Accredited Standards Committee*
National Committee for Information Technology Standards (NCITS)

To: T10 Membership
From: Ralph Weber & John Lohmeyer
Subject: Policy for T10 Plenary Meetings and Accompanying Meeting Weeks

This meetings policy for T10 contains clarifications and refinements to the general NCITS meeting policies stated in Standing Document 2 (Organization, Rules, and Procedures of NCITS). To the best of the author's knowledge no SD-2 requirements are altered or waived by this policy document.

Following adoption by T10 and subsequent approval by NCITS, the policies stated in this document shall be the standing meeting procedures for T10 until such time as they are replaced or removed by majority vote of T10.

1.   Meeting Schedule and Location

T10 plenary meetings and associated meeting weeks occur six times per year, in January, March, May, July, September, and November. T10 meetings are scheduled so as not to conflict with the meetings of related Technical Committees such as T11 and T13. T10 should provide one week of non-meeting time between its meetings and the normal meeting weeks of T11 and T13. In January, the T10 meeting week should be scheduled as late in the month as possible while maintaining consideration for the other scheduling criteria above. Planning for the T10 meeting weeks should give due consideration to holidays and other events of significance to T10 members.

T10 plenary meetings and associated meeting weeks should be located in the 48 contiguous United States with approximately equal representation for eastern and western states in meeting location selection. The selection of meeting locations may be constrained by the availability of meeting hosts. The scheduling of a T10 plenary meeting and associated meeting week outside the 48 contiguous United States shall require a two-thirds affir-mative vote of T10 (two-thirds of those voting and one half of the membership voting in the affirmative).

2.   Meeting Planning and Hosting

Each T10 plenary meeting and associated meeting week is hosted by a T10 member company.

The T10 chair supervises the selection of meeting hosts and locations for T10 plenary meetings and associated meeting weeks and submits such plans to the T10 plenary for approval. Preliminary selection of meeting hosts and locations is completed not less than one year prior to planned meeting date.

Once a meeting host has notified T10 that basic arrangements have been contractually agreed for a scheduled T10 plenary meeting and associated meeting week, altering the meeting arrangements in a manner not agreeable to the meeting host shall require a two-thirds affirmative vote of T10, except when a hosting T10 member loses T10 membership. Meeting hosts may request changes in scheduled meeting dates based on hotel availability or other planning related issues and receive majority approval from T10 to make the changes provided the schedule criteria in clause 1 are met; changes that require deviations from the criteria in clause 1 shall require a two-thirds affir-mative vote for approval.