



**Accellera Systems Initiative
Policies & Procedures**

Definitions

The following terms, when capitalized, have the following meanings:

“Consensus” shall mean the general agreement, characterized by the absence of sustained opposition to substantial issues by any member and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. A state of consensus is by judgment of the chair of a group. Opposition to a judgment of consensus by the chair shall result in a vote on the issue by the members eligible to vote. Note: Consensus does not imply unanimity.

“Accellera” shall mean Accellera Systems Initiative.

“Accellera Member Company” shall mean Accellera Corporate Member, Associate Member, or Start-up/University Member.

“Allied Member” shall mean a person allied with Accellera as defined in section 3.A of this document

“Board” shall mean Accellera Board of Directors.

“Contributor” shall mean any person or entity that makes contributions to Accellera standards development Work Products and Supplemental Material as defined in Sections 3 and 4, respectively, of the Accellera IP Rights Policy.

“Design Objective Document” shall mean the identification of technical requirements that are needed to establish a standard generated prior to the start of work on the standard.

“Start-up/University Member” shall mean an organization with a membership in Accellera as defined in section 3.D of this document.

“Officers” shall mean Accellera officers that include chairman, vice-chair, secretary and treasurer.

“Supplemental Material” shall mean any items that are produced and released along with a Work Product, but are not part of that Work Product. Such materials are typically released along with a standard to aid in proliferation of that standard. Such material may include a software

implementation of the standard, a User Guide, examples that illuminate parts of the standards and so forth.¹

“Technical Committee” shall mean the committee comprised of all Working Group chairs, under the leadership of the Board-appointed Technical Committee Chair, to oversee all technical activity.

“User Group Meetings” shall mean events and meetings held by groups of unaffiliated users interested in promoting Accellera standards with or without Accellera funding and support.

“Working Group” shall mean a technical working group that was also formerly known as a Technical Sub-Committee (TSC).

Note: Please see the [Accellera IP Rights Policy](#) for additional definitions.

Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Policies and Procedures document.

DOD: Design Objective Document

EDA: Electronic Design Automation

IEEE: Institute of Electrical and Electronics Engineers

TC: Technical Committee

PC: Promotions Committee

PWG: Proposed Working Group

WG: Working Group

1. References

[Accellera Systems Initiative Bylaws](#) (current edition)

[Accellera Systems Initiative Intellectual Property Rights Policy](#) (current edition)

Robert's Rules of Order, Perseus Publishing (current edition)

¹ Definitions are governed by the [Accellera IP Rights Policy](#). In any case where a definition differs from the IP Rights Policy, the IP Rights Policy will prevail.

2. *Accellera Structure*

All Accellera groups shall conform to these Policies and Procedures. In addition, Working Groups may have to conform to changes made from time to time to these policies and procedures to align with updates to law and other matters the Board deems necessary.

Accellera bylaws allow the Working Groups and committees to operate in a flexible mode that is consistent with these policies and procedures. The policies and procedures specify committee operation rules and allow committees certain leeway in how they are composed and run. For rules not specifically addressed in these policies and procedures, Working Groups shall follow *Robert's Rules of Order*.

Working Groups and committees operate in a prescribed fashion to protect and ensure adherence to the Accellera Intellectual Property Rights (IPR) Policy. Meetings are not open to observers and non-members. Individuals participating in meetings must come from Corporate Members, Associate Members, or Start-up/University Members; be Allied Members; or, with Board approval, be hired consultants, contractors, staff, or organization leadership.

To promote open review and general industry oversight of Accellera standards, public review is encouraged prior to being forwarded to the Board for final approval.

Feedback and comments on these policies and procedures are always welcome. The TC and Board will consider all comments and adjust policies and procedures to promote a fair and simple flow.

3. *Membership*

Accellera is structured as follows:

Accellera has one voting membership class and four membership categories. They are known as the “Corporate Members,” “Associate Members,” “Allied Members” and “Start-up/University Members”. The privileges of Members are outlined in the organization’s bylaws.

The Corporate Member is the statutory member as defined in Section 5056(a) of the California Nonprofit Corporation Law.

The Associate Member is granted certain privileges, such as participating in any WG, and voting on matters before a WG if participation requirements are met.

Each Accellera Member Company must designate one employee as Primary Representative to administer its Accellera membership and must sign an Accellera Membership Agreement. Accellera Member Companies can also designate an Alternate Representative.

A) *Allied Member:* The Allied Member is granted certain privileges, such as:

1. Holding a TC chair or WG chair position, if approved by the Board upon nomination by a Board member or Officer.
2. Participating in a specified WG, if approved by the Board upon nomination by a Board member, an Officer, or nomination of the relevant WG chair(s).
3. Being a member of the PC, if approved by the Board upon nomination by a Board member, an Officer, or the PC chair.

The Board may, from time to time, establish an alliance with another person or organization for a specific purpose such as technical coordination, promotional activities, or for other purposes.

The Allied Member is granted the privilege to participate in the consensus building process of specific WG(s) for which a relationship has been established or the PC, but they may not vote on matters brought before the WG(s) or PC that require a vote.

An Allied Member is allowed to contribute to Accellera Work Products and Supplemental Material, if and only if, that person has a contract with Accellera that makes such contributions solely Accellera property.

A WG must be comprised of at least 51% Corporate Members and/or Associate Members (so that Allied Members and Start-up/University Members do not form a majority within a WG).

At the discretion of the Board, Allied Members may be assessed fees to participate.

An Allied Member cannot be employed by a company that may benefit commercially from adoption of Accellera standards, beyond what any company would normally accrue as a benefit from adoption of an Accellera standard, or otherwise have a conflict of interest. Any changes in an Allied Member's employment or affiliation must be reported to the Board for review.

B) Procedure to Propose the Establishment of an Allied Relationship: A proposal to establish an Allied relationship with another person may be made to the Board, by any Board member, Officer, or any WG chair with approval of the TC chair or by the PC chair. When approved, the affiliation is for one calendar year and is renewable subject to an annual board review. An Allied Member may terminate their membership at any time. A proposal to establish an Allied Relationship should include the following:

1. Purpose and scope of the alliance.
2. Reciprocal benefit to Accellera.
3. A signed Allied Membership Agreement.
4. Payment of membership dues, if assessed by the board.

C) Allied Member Conditions:

1. Allied Member status will be granted for one membership year, or remainder of a membership year, but in some cases, may be specified for a shorter term at the discretion of the Board, and may be terminated without notice or cause at any time by the Board.
2. Allied Membership, if approved, will be reviewed annually by the Board and will automatically renew unless the Board acts to cease the membership, a shorter membership term has been specified or the Allied Member chooses to terminate its membership.
3. Allied Members must be familiar with and follow Accellera Policies and Procedures in their interactions within the PC, TC and WGs.
4. Each Allied Member who is participating in a WG activity must acknowledge and abide by the Accellera IPR policy.

D) Start-up/University Member. The Start-up/University Member is a company or university that is granted a membership with certain limitations.

1. A “Start-up Company” is defined as company three years or less from founding and can be a member at this level for no more than two (2) years.
2. A “University” is defined as an accredited educational institution providing EDA-related curriculum with no limitation on the number of years it can be a member at this level.

E) Start-up/University Member Conditions

1. Start-up/University Member has the power to contribute IP in accordance with and compliant to the Accellera IP Rights Policy.
2. Start-up/University Member can join any Accellera technical working groups.
3. Start-up/University Members are assessed with annual membership dues of US\$2,000.00 or as determined by the Board of Directors.
4. Start-up/University Members can participate in the WG consensus process but cannot vote on official ballots.

4. Public Access

To gain access to Accellera discussion forums in order to post to them, a member of the public needs to register for access. Non-registered public access is granted for reading discussion forums and web pages. Working Groups also may post drafts of standards for public review and feedback.

5. Technical Committee

The Technical Committee (TC) is composed of the chairs and vice-chairs of all the WGs. The TC provides continual improvements to the standardization process. It also ensures that standardization activities are harmonized between all WGs. The TC provides technical direction through a roadmap and creation of new standardization activities. This is done under the guidance of the TC Chair.

6. Technical Committee Chair(s):

The TC chair and any vice-chairs are appointed by the Board chair. The TC chair and any vice-chairs shall be from an Accellera Member Company or be an Allied Member.

The TC chair is invited to Board meetings to represent the interest of all Accellera WGs. The Board provides guidance, approval of standards, and approval of new WGs.

The TC chair shall appoint the initial chair for a new WG for a period up to six (6) months after which the WG shall elect its leadership every two (2) years. Elections require ratification by the TC chair.

The TC chair shall appoint the chair for a Proposed Working Group.

The TC Chair is the channel to communicate the requirements of both the Board and each WG.

1. The TC Chair is expected to provide status of all WGs on a regular basis to the Board.
2. The TC Chair is the technical spokesman for Accellera on technical direction and WG activities.

7. Promotions Committee

The Promotions Committee (PC) is responsible to oversee Accellera promotional activities.

The PC is comprised of members where each Corporate Member may appoint one person to be a member. The PC chair may appoint other members as the PC chair sees fit, subject to Board approval. However, the PC must be comprised of at least 51% Corporate Members.

- a. The PC provides press contact, marketing, coordination with technical conferences, user group meeting oversight, social media support (newsletter, website) and university relationship management. The PC has authority to create, manage and approve press releases on behalf of the organization.
- b. Decision making is by consensus. It is the responsibility of the PC chair to seek consensus. If this is not possible, a vote on such matters will determine the outcome on an issue.
- c. Votes in the PC are by simple majority. PC members can make motions and in those cases when a question is put before the group, it is a simple majority of those voting that carries a motion. Non-Corporate member PC participants are not eligible to vote.
- d. The PC shall have budget authority. The PC Chair will develop and recommend a budget for marketing and promotional efforts for review and approval of the Board.
- e. The PC Chair has general oversight of PC operations, including supervision of management, market communications and other support staff professionals.

- f. The PC shall review opportunities quarterly and communicate important milestones of WGs to the Accellera community.
- g. The PC shall provide editing feedback on technical articles.
- h. The PC may establish sub-groups as needed.

8. Promotions Committee Chair

The PC chair is appointed by the Board chair. The PC chair shall be from an Accellera Member Company or be an Allied Member.

The PC chair is invited to Board meetings to represent all the interests of the PC.

9. General Process

The PC can make decisions by meeting in person, by telephone, and by electronic or written vote (i.e., via e-ballot, e-mail, regular mail, or fax). When necessary, PC members can be represented by proxies. Proxies of Corporate Members should also be competent marketing representatives of that Corporate Member.

The PC chair is responsible to ensure a written agenda is available and meeting minutes are taken and circulated. The minutes of PC meetings, documenting formal PC decisions, will be available to all members of the PC and the Board. All PC members shall abide by the Bylaws, IPR Policy, Policies & Procedures and the Accellera Membership Agreement. In particular, all PC members shall strictly adhere to the Antitrust Guidelines, which can be referenced at http://www.accellera.org/images/about/policies/Accellera_Systems_Initiative_Antitrust-Guidelines_Dec2012.pdf

10. Working Group

Each Working Group (WG) is responsible to develop standards based on high-level requirements of the Board as well as the TC.

11. User Groups

Accellera supports and encourages independent user groups that support its standards. When financial support is offered, Accellera expects that:

1. An update will be given when requested.
2. Accellera can designate a representative to present an update about the organization at all User Group Meetings.
3. A list of participants will be provided.
4. Accellera is granted the right to have a representative on the organizing committee.

12. IEEE Relationship

Established Accellera standards are planned for eventual IEEE standardization to ensure worldwide acceptance of such standards. In certain circumstances Accellera standards may not go to the IEEE as determined by the Board.

13. Proposed Working Group Formation

The TC chair or the Board chair may establish a Proposed Working Group (PWG) to examine the validity and need for a proposed standards development project. Corporate Members may make proposals to establish standards development projects to the TC chair or the Board chair. A PWG is authorized to operate up to six (6) months. The purpose of the PWG is to identify interest in a particular project. The PWG will report its recommendations to the TC chair.

The PWG is a subgroup of the TC and is subject to all relevant governing policies concerning Accellera Working Groups.

The purpose of the PWG is mainly to collect requirements for a standardization project, identify potential WG participants, and gain Accellera support to authorize the creation of a WG but not to define a standard.

To ensure representation from all impacted parties and/or balance among the industries affected by a proposed standard, a call for participation is issued when the PWG is formed. The call for participation should be distributed through Accellera channels and through other means in consultation with the PC to ensure materially interested parties have the opportunity to participate.

The PWG will have a chair appointed by either the TC chair or the Board chair. The PWG chair should appoint a secretary, whose duties shall include:

1. Maintaining a roster of PWG participants
2. Establishing an email/forum list for conduct of email/forum discussions
3. Keeping and distributing records of meetings

The PWG chair can act as secretary.

To determine if sufficient interest and resources exist to develop an Accellera standard, the PWG should address the following issues when evaluating a proposed standards project:

1. Potential industry acceptance of the proposed standard, including technical feasibility.
2. Relationship to existing standards, if known, including its distinct identity from other standards development initiatives within Accellera and outside of Accellera.
3. Recommendation for liaisons to other organizations, if needed.

4. Viable leadership and participation estimates.
5. WG scope and objectives.
6. Opportunity to establish new areas of expertise for Accellera.
7. Draft budget and resource requirements.
8. Estimated standards development schedule and outline of possible path to IEEE.
9. Supplemental materials such as examples, user guide, or reference implementation.
10. Potential need for adding Allied Members.

At a minimum, three (3) Accellera Corporate and/or Associate Members shall participate in the PWG. Additional participants in PWG meetings and activities need not be Accellera Member Companies. The PWG may meet in person or via teleconference as needed; provided a clear indication is given at the start of the teleconference to determine Corporate Members and Associate Members present.

Decisions in the PWG will follow the Accellera consensus-based process. When consensus cannot be reached, a vote can be taken of Accellera Corporate Member and Associate Member representatives where a majority of those voting will decide a particular issue. Electronic voting may be used, and defined terms for conducting the vote must be specified. Only votes received during the specified time period from participants from Accellera Corporate Member and Associate Member Companies, who have attended either a previous meeting or teleconference, will be counted in the tally of votes. For the first meeting, all Accellera Corporate Member and Associate Member representatives may vote.

Non-member participant positions must be noted in the meeting minutes and their position(s) must be shared if different from that taken by Accellera Corporate Member and Associate Member Companies when votes on issues are taken.

Upon completion of its work, the PWG shall provide the following items to the TC chair for review:

1. A report on the issues cited above to be addressed and a recommendation to start or not to start a WG.
2. A roster of the PWG participants noting Accellera and non-Accellera membership status.
3. Minutes of meetings or links to such copies.

If the PWG recommends starting a WG to develop a new standard, the PWG shall also provide the following items to the TC Chair who will coordinate a presentation by the PWG leadership at a Board meeting:

1. Scope and purpose for the emerging WG.
2. Available information concerning intellectual property.

3. Recommendations for liaisons with other organizations, including any potential Allied Members.
4. Draft project schedule.
5. Draft budget.
6. The name or title of the standard.

The decision of whether to utilize an existing WG, to establish a sub-WG or to establish a new WG to carry out recommended work items from the PWG shall be made by the Board in consultation with the TC chair and review of advice from the PWG. Upon presentation of the PWG recommendations by the Board, the PWG will disband. The Board will initiate the necessary follow-on steps.

14. Working Group Formation

The TC Chair, with Board approval, is empowered to establish a new Working Group. A WG is established by following the process below:

1. A PWG may be formed to examine the feasibility of a standardization topic as outlined in Section 15. Alternatively, a WG may be formed without using the PWG process. In this case:
 - a. Any Board member, the TC Chair or Accellera Member Company can suggest a standardization topic.
 - b. The TC Chair shall evaluate the viability of a standardization topic in consultation with the Board, and technical leaders in the industry.
 - c. A workshop or meeting of interested parties may be conducted.
 - d. Upon results of the workshop, if held, or upon recommendation of the TC chair, the Board may approve a new WG with a simple majority vote.
 - e. The TC Chair appoints a chair and a vice-chair (if desired) for the WG.
 - f. The mission and goals for the new WG are developed by the WG Chair with approval of the TC Chair.
 - g. The WG Chair defines the milestones and schedule for the new WG with approval of the TC Chair.
2. The WG Chair calls a kick-off meeting and provides the results to the Board, including:
 - a. Membership roster of the WG.
 - b. Recommendations from the WG.
 - c. Technical and business advantage of contributions or expected contributions.
 - d. Collaboration with recognized standardization groups.
 - e. Deliverables defined as a Standard, Supplemental Material, or both.
3. Sponsorship by at least one Board member as the committee advocate is required.
4. Reorganization of WGs:
 - a. The TC Chair is empowered to reorganize existing WGs.
 - b. Each WG Chair can reorganize their WG to focus on particular topics.

- c. These adjustments may be done to help energize WG activities, invigorate chairs, and adjust WG deliverables based on business and technical directives.

15. Working Group Operation

A. Each new WG will establish the following:

1. A mission statement, goals, milestones and roadmap. This must be done prior to the start of any technical activities.
 - a. The roadmap (plan for at least three releases) will contain high level technical contents for each version of the standard with milestones and projected dates for release to the Board.
 - b. WG roadmap must align with the mission of Accellera.
2. A Design Objective Document (DOD) to define technical requirements that are needed to establish a standard. It should be generated prior to the start of work on the standard. It should be used as a guideline to monitor the progress during the development of the standard. An issue list will be generated to track items that will be addressed for a subsequent version of the standard.
3. A roster maintained on the Accellera website that includes name, telephone number, email address and company/institution affiliation for each Accellera Member Company and Allied Member. The list shall include attendance records. The [Accellera Workspace](#) provides a facility to automate the roster management and attendance tracking process for a WG and should be used for this purpose.
4. An appropriate structure that can include subcommittees of the WG. The WG Chair can create subcommittees and reorganize subcommittees without the approval of the TC or the Board. Each subcommittee can elect a leader. The subcommittee can address one or more specific issues on behalf of the entire WG. A subcommittee can be responsible for developing a portion of the standard. All general Accellera, TC and WG processes, rules and guidelines apply equally to each subcommittee. Activities should be reviewed and approved by the WG Chair.
5. Meeting minutes generated from each meeting maintained on the Accellera website: Approval of contents of the minutes must be voted on at the next meeting and may be part of the consent agenda. These minutes must include attendance of Accellera Member Company representatives or their designated Alternate representatives. Attendance-tracking is required to qualify for the voting process.
6. Continuous communication with the Board through status reports showing adjustment of milestones on a regular basis.
 - a. A PowerPoint template for status reporting is available in the TC group area on the Accellera website in a folder titled “Board Reports”.
 - b. WG chairs shall update the status information and upload their slides to the TC Group area when requested by the TC Chair.
 - c. WGs not providing an update for three consecutive reports will be subject to action by the Board.

B. Each WG is responsible for:

1. Maintaining a workspace in the secure area of www.accellera.org. The WG chair and vice-chair will have administrative access to the area and its content.
2. Posting all information generated by the WG on the workspace (such as roadmap, minutes, drafts, proposals, member list, future meeting dates and times, etc.).
 - a. Materials that should not be distributed outside the WG should be protected with a password to restrict access to active WG members only.
 - b. Contributions should be put into the protected web area to limit distribution only to active members. No confidential materials can be accepted or kept on the web site.
 - c. Source code must be maintained in a private repository. The Accellera office will provide a repository for each WG upon request. Procedures to access and contribute to Accellera source code repositories are documented in the [Accellera source code repository procedures](#).
 - d. Any web site used to store contributions must comply with Accellera IPR policy.
3. An email list kept on the www.accellera.org workspace with the capability for members to self-subscribe. The email list shall be administered by the WG chair and vice-chair.
 - a. An email reflector can be set by the chair to filter emails.
 - b. Active members should be the primary recipients for emails.
 - c. All email message archives cannot be accessed publicly.
4. Holding regular meetings and working sessions. The chair's and/or vice-chair's company should sponsor telephone teleconferences or a free teleconference service number can be obtained from the Accellera office. Each WG will meet at least once each month by teleconference.
 - a. Meeting frequency: It is suggested that biweekly teleconference calls be held on a regular basis. Email discussions on a regular basis should be encouraged, which allows communication to establish consensus and voting on major issues. Face-to-face meetings are encouraged once per quarter hosted by an Accellera Member Company. Face-to-face meetings are also encouraged to be scheduled around major conferences and events. This allows better opportunity for international participants to join meetings.
 - b. Meetings should be held Monday through Thursday to accommodate the global work schedules of all.
5. Voting on its draft standard. Qualified Accellera Member Companies have the final voting rights. During the consensus process, when votes must be taken, the WG Chair will permit only the following as qualified to vote: Accellera Corporate Members and Associate Members which have attended, through their designated representative or alternate designated representative, at least three (3) out of the last four (4) meetings prior to the vote, with each such company member having one vote (which may be cast by

their designated representative or alternate designated representative). For the first four (4) meetings of a WG, such attendance requirement is waived.”

6. Producing a draft standard using the IEEE format. A style guide will be provided. Final technical edits may be done by professional writers funded by Accellera. As an acknowledgement for member participation, all members and their company affiliation involved in the standardization activities are listed in the standard document in a separate section. The chair and vice-chair, with the help from the TC chair as needed, will determine this list.

C. Decision making is by consensus. It is the responsibility of the WG chair to seek consensus. If this is not possible, a vote on such matters will determine the outcome on an issue. Voting qualifications are the same as defined in Section 15B (5).

D. A WG Chair can request any type of funding, technical editing, or other type of help from the Board. Requests shall be submitted to the TC Chair along with justification and the amount of funding, if any, being requested. The WG is responsible for recruiting a qualified person to provide the work on a consulting basis.

16. Work Product Contribution Process

Contributions to Accellera WGs shall be consistent with its Intellectual Property Rights policy. Contributions of published documents and source code will follow distinct processes as outlined in the Accellera Intellectual Property Rights Policy

All participants in Accellera standards development must read, understand and comply with its Intellectual Property Rights Policy prior to submitting any contributions. Participants shall make the WG Chair aware of any contributions submitted from previously published sources and should assist the Chair to obtain permission to use these contributions. Participants need to determine whether disclosure of any contributions that they submit to Accellera requires the prior consent of other parties and, if so, to obtain it.

An Accellera Member Company can make a published document a technology contribution to a WG through the following contribution process:

1. The WG Chair, along with the WG, shall call for and examine contributions in the area of the WG’s focus and provide appropriate recommendations.
2. The WG Chair must allow flexibility in discussions to protect confidentiality of a contribution, if requested by the donor. However, it is noted that no duty of confidentiality shall be placed on a WG in consideration of a contribution.
3. A Contributor must approach the WG Chair with a contribution proposal that is in keeping with the WG scope, purpose and aligns with the DOD or other requirements document.

4. Notice of a meeting to discuss a published document as a technology contribution shall be agreed upon with the WG Chair, where the Contributor makes a presentation on the topic and offers to make a contribution.
5. WG votes to accept a contribution of technology for review by a simple majority of those voting who are eligible to vote.
 - a. An early review is allowed as long as no confidential information or technology detail is discussed.
 - b. Accellera prefers not to have competing contributions. It is recommended that complementary contributions are worked out among different Contributors. However, a WG Chair may use a process that allows competing contributions.
 - i. In the case that a WG wants to consider competing contributions, there shall be a 30-day call for technology contribution.
 - ii. This is followed by a review period of at least 30 days but no more than 90 days.
 - iii. The contribution(s) not chosen at the end shall be returned to the Contributors.
6. The Accellera Copyright Permission Form is signed by a person from the Accellera Member Company making the contribution that is duly authorized and the form and contribution is sent to the Accellera office.
 - a. Accellera may support a press release of a contribution, but only after the acceptance of a contribution is made by a WG, receipt of a signed Copyright Permission Form and the contribution has been received by the Accellera office.
7. The Accellera office then sends the contribution directly to the WG Chair.
8. The WG establishes a standard through a development process using the contribution. This development process is intended to refine, enhance or accept the technology contribution.

Overall general direction of the technical activities of existing WGs or newly created WGs is established and agreed upon by the TC Chair and WG chair (and any vice-chair). Details of its technical activities are the responsibility of each WG. The Board will approve the overall technical direction of a WG and can suggest changes based on its members' feedback. Visibility and interaction between the Board and each WG is done on a regular basis to help ensure WG success and address issues raised by the WG Chair or the TC Chair.

17. Standardization Process

It is strongly recommended that a draft standard be based on previously published sources of existing and proven technology. A signed Accellera [Copyright Permission Letter](#) by the copyright holder or by a person with the authority or right to grant copyright permission must be in place before the WG starts work on the draft that is based in whole or in part on a published source. A copy of the submitted Copyright Permission Letter and the published source can be obtained by the WG Chair from the TC Chair or the Accellera office.

1. The Chair of a WG will ensure that all Contributions comply with the [Accellera IPR Policy](#). If the WG would like to propose a deviation to the standard Accellera Copyright permission process, with the approval of the TC, such a consideration can be brought to the Board for review and possible approval. The WG will review a contribution and judge it based on a Design Objectives Document (DOD) or any other relevant requirements document. The WG will use the voting process to accept the contribution as the basis for the draft standard. In the case of multiple contributions, the WG will give each contribution its due process and may select part or all of a contribution. Once a prospective contribution is approved by the WG, the standardization process can commence. The draft standard should be updated on a regular basis using the Accellera Consensus process. All input by WG members shall be considered. Selection for inclusion or exclusion of such input will be done through the Consensus process. A reference to the DOD is advisable.
2. The Chair of the WG will ensure that the WG schedule and milestones are updated based on the progress of the draft. Each draft will have a version number and a date to track all activities. It is recommended that an archive of all versions be maintained. When the draft is ready to be finalized, a professional writer may be hired if needed.
3. A WG shall conduct a public review of its proposed draft standard prior to submitting it to the TC and Board for approval. However, a WG can apply to the Board for an exception to a public review. To apply for an exception to conduct a public review, a majority of the WG must approve such a motion by a formal vote. The WG Chair shall inform the TC Chair of this request and it will be considered for approval by the Board. Such requests will not be unreasonably withheld.
 - a. The TC must approve each public review.
 - b. A public review period shall be no less than 30 days and no longer than 90 days. The WG may apply to the Board for one additional extension.
 - c. To collect feedback from the public, a discussion forum will be set up by the Accellera Administrator in the Accellera [Community Forums](#) site. At least two members of the WG will need to moderate and monitor the forum.
 - d. The Promotions Committee will assist with publicizing the public review.
 - e. Public feedback is incorporated at the discretion of the WG. A summary of the feedback and any action taken shall be provided to the TC.
4. Any WG conducting a public review may request a procedure other than that outlined in 3.b with approval of the TC Chair.
5. The final draft of a standard cannot be delivered to the TC unless it is first approved by majority vote of the eligible voters of the WG. If approved by such a vote in the WG, the draft standard will be delivered to the TC for review and distribution to the Board for final approval as an Accellera standard. The Board requires at least 30 days to review all final drafts prior to voting. Supplemental Material does not require Board approval.

6. Each release of an Accellera standard must contain the current and correct front matter referencing the appropriate license and/or use agreement, and a notice as defined in the IPR Policy section 2.6 “Public Notice”.

The WG Chair shall ensure that all Supplemental Material contains appropriate permissions from contributors and reference the Apache 2.0, 2-Clause BSD, 3-Clause BSD, or MIT license, or other Open Source License as approved by the Board, in accordance with the IPR Policy section 4.3 “Contributions to Accellera Supplemental Material”. The section that calls out the permitted open source license may be in the front material for a book-like item like a user’s guide or may be a header file in the case of source code software or in a separate file.

All materials to be published by Accellera must state the organization name and address. Samples and templates for this front matter can be obtained from the Accellera office.

7. The TC Chair will distribute the final draft to the TC members and the Board. The Board review period is 30 days. During that time, it is expected that the WG be allowed to make cosmetic changes to the final draft. Examples of cosmetic changes are: fixed typos, added words or paragraphs to make the document more readable and easier to understand or implement added examples, etc. No technical changes will be allowed unless the WG decides to restart the approval cycle. New final draft version(s) should be available on the web site for the TC or Board to download. Bar changes should be included to compare with the first version of the final draft.
8. The TC and Accellera Member Companies can provide specific feedback for the WG to consider. Only Accellera Member Companies can participate in WGs. Non-Accellera Member Companies are encouraged to participate directly during the standardization effort by becoming Accellera Members Companies or by participating in the public reviews. The TC approval and Board approval will be conducted in accordance with the Accellera Systems Initiative bylaws. The Board will ensure that the proper and fair process has been followed. All issues should have been addressed before or during the draft standardization effort. The technical content of the standard is the responsibility of the respective WG under the direction of the WG Chair and the TC Chair.
9. The Board respects the recommendation of the TC Chair speaking on behalf of a WG. All Accellera Systems Initiative members are invited and encouraged to participate from the beginning and provide technical direction through the WG activities. Both the TC Chair and Board will resolve all non-technical issues prior to Board approval.
10. Once the Board approves the final draft standard, it becomes an official Accellera standard and will be made available for download from the Accellera web site. Accellera may issue a press release to promote the standard and to endorse quick adoption of the standard. The WG Chair, with the help of the TC Chair if needed, should start the draft of a press release and will coordinate with the PC.

11. Supplemental Material will be made available for download from the Accellera web site and can be distributed via a public source-code repository. Contributions of source code from non-members can be accepted if the source code is licensed under an open source license permitted under the IP Rights Policy section 4.2 and appropriately vetted by the WG, or a designee of the WG, in accordance with rules established by that WG for the designee. The WG Chair will coordinate with the PC to promote the material.