



## Meeting Agenda

### TR-60.B Information Management Subcommittee Meeting

Date: 18 May 2022  
Time: 10:00AM – 12:00PM ET  
Location: Virtual GoToMeeting  
Chair: David Cuthbertson, Square Mile Systems  
Vice-Chair: Gary Patton, US Army  
TIA Contact: Cheryl Thibideau

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#### Administrative/General Business

- Call to Order
- Attendance (Call Quorum, Introductions, Roster)
- Notice of Participation

#### **TIA Important Notice of Participation**

Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-element thereof, constitutes acceptance of an agreement to be bound by all provisions of TIA Standards Development Procedures and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be granted or permitted in writing to the Chair of the Formulating Group by the head of the TIA Standards Department on a case-by-case basis.

#### **TIA is actively seeking participation in TR-60 standards projects from the user and general interest categories**

- Intellectual Property Rights Policy (Early Disclosure Policy)

TIA's Intellectual Property Rights Policy can be found in Statements of Policy (ANNEX C) and other clauses and annexes of TIA Standards Development Procedures. Participants in the work of the TIA Formulating Groups are urged to review the appropriate sections. Individual participants are encouraged to notify TIA of any patent(s) or published pending patent application(s) of which they are aware that may be essential to the practice of a proposed TIA Publication, including requirements introduced through normative references, early on in the development to reduce the possibility for delays in the development process and increase the likelihood that the proposed TIA Publication will become a Standard. However, a Patent Holder who has provided TIA with a TIA Patent Holder Statement with respect to the applicable proposed TIA Publication need not (but may elect to) identify its specific patent(s) or published pending patent application(s) that may be essential to the practice of the proposed TIA Publication in question. Patent searches are not required to comply with the TIA Intellectual Property Rights Policy.

- Current meeting agenda review and approval



## Meeting Agenda

- Previous Meeting Report Review and Approval
- Chair Report
- Roles and Responsibilities and Subcommittee Structure
- How Quorum is achieved in Subcommittee Meetings (TIA ECOPs):
  - **“4.7.1.1 Quorum**

A quorum, consisting of more than half of the combined eligible voting Member and Participant companies (see Section 5.2), must be found to be present in order to conduct business. It is the Chair’s responsibility to ensure that all decisions are made and actions are taken only in the presence of a quorum.

If a quorum is not present, no official action may be taken at the meeting, but proposals may be distributed to the eligible voters for consideration by ballot. Issuing and tallying such ballots may be coordinated with the TIA Standards Department.

After a quorum is found to be present, any new Members or Participants who have vested voting rights should be so advised (see Section 5.2.2.2).

A quorum is considered to be present until the scheduled end of the meeting, until the end of an approved extension of a quorum, or until a quorum is found to be no longer present.

**4.7.1.1.1 Voting Rights for New Engineering Committees and New Sub-elements**

At the first meeting of a newly formed Engineering Committee or newly formed subelement, attending Members and Participants in good standing have voting rights. At the second meeting, attending Members and Participants in good standing have voting rights. At the third meeting, the requirements for voting rights shall apply (see Section 5.2). The same rules for finding a quorum to be present apply (see Section 4.7.1.1).”
  - **“5.2 Voting Rights and Representation**

Voting representation from any company (or comparable body) is limited to one representative on any Engineering Committee, Formulating Group or sub-element. Engineering Committee Chairs should encourage participating companies (or comparable bodies) to ensure that the Voting Representative is, in fact, the person who attends Engineering Committee and sub-element meetings. If a company (or comparable body) includes several divisions or subsidiaries, voting representation is limited to one person from that company (or comparable body) unless it can be shown that the operations are so different as to represent different interest categories.

Any question regarding voting representation shall be referred to and addressed by the TIA Standards Department.

**5.2.1 Representatives**

The TIA Standards Department requires information on company (or comparable body) representatives participating in a TIA Engineering Committee. Such information may be submitted in writing or via e-mail to the TIA Standards Department, who will forward the information to the Chair of the Engineering Committee or sub-element.

In addition to the representatives referred to above, TIA maintains a supplemental mailing list, and individuals whose names appear on this list may receive copies of Engineering Committee correspondence distributed by TIA.

Member companies (or comparable bodies) may place additional names on the supplemental mailing list without charge for up to ten individuals, and may place further additional names on the supplemental mailing list upon payment of a service fee per name, per list, as established by the TIA Standards Department. Deviations from this policy require approval of the head of the TIA Standards Department.



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Participants in an Engineering Committee may place additional names on the supplemental mailing list upon payment of a service fee per name, per list, as established by the TIA Standards Department.

### **5.2.2 Voting Rights: One Company, One Vote**

In any situation, vote or ballot, each company (or comparable body) in good standing has one vote. Any employee or duly recognized representative of that company (or comparable body) may cast a vote on behalf of that Member or Participant. In any case, only one such representative may vote.

#### **5.2.2.1 Multiple, Proxy and Absentee Votes**

No individual may vote or cast a ballot on behalf of more than one Member or Participant, and no proxy or absentee ballots will be recognized at meetings.

#### **5.2.2.2 New Members and Participants at Established Engineering Committee and Sub-element Meetings**

Representatives of new Member and of new Participant companies (or comparable bodies) are granted voting rights after a quorum has been found to be present at the second consecutive meeting attended as a Member or Participant in good standing (see Section 5.1).

#### **5.2.2.3 Meetings of New Engineering Committees and Sub-Elements**

For newly-formed Engineering Committees and their sub-elements, voting rights are granted to Members and Participants in good standing when the Engineering Committee or sub-element is established or reorganized.

#### **5.2.2.4 Non-voting Liaison Representatives**

Engineering Committee Chairs may appoint volunteers to be non-voting liaison representatives from other trade associations or professional societies when appropriate and approved by the TIA Standards Department.

Liaison arrangements are usually made on a reciprocal basis. Fees may be waived when a reciprocal arrangement is in effect and is approved by the TIA Standards Department. A liaison representative has full privileges to participate in Engineering Committee activities and receive pertinent mailings but may not vote.

#### **5.2.2.5 Non-voting Observers**

Requests from other organizations or individuals for status as an observer at a meeting should be referred to the TIA Standards Department.

A Chair or TIA Standards Department staff may allow any person to observe one meeting without requiring payment of any fees or dues in order to allow the person to see if their company (or comparable body) is directly and materially interested in the work of the Engineering Committee.

##### **5.2.2.5.1 Non-voting, Non-U.S. Observers**

Requests from non-U.S. Standards Developers, individuals, or companies (or comparable bodies) for observer status will be considered on a case-by-case basis by the TIA Standards Department.

Since, in some cases, U.S. export laws and regulations may bar participation in the meetings or bar their receipt of technical information, special rules may apply to non-U.S. participants.

### **5.2.3 Maintaining Voting Rights**

Continuation of voting rights as a company (or comparable body) of any Engineering Committee or sub-element depends upon active participation in the work program.

Active participation is defined, for such purpose, as representation in at least one of the three most recent (consecutive) announced meetings.

Engineering Committee Chairs, with assistance from the TIA Standards Department, are required to enforce the membership continuation rules in order to maintain the ability to raise a quorum at meetings (see Section 4.7.1.1).

Any Member or Participant in default of payment of fees shall have membership rights



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suspended until such time as the company (or comparable body) returns to good standing (see Section 5.1).

### **5.2.3.1 Notification**

After three successive meetings without representation, the Chair or the TIA Standards Department shall notify the company (or comparable body) of its failure to meet minimum participation requirements and the resulting removal of the company (or comparable body) from the list of voting Members and Participants.

### **5.2.3.2 Reinstatement of Voting Rights**

Reinstatement of voting rights requires a resumption of participation in the Committee's work through participation in two consecutive meetings, with voting rights reinstated after a quorum is declared at the second of those two meetings.

The Chair or the TIA Standards Department shall notify the company (or comparable body) when reinstatement requirements have been met.”

- Old business
- New business
  - Vote to approve new project TIA-5077.1 (previously TR-60.1.B)
- Case Study: Spaghetti Cabling
- Items from the floor
- Adjournment

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### **AVAILABILITY OF MEETING DOCUMENTS:**

TR-60.B members/participants are instructed to download contributions and other meeting documents from TIA Connect ([connect.tiaonline.org](http://connect.tiaonline.org)) before the meeting.

### **To access the meeting's contributions, please follow the directions below:**

- Go to [connect.tiaonline.org](http://connect.tiaonline.org)
- Enter your *Username* (your email address in the TIA database)
- Enter your *Password*
- Click “*LOGIN*”
- Click the “*Communities*” tab and then select “*All My Communities*”
- Scroll down the page and select “*TR-60.B Information Management*”
- Click on “*Documents*” and then select the “*2022-0518Virtual*” folder