

# Video Services Forum Document Procedures

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*Title: Video Services Forum Document Procedures*

*Source: Video Services Forum*

*Version: 1.0*

*Approved by VSF Board: June 3, 2008*

This document describes the process used to create new Video Services Forum documents, and to modify existing VSF documents.

## 1 New work or changes to existing work

*New Work* or changes to existing approved VSF documents (*Approved Documents*) may be proposed to the VSF by any member in good standing, but must have the support of at least one VSF Board Member. Proposals for work shall be approved by the VSF Board of Directors.

## 2 Deliverables

New Work or changes to Approved Documents require the following deliverables at the start of the project:

***Video Services Forum Activity Group Form:*** Defines the proponents, scope, goals, tasks, and resources required. This form may be found at the VSF Website ([http://www.videoservicesforum.org/Activity\\_Group\\_Authorization\\_Form.pdf](http://www.videoservicesforum.org/Activity_Group_Authorization_Form.pdf)).

***Technical Specification (optional):*** Defines technical details of the New Work or changes to an Approved Document.

The VSF has found that having a straw-man technical specification can stimulate conversation and reduce document development time. A technical specification need not be complete, and in many cases will contain proposals which need to be resolved by discussion in committee.

***Intellectual Property Disclosures:*** Disclosure of IP contained in the proposal and/or straw-man technical specification in conformance with the VSF's IPR Policy.

## 3 Phases

The VSF committee process consists of three phases:

***Proposal Phase:*** Proponents must submit a VSF Activity Group Form for any New Work or changes to an Approved Documents to the VSF Board of Directors. The work must be sponsored by at least one VSF Board Member. The proponents and other contributors listed on the form must commit to seeing the proposal through all phases of the process. With a two-thirds (2/3) majority of the Board of Directors, the proposal moves on to the Editing and Review phase. The Board will either assign the work to an existing Activity Group, or the Board will create a new Activity Group for the work.

***Editing and Review Phase:*** The straw-man Technical Specification, if not previously delivered, is now developed by the committee. Comments from committee members are incorporated into the Technical Specification by the document editor, and the document is re-presented to the committee. The process repeats until the document reaches stability, as determined by the committee chair. Once stability has been achieved, the document moves to the Approval Phase described below.

If the document fails to move out of the Editing and Review Phase within 18 months of the completion of the Proposal Phase, a new proposal must be made to the VSF Board before work on the document may continue. If the re-authorization is approved, work on the deliverables resumes in the Editing and Review Phase.

**Approval Phase:** The Chairman submits the document to a vote by the active participants in the Activity Group. Votes are limited to one vote per company. For the purposes of this vote, a wholly-owned subsidiary is considered to be part of the parent company, and thus, is not entitled to a separate vote from its parent company.

To be classified as an active participant, the company must have had at least one representative at a minimum of 50% of all activity group meetings and teleconference calls over the last year, or the company must have had at least one representative at a minimum of 75% of all activity group meetings and teleconference calls over the last six months. A two-thirds (2/3) majority of the Activity Group members actively participating in the Editing and Review Phase is required for the document to be elevated from Technical Specification to Recommended Document (new work), or Recommended Change (modification to an existing document.) In the case of a Recommended Change, once approved, the document editor must update the existing VSF Approved Document to reflect the changes in the Recommended Change. This document, incorporating the new changes becomes an Updated Document.

If the Technical Specification is not approved, it is returned to the Editing and Review Phase.

If the chairman is unable to achieve a two-thirds majority, the chairman or any active participant may ask for mediation by the Executive Director who will attempt to resolve differences with the parties involved.

**Board Adoption:** No sooner than ten days after completion of the Approval Phase, the Recommended Document or the Updated Document is submitted to the Board for adoption. A simple majority vote is required for the document to be adopted (51% or more of all board members vote 'yes' to adopt). Once adopted, the Recommended Document or the Updated Document becomes an Approved Document of the Video Services Forum.

**Mediation and Appeal to Board:**

A VSF member in good standing may request to address the VSF Board of Directors regarding any concerns they may have regarding a document. They may do so after the Approval Phase and before Board Adoption of a New Document or an Updated Document.

**Proxies:**

Note that for all voting specified in this policy, an eligible voter may give a proxy, either in writing or by email, to the Activity Group Chairman, another active committee member, a Board Member, or an employee of the Video Services Forum.