

These documents outline accepted protocol, and are not intended to define policy. IEEE Standards policies are defined only in IEEE Policies and Procedures documents, available at <http://standards.ieee.org/develop/policies>. If there are discrepancies between these documents and IEEE Policies and Procedures, the policies and procedures take precedence.

## **IEEE SA guidelines for commenting on draft standards in Standards Association ballot**

Comments are to be submitted on the comment form in myBallot (part of myProject), or alternatively, in an electronic file in one of the formats indicated in the myBallot comment system.

Each comment should reference a specific sub-clause, line, paragraph, figure, or equation in the balloted draft. Comments relating to general issues that affect multiple sections should be referenced to the first or most prominent instance of the issue. It is acceptable to cite other affected clauses where the identical issue occurs in one comment, rather than entering multiple comments for each occurrence of a concern. Comments requesting changes in other documents beside the specific document under ballot, or in potential future revisions of the current project, are out of scope. The comment shall be stated so that each comment can be addressed as a single issue.

If necessary, an individual comment submitted in myBallot may be supplemented by an electronic attachment (file). Some examples of acceptable attachment files are:

- A marked-up copy of a figure, table or equation indicating corrections or changes needed.
- An electronic file of a figure, table, or equation that the comment suggests be added or suggests as a replacement of an existing such item in the balloted draft.
- An extensive revision of text in word-processed format to replace or add an entire subclause or paragraph, exceeding the capacity of the comments form.

Some examples of unacceptable attachment files are:

- All or part of the balloted draft that has been marked up with comments (e.g. by hand and then scanned, or using Word change tracking, or by inserting PDF comments) that relates to multiple issues or relates to multiple lines, paragraphs, figures, or equations in the balloted draft.
- Any other attachment that does not allow the CRG to address a comment as a single issue or does not relate to a specific line, paragraph, figure, or equation in the balloted draft.

It is the responsibility of the balloters to review the draft, comments responses, and supporting documentation (e.g. PAR, ballot announcement, cover letter) throughout the balloting process. The balloters are responsible for determining if the revised draft represents a satisfactory response to their comments.

A valid comment should identify:

- what the issue is
- the proposed change in sufficient detail that the working group can revise the draft and reasonably expect to satisfy the commenter.

*For example, "This paragraph is wrong, fix it" is not a valid comment.*

Comments asking questions (without proposing a specific change) are invalid. The Comments resolution group (CRG) may attempt to answer the question, but is under no obligation to do so.

During the initial ballot, any part of the standard is in scope for comments except the IEEE Terms and Conditions. Once the standard has reached 75% approval, comments are in scope only for material in the balloted draft that is:

- changed since the previous draft, or material affected by that change
- related to a rejected "must be satisfied" comment
- related to a previous comment response with a revision that was agreed to but not properly applied. It is the responsibility of the balloters to carefully examine the Draft to confirm that it is consistent with the comment disposition and disposition detail from the previous ballot.

Guidelines approved by RevCom effective 3 September 2019.