member in good standing has one vote. Each Member is required to designate in writing the individual who is the Member's Voting Representative when joining DTC, or by written notification thereafter. Members may also designate alternates. Staff will maintain the list of primary and alternate voting representatives for each Member and make available to the Chair of any Group. It is the responsibility of the Member to notify DTC Staff of any changes in its

primary or alternate Voting Representative. Failure to do so will result in the inability to participate in any voting which arises.

- 65 Votes will be accepted from any Member Representative if neither the primary nor alternate have recorded a vote. In case of any conflict, staff will contact the primary for resolution.

The Voting Representative may designate another individual to vote in their place via a signed, written proxy or other written communication to the Chair with copy to the DTC Staff person assigned to that group. A Voting Representative may also send an Item-specific proxy to the Chair with copy to the DTC Staff person assigned to that group. The Item-specific proxy must clearly specify precisely how that Member wishes its vote to be recorded on a particular agenda item. If a Member has voted, but loses voting status before the ballot is completed, the vote stands; if that Member has not voted, then a vote of Abstain is entered instead.

- 75 A simple majority of the non-abstaining votes cast (either by the Voting Representative or the holder of a proxy) is required to pass any motion at a Group meeting. Ballots can be conducted by show of hands or electronically. Electronic ballots remain open ten (10) calendar days.

Electronic Ballots

- 80 Staff, at the direction and discretion of the Chair, may initiate electronic ballots. Electronic ballots must be announced by email, and carried out by email or using the organizations collaboration tool. Electronic ballots will remain open for a minimum of ten (10) calendar days following initiation and announcement. The Chair of the Group will close the ballot and send notice to all group members of the result.

85 Real-Time Ballots

- Any real-time vote must have quorum. Quorum for real time voting is five Members during the first three meetings and one-sixth the sum of the Members present at the previous three meetings for the fourth and subsequent meetings. A lack of quorum during a call for a real-time vote requires electronic balloting. If the number of votes cast does not satisfy the quorum requirements, then the motion fails. If quorum is satisfied and a simple majority of affirmative votes is attained, then the motion passes. The Chair of the Working Group immediately announces the result to those present and by email to the entire Group.

GROUP FORMATION

There are three types of groups to which these policies and procedures apply. They are:

- Working Groups (WGs) that fulfill a part of the ongoing mission of the DTC, and can only be initiated by the Steering Committee,
- 95 • Task Groups (TGs) that fulfill a part of the mission of its parent WG for a specific long-lasting topic or theme, and can only be initiated by a WG, and
- Contributing Groups (CGs) that create a defined deliverable, within six months, unless extended, and can be initiated only by a WG.

100 The Steering Committee approves the organizing chairs of a WG. A WG approves the organizing chairs of a TG and CGs. Any group can elect new chairs with two weeks' notice to its commissioning body, without its approval (i.e. a WG can elect new chairs without Steering Committee approval, and TGs and CGs can approve new chairs without WG approval)

WG members can propose (verbally or in writing) a new Task or Contributing Group with name, mission and organizing chair or co-chairs, for vote by the Working Group.

105 Each group must have a mission. In the case of a WG, the mission is in the form of a charter approved by the Steering Committee. The charter defines the mission of the group, the scope of its activities and deliverables, and any other information required by the charter template.

A TG also has a charter fulfilling the same purpose. A parent Working Group approves the charter for a TG.

110 The mission of a CG is to create a specific deliverable. The mission should describe precisely what is expected from that deliverable. A WG approves the mission and organizing co-chairs of a CG.

Working Groups establish and dissolve Task and Contributing Groups by majority vote, and approve the charters of any Task Group and missions of Contributing Groups.

115 Task and Contributing Groups must report on their activities to their parent Working Group at least quarterly.

GROUP DISSOLUTION

Each group type may be dissolved as follows.

- 120 • Working Groups may only be dissolved through an action of the Steering Committee.
- Task Groups may be dissolved by majority vote of its parent WG.
- Contributing Groups may be dissolved by majority vote of its parent WG, or upon the production of its deliverable. A CG is dissolved after six months, unless extended.