

# **JEDEC MANUAL**

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**Manual for Committee,  
Subcommittee, and Working Group  
Chairpersons and Secretaries**

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**JM10**

**JANUARY 2005**

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**JEDEC SOLID STATE TECHNOLOGY ASSOCIATION**



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Published by  
©JEDEC Solid State Technology Association 2004  
2500 Wilson Boulevard  
Arlington, VA 22201-3834

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**MANUAL FOR COMMITTEE, SUBCOMMITTEE, AND WORKING GROUP CHAIRMEN  
AND SECRETARIES**

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**Foreword**

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This Manual complements the JEDEC Manual of Organization and Procedure, JM21 and the JEDEC Style Manual, JM7. This document, JM21, and JM7 are made available to assist Chairmen and Secretaries of Committees, Subcommittees, and Task Groups and shall be used by them in the performance of their duties.

JEDEC staff personnel stand ready to give assistance and advice to supplement the following material.

## **MANUAL FOR COMMITTEE, SUBCOMMITTEE, AND WORKING GROUP CHAIRMEN AND SECRETARIES**

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### **1 Responsibilities of a chairman**

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Chairmen of all JEDEC Committees, Subcommittees, and Task Groups must be representatives of JEDEC member companies except in special circumstances approved by the Authority of the President of JEDEC.

Chairmen of committees and subcommittees shall serve for a term of two (2) years. (See JM21, 2.3 for election procedures.) Any questions regarding these procedures should be discussed with the President of JEDEC.

Where there are subcommittees, it is the responsibility of the Chairman of the parent committee to keep the subcommittee Chairman fully advised as to the activities of the parent committee and to suggest and guide. Only by close liaison can both the parent and subcommittees function effectively.

NOTE In order that the subcommittees' opinions may be properly expressed, the Chairman of the parent committee shall normally ensure that all matters on his/her agenda are furnished to the subcommittee members two weeks prior to his/her committee meetings. The Subcommittee Chairman is then responsible to see that the comments and opinions of this subcommittee regarding the adequacy of the agenda items are supplied prior to, or at the parent committee meeting.

As the administrative head of a Committee, Subcommittee, or Working Group, the Chairman is charged with the responsibility to conduct his or her committee activities in the manner prescribed in the following sections of this Manual and in annexes A - F.

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### **2 Committee scopes**

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The Chairman should familiarize himself with the Scope of his/her committee and observe it in his/her program planning.

In the case of new committees, the Chairman is responsible for the drafting of a scope taking into account the charge to the committee, and the scopes of existing committees that might overlap. If overlapping is found at any time, the matter should be brought to the attention of the Chairman and the staff liaison.

New scopes for existing committees or scopes for new committees must be reviewed and approved by the JEDEC Board of Directors.

Once approved the scope is then published in the JEDEC Scope Manual, JM18, and is available on the JEDEC website.

### **3 Committee membership**

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#### **3.1 Appointment and maintenance**

The Chairman of a main committee is charged with the appointment and maintenance of an active and competent membership of that committee. Membership on committees is extended to representatives of any and all companies having a relevant commercial interest within the respective jurisdiction of the committees. JEDEC company membership, while highly desirable, is not a prerequisite to participation. Representatives of nonmember companies may be required to pay a nominal charge per meeting to assist in defraying JEDEC administrative costs inherent to providing services to these participants. All representatives should be technically qualified personnel who shall not have primary responsibility for marketing or management of marketing personnel.

#### **3.2 Vote per Company**

There can only be only one (primary) voting member per company on the committee membership. Subsidiaries of companies and corporations, or their operating divisions, must be considered as the same company and collectively may have only one voting member. However, several representatives of a JEDEC member company may participate as alternates. If the Chairman chooses to be a non-voting member, he/she may appoint a voting member from his/her own company to participate. In such cases, the Chairman may not vote to break a tie.

#### **3.3 Active/Inactive Status**

It is essential that all committees be comprised of active members, and the Chairman should review attendance records periodically with this in mind. If a member becomes inactive and is not attending meetings, he/she should be asked to recommend another individual for active membership from his/her organization and become an alternate, where he/she will not contribute to a lack of a quorum. (See JM21, 3.5).

- If a company wishes to have an active representative on a committee in its field of operation, the request should not be denied.
- The Chairman may recognize an industry associate member, or an alternate sent by a member company, as a voting representative, if he/she is satisfied as to the substitute's qualifications as being representative of the particular company. The same recognition can be made for committee quorum determination.
- Continuation as a member of any committee or subgroup depends upon active participation in the work of the committee and the continuing membership of the committee member's company in JEDEC.

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## **4 Maintenance of committee membership lists**

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A corollary to maintaining adequate and appropriate membership is the responsibility of seeing that JEDEC is promptly advised of additions and changes in committee membership. Membership lists are changed only upon specific instructions from the Chairman, through direct communication with a JEDEC staff member by the affected individual, or is noted on the sign-in sheets distributed at each committee meeting. Complete names, company names, and addresses must be furnished.

Copies of the committee lists will be supplied to the Chairmen for review upon request to the cognizant staff liaison.

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## **5 Development and implementation of program of work**

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While standardization is the primary function of the Association, there are other engineering activities for which a committee may be established. In setting up a program of work\*, the Chairman should be guided by the scope of the committee, the assignments to it, or in the case of a new committee, its initial charge. (See clause 2.)

### **5.1 Development**

#### **5.1.1 Beginning a new standards activity**

When any formulating committee, subcommittee, or working group of JEDEC wishes to begin a standards project for the development of a new JEDEC Standard, Publication or the revision of an existing Standard, a survey should be released to advise persons or organizations that may be affected by the finished document. This is also a good opportunity to promote participation in the development process. (See JM21, clause 4.)

#### **5.1.2 Conduct of standardization activity**

In the conduct of standardization activity, the administrative guidelines of Annex A should be followed and the following should be considered:

- a) The areas in need of attention must be recognized.
- b) The individual standards already in use must be recognized.
- c) The committee should identify those items in which there is 1) complete accord; 2) partial accord; and 3) little accord, and should immediately propose those in (1) for standardization and then direct attention to (2) and finally (3).

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\* Prior to initiating any new activity, the Committee Chairman must obtain the approval of the JEDEC Board of Directors or shall have received such authority through prior broad project guidelines or other direction. Such requests for approval should be obtained through the cognizant staff liaison.

## **5 Development and implementation of program of work (cont'd)**

### **5.1.3 Other engineering activities**

In cases of other engineering activities assigned or charged to the committee, the Chairman must establish a program suitable to meet the needs. The staff liaison can give advice based on prior activities of the committee.

### **5.1.4 Timetables**

With any standardization activity the project should have a timetable included. The timetable shall be noted in the minutes of the meeting. This will help the committee stay on track and lead to faster standardization.

## **5.2 Implementation**

### **5.2.1 Adequate participation**

In the implementation of a program the first thing the Chairman needs to do is to ascertain that the membership of his committee is adequate and appropriate to handle all facets of the program. If this involves too large a group, task groups may be established by action of the Chairman.

### **5.2.2 Agenda development**

After the implementation of the program by establishment of appropriate organization, the next steps are agenda development, holding meetings, and conducting communications, all leading to the final result.

### **5.2.4 Formation of Subcommittees/Task Groups**

The formation of new subcommittees (and corresponding scopes) requires the approval of the JEDEC Board of Directors.

**NOTE** A parent committee has the responsibility of bringing to the attention of its subcommittees all matters of current discussion and to specifically solicit opinions on any given matter to the end that any final JEDEC action is the result of the largest possible cross-section of the industry.

Annex D contains suggested guidelines for the increased use of Task Groups to conduct committee, subcommittee, or task group activity in such a manner that some meetings of the parent committee may be avoided.

Subcommittees/Task Groups shall have a chairperson to oversee the activities. The Chairman or the parent committee may appoint a Secretary from the membership to oversee the activities of the Subcommittee/Task Group, but that does not relieve the Chairman of the parent committee responsibility for suitable conduct of the activities

## 5 Development and implementation of program of work (cont'd)

### 5.2.6 Comments to other agencies on standardization activities

When JEDEC is requested to comment by any of the military Services, or the DoD, or similar agencies on a subject or document, and a short time limit is imposed, then the parent and subcommittee members may be contacted via e-mail, and individual members will respond for their companies. These comments will then be compiled to indicate the majority viewpoint and, if necessary, minority viewpoints.

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## 6 Committee<sup>1</sup> meetings

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The Chairman is responsible for calling meetings of his committee at intervals necessary to properly handle its work. There is no fixed rule on these intervals as they vary from committee to committee and from time to time, depending upon the amount and status of the work. Typically, however, three or four meetings per year should be scheduled at least one year in advance.

Procedure for “setting up” a meeting is as follows:

- 1) The Chairman (or Secretary) of the committee should communicate with the JEDEC Office to secure a meeting location. It is desirable to offer alternate dates and to hold meetings at EIA Headquarters, if possible, for economy reasons. (Reservations for meeting rooms are needed for all meetings scheduled at EIA Headquarters.) JEDEC will not pay for meeting rooms in commercial facilities unless arrangements are made by the JEDEC staff. It will not be responsible for long distance telephone charges or restaurant charges in connection with meetings.
- 2) Meetings may also be scheduled at company facilities provided by committee members subject to the following guidelines being observed: (1) Attendees should not be subjected to sales or product presentations unless the committee requested such a presentation for reasons related to their deliberations, (2) Host companies should refrain from hospitality actions such as luncheons and dinners, and (3) gifts, or other promotional items of value should not be given to attendees.
- 3) After the meeting arrangements are made, a meeting notice is to be issued to the committee membership at least six weeks prior to the meeting date by the JEDEC Office. The staff liaison must be provided with an agenda at least 10 days before the meeting. A sample copy of a Meeting Notice is shown in Annex D.
- 4) If the meeting notice and agenda are required to be directed to non-members, the staff liaison should be so advised. Otherwise, the notice will be sent to the membership list only.
- 5) The agenda should clearly list the items to be discussed, and reference to any document should be specific to avoid confusion and misunderstanding. A well-prepared agenda expedites the work of the committee.

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## **7 Conduct of meetings<sup>1</sup>**

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All meetings must be conducted in accordance with the Legal Guides defined in Annex B.

The meeting may be conducted formally or informally at the discretion of the Chairman, depending on the size of the committee, nature of the particular work at hand, etc.

The Chairman is responsible for “getting the most” from a committee meeting so that the time and expense of all present can be justified. To do this, he/she must see that the agenda is followed and that discussion be kept pertinent to the agenda.

NOTE Procedures for conducting meetings of JEDEC are found in clause 3 of JM21L, Manual of Organization and Procedure.

### **7.1 Quorum**

The quorum of a committee, subcommittee, or task group is a simple majority of the listed members or their recognized alternates. While a vote of the majority of those present (assuming a quorum) is necessary to take action, it is generally desirable not to act on items such as proposed standards material unless there is a general consensus, in the judgment of the Chairman.

NOTE As used in the remaining sections of this Manual the term “Committee” also applies to subcommittees and working groups.

#### **7.1.1 Quorum for ballot procedure**

If a quorum is not present, no final action may be taken, but material for letter ballot action by the committee members may be formulated. The period for voting on committee letter ballots placed on the JEDEC voting machine shall be a minimum of 21 days from the date of issuance. A letter ballot shall be considered to have been approved when it receives affirmative votes from two-thirds of the members of the committee who voted during the designated voting period. If such affirmative vote is not realized, the matter shall be carried over as an agenda item for the next meeting.

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## **8 Minutes of meeting**

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The Chairman must be sure that adequate notes are taken, either by himself or the Secretary, to make possible the subsequent preparation of accurate Minutes of the meeting. The following is general information on the contents and circulation of committee minutes.

### **8.1 Contents**

The Minutes of a meeting should contain all actions and decisions by the committee. It should only contain items of discussion where they are necessary to have the actions or decisions understood, and such items should be brief.

## **8 Minutes of meeting (cont'd)**

### **8.1 Contents (cont'd)**

It is sometimes necessary to attach annexes to Minutes, but such should be confined to short working documents that are not otherwise available to the membership of the committee. When a large document falls into that category, its pertinent material should be abstracted.

Action items in the Minutes requiring action by the staff or others should be called to the attention of the staff liaison.

### **8.2 Review and Approval**

Minutes shall be reviewed by approved by the JEDEC legal department prior to being sent to the respective chairperson or disseminated to the committee.

After approval of legal the minutes will be sent to the chairperson. The Chairperson must review and approve the minutes. A date of approval (may or may not include actual signature) must appear at the end of each set of Minutes immediately following this statement:

“THIS MEETING WAS CONDUCTED IN ACCORDANCE WITH JEDEC LEGAL GUIDES AND THE LATEST REVISION OF THE JEDEC MANUAL OF ORGANIZATION AND PROCEDURE, JM-21.”

### **8.3 Circulation/Distribution**

Minutes should be sent to the staff liaison for legal clearance, reproduction, and distribution. All transmittals and correspondence pertaining to the handling of Minutes should be addressed to the staff liaison. JEDEC normally circulates Minutes as follows: Members of the Committee, and Members of the pertinent subcommittee(s).

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## **9 JEDEC standards style format and content**

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The format and content for Standards Proposals and the published Standard will follow the instructions and guidance given in the Style Manual for JEDEC Publications, JM7.

### **9.1 Commonality between EIA and International Standards**

It is the policy of the U.S. National Committee of the International Electrotechnical Commission (USNC/IEC) to work toward commonality between IEC Standards and U.S. National Standards. Commonality between ISO Standards and U.S National Standards shall also be an objective. During the development of a JEDEC Standards Proposal, the JEDEC formulating committee, subcommittee, or task group shall conduct a review and compare the Standards Proposal with any similar IEC or ISO Standard. Where similar IEC or ISO Standards exist, a determination shall be made regarding the extent to which the JEDEC Standards Proposal is based on an existing international standard. Where similar IEC or ISO Standards do not exist, it shall be recognized during the development of the JEDEC Standards Proposal that the resulting standard will represent a basis for a U.S. position in the development of an international standard.

## **9 JEDEC standards style format and content (cont'd)**

### **9.1 Commonality between EIA and International Standards (cont'd)**

**EIA acts** as the U.S. Secretariat for thirty (30) IEC and ISO Technical Advisory Groups and the JEDEC staff can provide information to a Committee Chairman or Secretary on how a JEDEC committee draft Standards Proposal may be reviewed by the Technical Advisor of one of these groups to obtain assistance in following the above policy and in development of the IEC or ISO similarity statement.

### **9.2 Reference to Patented Products in JEDEC Standards**

Requirements in JEDEC Standards that call for the use of patented items should be avoided. No program of standardization shall refer to a product on which there is a known patent, unless all the technical information covered by the patent is known to the formulating committee, subcommittee, or task group. The Committee Chairman must have also received a written expression from the patent holder that he is willing to license applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination. Additionally, when a known patented item is referred to in a JEDEC Standard, a Caution Notice, as outlined JM7, 6.6.3.2, shall appear in the JEDEC Standard.

All correspondence between the patent holder and the formulating committee, subcommittee, or task group, including a copy of the written expression from the patent holder mentioned above, shall be transmitted to the JEDEC Office at the time the JEDEC Standards Proposal is ready for public review circulation.

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## **10 Handling of correspondence, questionnaires, and records**

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### **10.1 Correspondence**

The Chairman is responsible for prompt and proper handling of correspondence concerning the activities of his/her committee. Since this is considered so vital to the satisfactory operation of JEDEC Committees, it is requested that Chairmen who cannot fulfill this requirement advise the JEDEC Office immediately so that a replacement may be appointed.

The Chairman should send copies of all correspondence and associated responses relating to the work of his/her committee to the next higher echelon Chairman, and the staff liaison.

A Chairman, or his/her designee, receiving a comment on a Standards Proposal originated by his/her committee should acknowledge it to its originator, regardless of its nature.

## **10 Handling of correspondence, questionnaires, and records (cont'd)**

### **10.2 Questionnaires**

Legal Counsel must approve questionnaires before issuance. In case it is desired to have independent opinions from more than one activity of a company, this intent should be made clear to the company's primary contact or other company representative. Prior to any committee undertaking a survey program, it should determine that the data are not publicly available or obtainable from government or other reports available to the Association. All surveys designed by committee should seek to obtain the necessary information with minimum cost to the reporting members, avoid duplication, and, if possible, provide comparability with other statistical series. Responses to Association surveys and questionnaires are voluntary. Whenever surveys or questionnaires are directed to more than one committee or representative in a company, the internal company coordination point or committee should be designated.

The following paragraph is a recommended wording to accompany multi-committee surveys:

"The JC-\_\_ Committee is designated the cognizant Committee leading this effort. Comments developed within a company as a result of this distribution should be provided by the company's primary contact on the cognizant Committee unless internal company policy directs otherwise. Should the responding company not be represented on the cognizant Committee, it would become the responsibility of the company representatives on the other JEDEC Committee(s) included in the multi-committee mailing to coordinate the reply in accordance with the company policy."

### **10.3 Records**

The Chairman should maintain a complete file of his minutes, correspondence, and other records.

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## **11 Relations with other standards writing bodies**

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JEDEC committee standardizing activities should primarily be directed towards the preparation of documents defining electronic products. Adequate liaison should be maintained with professional societies and other standardizing bodies in order to avoid unnecessary duplication of effort and to permit complementary activities. In some cases JEDEC will development a MoU with other Standards Development Organizations (SDOs) to create joint documents.

### **11.1 References**

JEDEC committees are encouraged to reference in JEDEC Standards any pertinent Standards of other standards-developing bodies, such as IEEE, ANSI, and others. These are normative references, for more information see JM7, 6.2.2 and 6.4.2. If a formulating group proposes to incorporate verbatim material from a publication copyrighted by another entity, it shall obtain written permission from the owner of the copyright for JEDEC to reprint the material, see JM7, 6.6.3.3.

## **12 General**

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### **12.1 Committee identifier (JC-XX)**

All committees, subcommittees, or task groups must have a designation assigned by the JEDEC Office, so that mailing lists may be appropriately identified and so that there will be no confusion between subcommittees that might use the same general names in more than one main committee.

### **12.2 Membership Lists**

The membership lists of new committees must be transmitted promptly to the JEDEC Membership Department for the preparation of mailing lists.

### **12.3 maintenance of Standards/Publications**

It is the responsibility of the Chairman of a committee to see that existing Standards in the purview of this committee are reviewed at least every three years leading to revision, if necessary; reaffirmation; or rescission.

### **12.4 Communication outside of JEDEC**

Any statements for publication or oral presentations made by a Chairman of a committee speaking as Chairman or for the Association must be cleared through JEDEC Legal Counsel.

### **12.5 Circulation of proposals to those with known interest**

The Chairmen of committees formulating material for Standards Proposals should make every effort to circulate the material to those who have known interest in the particular subject, but who are not on the committee. Such circulation should be made before final action of the committee recommending issuance of the Standards Proposal.

### **12.6 Material for announcement of publication**

When submitting a Proposed Standard to JEDEC for distribution to industry for comment, the Chairman will be asked to provide material covering the background and intended purpose of the standard and any other information that will improve industry's understanding of the proposal. Such information will be used as the basis of a publicity release to the trade press on the development and intent of the standard.

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**Annex A (informative) Seven steps in the formulation of a new JEDEC standard**

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- 1) The formulating group makes a decision to initiate a new standard and obtains project approval from the main committee.
- 2) Formulating group (committee, subcommittee or task group) develops the proposed document, according to the instructions in JM7, and submits the Proposal to its main committee for approval. (A survey ballot may be issued prior to the development of the Proposal.)
- 3) After approval of the Proposal, the main committee places the ballot material on the JEDEC Voting Machine for a 21-30 day review. If the ballot material contains terms and definitions, the ballot must be distributed to JC-10, in addition to the main committee and originating subcommittee, if appropriate.
- 4) Negative votes and all submitted comments are to receive a timely response from the ballot sponsor in an attempt to resolve all issues brought forth, either by modification of the content of the Proposal or by explanation of the background to the person initiating the comment. (If agreed modifications are technical rather than editorial, the Proposal must be re-balloted.) Unanimity of opinion is not required, but rather assurance of overwhelming consensus of all parties of interest.
- 5) When comments have been resolved, the originating committee or subcommittee reviews the final proposal and approves (by at least a 2/3-majority vote) the draft document for submission as a Board Ballot (to be placed on the JEDEC Voting Machine). If the comments cannot be resolved, the committee or subcommittee can submit the ballot for review by the Board of Directors (including the documentation to show resolution attempts) or continue to work in the development of the proposal for possible re-issue at a later date. A ballot is approved by "acclamation" if all comments are resolved, and no modification of a technical nature is required. A ballot approved "by acclamation" may automatically proceed to the next stage (review by the Board of Directors) without being discussed at a committee meeting.
- 6) The review period for the BoD ballot is also 21-30 days. If the BoD ballot does not pass with a  $\frac{3}{4}$  majority vote, the ballot will be returned to the originating committee or subcommittee for disposition. If a ballot is approved "by acclamation" at the BoD level, the publication process can continue as soon as the expiration date of the ballot has passed.
- 7) Upon receipt of a favorable vote by the JEDEC Board of Directors, the material is then declared a JEDEC Standard and issued by the JEDEC Publications Department in the appropriate format.

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## **Annex B (informative) JEDEC Legal Guides, JM5**

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### **PART I: General rules applicable to all JEDEC activities**

- Section A. Improper Activities and Programs
- Section B. Procedures for Conducting Activities

### **PART II: Special guides applicable to engineering standardization programs**

- Section A. Limitations on Standardization Programs
- Section B. Statement of Policy
- Section C. Basic Rules for Conducting Programs
- Section D. Selecting a Program
- Section E. Notice of Meetings
- Section F. Special Rules for Conducting Standardization Programs
- Section G. Procedures for Commenting on Military Specifications and Products

*Published for the guidance of members and staff of the JEDEC Solid State Technology Association in the conduct of JEDEC activities.*

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## **Foreword**

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In promoting these interests, JEDEC engages in numerous activities conducted through its committees, departments, and Board of Directors. These activities are conducted under strict policies designed to promote and stimulate our free enterprise system and to make sure that laws for maintaining and preserving this system are vigorously followed. These guides constitute an important means for accomplishing this purpose and to assure that the Association's legitimate objectives are achieved by lawful means.

These Guides reflect the best judgment of the standards of conduct and legal restraints that must be observed to protect against violations of the law. Experience has shown that questions and situations will arise, from time to time, that are not covered by these Guidelines, but which, nonetheless, will require legal advice in order to make sure that the activity is legally proper and avoids embarrassment to the Association and participating members. JEDEC Legal Counsel must address such questions in a timely and thorough manner.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART I: General guides applicable to all JEDEC activities**

This Part I includes general guides applicable to all JEDEC activities. They are required to be read and followed by all members of JEDEC and its staff, chairmen and members of all committees and other JEDEC-sponsored groups.

#### **Section A Improper activities and programs**

JEDEC activities or programs relating to any of the following subjects are improper and are not permitted:

- 1) **Restraint of Trade Agreements.** The establishment of prices, production quotas, or uniformity of conduct, the allocation of customers or markets, standard terms or conditions of sale, boycotts, or other competitive restraints are improper activities. Therefore, any activities within, or in conjunction with, JEDEC meetings relating to any of these matters are improper and committee chairmen, staff and participants should take affirmative action to assure that no such discussions are initiated or pursued.
- 2) **Prices and Pricing Policies.** Any consideration or discussion of product prices or industry pricing policies is improper and therefore not permitted. This applies to all discussions and casual remarks relating to individual company prices, changes in prices, or general price levels whether involving formal or informal exchanges between participating representatives. Such discussions are improper and must be avoided.
- 3) **Terms and Conditions of Purchase and Sale.** Any discussion at, or in conjunction with, JEDEC meetings of terms and conditions of purchase and sale, including but not limited to warranty and warranty periods, discounts, allowances, or terms of credit, or the formulation of uniform or standard terms and conditions of purchase for sale, uniform basing points or zoning prices, or the recommendation thereof for voluntary use by the membership also is improper and is prohibited. It is usually proper, however, to discuss and propose comments and recommendations to Government agencies relating to general contract provisions, or modifications thereof, or other procurement practices or policies proposed or adopted by such agencies.
- 4) **Costs.** Programs or activities involving the exchange of information relating to individual company costs of production or distribution and any formulas for computing such costs are improper. Discussions at JEDEC meetings of industry costs are normally not permitted.
- 5) **Future Plans.** Programs involving the exchange of company information relating to future plans affecting the design, research and development, production, and distribution or marketing of products are also improper. Any discussions at JEDEC meetings relating to such programs are not permitted.
- 6) **Boycotting Customers or Products.** Any activity involving the blacklisting or boycotting of customers, competitors, suppliers, or others or establishment of patterns of uniform dealing is improper. Therefore, there shall be no activities relating to any form of boycotting or any activity that may be interpreted as such.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART I: General guides applicable to all JEDEC activities (cont'd)**

#### **Section B Procedures for conducting activities**

- 1) Notices and Agendas. Notices and agendas for JEDEC meetings shall be prepared in advance and distributed prior to the date of the meeting. Agendas shall not include any subjects that are stated as improper for consideration or discussion under the rules established in these Legal Guides. All agendas otherwise shall be in conformity with rules established by JEDEC Legal Counsel or shall be specifically approved by him. Whenever feasible, background information which would be helpful in the consideration of items on the agenda should be distributed in advance of meetings.
- 2) Conduct of Meetings. All meetings shall be conducted in such a way as to assure ample opportunity and freedom in the exchange of ideas and an equal voice in all decisions. Committee chairmen and JEDEC staff personnel shall make sure that all actions and discussions at meetings are kept within the bounds of proper alliance activity. Committee chairmen should immediately rule out of order discussion deemed improper or questionable under the policies set forth herein until the propriety of such discussion has been determined by JEDEC Legal Counsel. If any doubt exists concerning the propriety of a program, either from a legal or policy point of view, it shall not become final or effective until after review by JEDEC Legal Counsel. Committee chairmen should follow the published agenda and not depart there from except for a good and legitimate reason, in which event the minutes should record the reasons for such departure.
  - a) Voting in Committees. All Committees shall adopt rules consistent with these Guides to insure that each company represented shall be entitled to vote in a manner that will give equal weight to the vote of each company represented on the Committee, regardless of the number of representatives from any one company, if there should be more than one.
- 3) Preparation and Review of Minutes. Detailed minutes of all meetings shall be taken and recorded. Minutes shall include the time and place of the meeting, a list of all committee members and non-members attending, a statement of all matters discussed and actions taken with appropriate reasons therefore, and a record of all voting.
- 4) All minutes of meetings shall be approved by JEDEC Legal Counsel before distribution. Upon approval, they should be distributed to all members of the committee.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART II: Special guides applicable to engineering standardization programs**

This PART II contains legal policies applying specifically to the operations and conduct of all JEDEC engineering standardization and related programs. It details the general policies of JEDEC and supplements the procedures contained in JEDEC "Manual of Organization and Procedure." In addition to the rules established in this PART II, all engineering standardization programs are required to be conducted in accordance with the rules set forth in PART I of these Legal Guides.

#### **Section A Limitations on standardization programs**

JEDEC standardization programs shall be confined to the formulation of standards within the rules set forth in this PART II defining or describing the dimension, quality, reliability, operating characteristics, performance, nomenclature, or any combination of these, and similar factors relating to electronics and related products, processes, systems, and procedures. These programs include not only those sponsored or initiated by JEDEC and its members but also those recommended by Government agencies.

#### **Section B Statement of policy**

The following statement of policy, reflecting the basic objectives of all standardization programs, shall be included in all JEDEC standards:

JEDEC engineering standards are designed to serve the public interest by eliminating misunderstandings between manufacturers and purchasers, facilitating interchangeability and improvement of products, and assisting the purchaser in selecting and obtaining, with minimum delay, the proper product for this particular need. Existence of such standards shall not in any respect preclude any member or non-member of JEDEC from manufacturing or selling products not conforming to such standards.

Standards are proposed or adopted by JEDEC without regard to whether their proposal or adoption may in any way involve patents on articles, materials, or processes. By such action, JEDEC does not assume any liability to any patent owner, nor does it assume any obligation whatever to parties adopting JEDEC standards.

In all cases, however, specific requirements and restraints expressed elsewhere in these Guides must govern.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART II: Special guides applicable to engineering standardization programs (cont'd)**

#### **Section C Basic rules for conducting programs**

All JEDEC standardization programs shall be conducted in accordance with the following basic rules:

- 1) They shall be carried on in good faith under policies and procedures that will assure fairness and unrestricted participation;
- 2) Participation shall be extended to all technically qualified members of the industry, including representatives of user groups where appropriate, irrespective of membership in JEDEC;
- 3) Each program shall be shown to serve one or more of the public interest objectives as provided in Section D of this PART II;
- 4) They shall not involve any agreement, expressed or implied, to adhere, or require adherence to a standard or the use of any coercion, directly or indirectly, with respect thereto;
- 5) They shall not be proposed for or indirectly result in effectuation of a price fixing arrangement, facilitating price uniformity or stabilization, restricting competition, giving a competitive advantage to any manufacturer, excluding competitors from the market, limiting or otherwise curtailing production, or reducing product variations except where required to meet one or more of the objectives set forth in section D of this PART II; and
- 6) Personnel participating in such programs as the representatives of members of the industry should be technical personnel who shall not have primary responsibility for marketing or for management of marketing personnel.

#### **Section D Selecting a program**

All standardization programs must be shown to serve a legitimate public interest objective and that objective should be specifically stated in the context of the standard. To assure this, the program should relate to the achievement of one or more of the following objectives:

- 1) Promotion of interchangeability or improvement of products;
- 2) Elimination of misunderstandings or confusion between manufacturers and buyers with respect to the products;
- 3) Providing assistance to the purchaser in selecting and obtaining with minimum delay a suitable product for his particular need; or
- 4) Serve a declared governmental or public interest.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART II: Special guides applicable to engineering standardization programs (cont'd)**

#### **Section E Notice of meetings**

Advance notice shall be given to all participating representatives as to the matter to be considered for standardization and the nature of the action being contemplated. Procedures should provide reasonable means for making available all data, specifications, and other technical information relating to a product proposed for standardization to all persons participating in or contributing to the program involved irrespective of their membership in JEDEC. Committee activities should be limited to discussions of the engineering and technical aspects of standardization or the procedures relating thereto.

#### **Section F Special rules for conducting standardization programs**

- 1) Voluntary Adherence to Standards. Adherence to standards shall be entirely voluntary and within the discretion of individual manufacturers. Any agreement, expressed or implied, or any coercion, direct or indirect, to adhere or to require or compel adherence to a standard is not permitted.
- 2) Engineering and Technical Considerations. All standardization activity shall be confined to the technical and engineering considerations in the establishment of a standard and these considerations shall relate to one of the legitimate objectives as provided in Section D of this PART II.
- 3) Commercial Standards. Standardization relating to the commercial aspects of products, such as conditions or terms defining commercial relationships between manufacturer and buyer with respect to engineering standards is not permitted. This type of standardization activity, involving bargaining among manufacturers, distributors or dealers, and including but not limited to matters of uniform warranties, conditions of acceptance and rejection, and terms or conditions of transaction is the proper concern of each interested company acting individually and is not a proper alliance activity. (See Section A(3), PART I of these Guides).
- 4) Standards Involving Quality or Performance. Generally, standards relating to quality or performance of products should not specify or describe the characteristics of such products in terms of maximum quality or maximum performance. This does not preclude standards stated in terms of maximum or minimum-maximum characteristics that are prescribed for the sole purpose of indicating that the product meets certain limited requirements and is designed to serve limited technical functions and purposes. Such standards generally involve product differentiation as distinguished from product quality. Standards may include suggested specific AQL's (Acceptable Quality Level) for guidance purposes with the actual AQL to be agreed upon between the manufacturers and the user, or include ranges of AQL's for the same purpose.
- 5) Revision of Standards. Any revision of an existing standard shall conform to the same procedures and policies applicable to the initiation of the original standard. Such revision should be clearly justified as to legitimacy of objective and that objective should be stated in the revision.

## **Annex B (informative) JEDEC Legal Guides (cont'd)**

### **PART II: Special guides applicable to engineering standardization programs (cont'd)**

#### **Section F Special rules for conducting standardization programs (cont'd)**

- 6) Interpretation of Standards. The interpretation of standards, insofar as it may relate to a specific product or manufacturer, is a proper matter for individual company concern and should not be undertaken by JEDEC staff members or any person acting in the capacity of a JEDEC committee member. JEDEC staff comments, if any, shall be limited to an explanation or clarification of technical language or provisions in a standard but not related to its application to specific products or manufacturers.
- 7) Acceptability of Standards. All proposed standards recommended by JEDEC engineering committees or task groups shall be submitted for final review and approval to industry members in accordance with the JEDEC Manual of Organization. No standard shall be recommended for adoption unless it receives substantial industry acceptance.
- 8) Final Adoption. Final adoption of proposed standards shall be in accordance with the JEDEC "Manual of Organization and Procedure." In the process of adopting a standard, consideration shall be given to all comments of industry and user interests where applicable, irrespective of JEDEC membership, and, if there is substantial opposition to the adoption of a proposed standard, the program involving such standard should be abandoned or referred to an appropriate committee or task group for further consideration.

#### **Section G Procedures for commenting on military specifications and products**

In offering comments or recommendations to elements of the DOD on Military standardization documents, the following procedures shall be followed:

- 1) Participation shall be unrestricted and extended to all companies that have made known their interest regardless of membership in JEDEC or on the cognizant committee or committees;
- 2) Adequate notice of meetings shall be given all committee members and all other companies or representatives known to have an interest and shall include all issues to be discussed;
- 3) Comments and recommendations shall be offered merely as such, limited to the technical aspects of the specifications, and shall reflect any divergency of views among those participating;
- 4) Copies of comments and recommendations shall be sent to all company representatives known to have an interest;
- 5) All submissions to military departments shall contain a statement that the comments and recommendations reflect only the views of the group participating; and
- 6) They shall be reviewed and submitted by JEDEC staff in accordance with the established procedures.

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**Annex C (informative) Example of JEDEC Meeting Notice/Agenda/Minutes**

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**Example of a JEDEC Meeting Notice**



December 11, 2001

**MEETING NOTICE**

**COMMITTEE:** JC-10

**CHAIRMEN:** Raymond Dewey  
rdewey@allegromicro.com

**DATES:** January 23 – 25, 2002 8:00 a.m. to 5:00 p.m.

**MEETING LOCATION:** San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101

**ACCOMMODATIONS:** Holiday Inn on the Bay  
1355 N. Harbor Drive  
San Diego, CA 92101  
Reservations: 800.877.8920

**NOTE:** For your convenience a block of sleeping rooms has been set aside for arrival on January 22, 2002, with a departure date of January 26, 2002. The room rates are \$139.00 Single/Double. **Room reservations must be made directly with the Hotel no later than December 20, 2001. Please identify yourself as a JEDEC meeting participant when making your reservation.**

**SPECIAL NOTE:** A \$50.00 charge for non-dues paying Government attendees will be collected at “all” JEDEC Committee and Subcommittee meetings, maximum \$150.00 for three or more attendees. This does not, in any way, deprive the JEDEC Office or the committee chairs from inviting prospective guests and others to the meetings from time-to-time. (Board of Directors: Aug 1998.)

All guests attending JEDEC meetings must request permission from the respective chairman prior to attending the meeting(s). (Board of Directors: Feb 2000.)

**AGENDA (S):** To follow

60945:jdc:12/11/2001

**Annex C (informative) Example of JEDEC Meeting Notice/Agenda/Minutes (cont'd)**

**Examples of a JEDEC Meeting Agenda**

<p><b>JC-10 Terms and Definitions</b>  <b>Agenda for Meeting No. 127 – Las Vegas, NV</b>  <b>Acting Chairman, Jim Missimer</b></p> <p><b>Tuesday November 4, 2003 thru Thursday November 6, 2003</b></p>		
<p><b>"Please note that the JC-10 meeting will start at 1:00 p.m. on Tuesday November 4."</b></p>		
1	Minutes of Meeting No. 126 — J. Carlson	
2	Secretary's Report — J. Carlson	
3	Items to be distributed by e-mail — F. Mann Item Log, Meeting Dates and Places, Index to JC-10 Minutes, JC-10 Rules	
4	Communications	
5	Status reports	
5.1	10D-95-2/30	JESD30C Descriptive Designation System for Packages: released 9/22/03
5.2	10D-99-1	Hybrids and MCMs, Inspection of (JC-13.5-99-28)(JCB-02-108A)
5.3	10D-00-1	IEC-JEITA-JEDEC package cross reference
6	Status reports on ballots issued and voted or commented on since last meeting	
	<b>Ballot</b>	<b>Subject</b>
	JCB-03-066	Physics of failure
	JCB-03-082	Application-specific qualification
	14.1-03-207	Rev. JESD33-A, includes ESD definition
		<b>Status</b>
		FAM submitted editorial comm. 9/9, acc. by sponsor
		DS has requested discussion
		FAM comments accepted; JC14.1 should align ESD definition with JESD625.
7	10D-00-9/99	<i>Reconsider ASIC, programmable ASIC, PGA (JCB-02-141). A task group made up of IBM, ST Micro and TI will work with JC-10 to resolve these definitions.</i>
8	10D-03-3	<i>Radiation Definitions: by e-mail from David Sweetman 2/02/03, and with comments by Fred Mann 4/8.</i>
9	10D-01-3	<i>Electronic template for publications based on JM-7</i>
10	10D-02-2/88	<i>Additions to JESD88 – Release 2</i> A revised master was sent to Julie on 9/9 for reissue as a CD.
11	Informal discussion of "JC-10 Rules".	
12	Other committee letter ballots?	
13	Other business – Next meeting	

**REVIEW/DISPOSITION ITEM LOG**

**NEW BUSINESS**

New business will be placed on the JC-11.11 agenda in the order received by the JC-11.11 chairman. New business proposals must be submitted to the Chairman no later than **04 April 2005**. Based on time constraints late submission material may not be considered until a subsequent meeting.

When submitting items to be reviewed before balloting, allow no fewer than **3 weeks** for the review.

James Hayward  
AMD  
1 AMD Place  
P. O. Box 3453, MS 103  
Sunnyvale, CA 94086  
Tel: (408) 982-6427 Fax: (408) 982-6161  
Email: james.hayward@amd.com

**ITEM LOG**

Item No	Log In Date	Sponsor	Responsible/Description
11-691S	07/04	IBM	Additions to MS-034: <a href="#">Review ballot results</a>
11-692	07/04	Amkor	New Staggered, 2-row FQFN family: <a href="#">To be published as MO-257A</a>
11-693	07/04	Philips	Add variations to MO-252: <a href="#">To be published as MO-252B</a>
11-694	07/04	National	MO-187 Revision: <a href="#">To be published as MO-187E</a>
11-695	07/04	Inphi	Add variation to MO-246: <a href="#">To be published as MO-246B</a>
11-700	10/04	Micron	Revision to MO-225: <a href="#">Review ballot results</a>
11-701	10/04	Amkor	New very, very thin SOP1 family: <a href="#">Review ballot results</a>
11-702	10/04	Amkor	Revision to MO-248 QFN: <a href="#">Review ballot results</a>

**NEW BUSINESS**

Item No.	Log In Date	Sponsor	Responsible/Description
	12/04	Micron	Add variations to MO-207
	12/04	Infineon	Add variations to MO-234
	12/04	National	Add variations to MO-195
	12/04	Intel	Add variations to MO-246
	01/05	ASAT	QFN family registration

**Annex C (informative) Example of JEDEC Meeting Notice/Agenda/Minutes (cont'd)**

**Example of JEDEC Minutes**

<b>JC-11 Committee on Mechanical Standardization Minutes of Meeting No. 134</b>			
<b>October 13-14, 2004</b>		<b>Radisson Riverfront, St. Paul, MN</b>	
<b>MEMBERS PRESENT</b>	<b>COMPANY</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
James Mark Bird, 11 Chair	Amkor Technology	(480) 821-5000	mbird@amkor.com
Rudy Griffin, Vice Chair	National Semi.	(408) 257-2591	rudyg3grif@aol.com
Glenn Koscal, 11.2 Chair	Carsem	(831) 440-6807	gkoscal@carsem.com
Krista Botsford, 11.4 Chair	IBM	(845) 894-4392	kbots@us.ibm.com
Ralph Henderer, 11.5 Chair	Entegris	(952) 556-8626	ralph_henderer@entegris.com
Helen Lowe, 11.7 Chair	Celestica	(503) 972-2920	hlowe@celestica.com
Chris Wyland, 11.10 Chair	Philips	(408) 474-5384	chris.wyland@philips.com
James Hayward, 11.11 Chair	AMD	(408) 982-6427	james.hayward@amd.com
Jim McGrath, JC-11.14 Chair	Molex	(630) 527-4037	jim.mcgrath@molex.com
Julie Carlson, Secretary	JEDEC	(703) 907-7559	juliec@jedec.org

Serafin Pedron	ASAT	(5
Kazuyoshi Tsukada	Buffalo Inc.	+8
Takao Ono	Elpida Memory	81
Kevin Oursler	FCI Electronics	(5
Shinya Tono	Hirose	+8
Michael Ahr	Infineon	+4
John Lynch	Intel	(5
Primo Palasi	International Rectifier	+6
Masahide Watanabe	JAE Electronics	(9
Dave Corisis	Micron	(2
Rob Ryerson	PNY	(9
Bob White	Peak International	(5
David Pfaff	Plastronics	(9
Flynn Carson	STATS/ChipPAC	(5
Kevin Koo	Samsung	82
K.C. Choi	Shinko Electric America	(4
Jim Wilder	Staktek	(5
Kent Kasuya	Tyco Electronics	+8
Bob Fried	Vishay General Semi.	(6
Mark Murdza	Wells-CTI	(6
<b>OTHERS PRESENT</b>	<b>COMPANY</b>	<b>T</b>
Valts Treibergs	Everett Charles Tech.	(6
Toshi Doi (Alternate)	Hirose	81
James Malatesta (Alternate)	Intel	(9
Alberto Calicedan (Alternate)	International Rectifier	(9
Yasufumi Yahiro	JAE	(9
Edward Reyes	Qualcomm	(8
Rick MacDonald	Shinko	(4
Tadahiro Fumikura	Tyco Electronics	81
Chris Lin	Vishay	88

jdc:040671:10/15/04

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<b>JC-11 Committee on Mechanical Standardization Minutes of Meeting No. 134</b>	
<b>October 13-14, 2004</b>	
<b>Radisson Riverfront, St. Paul, MN</b>	
<b>1</b>	<b>OPENING</b>
	Chairman Bird called the meeting to order on October 13, 2004 at 1:10 p.m. A sign-in sheet was circulated for identification and signature. Mr. Bird posted the patent policy for review. A selfintroduction followed. A quorum was present. The agenda was circulated see <b>attachment A</b> .
<b>2</b>	<b>REVIEW OF MINUTES FROM MEETING #133</b>
	Mr. Bird asked for corrections to the minutes. Mr. Hayward sent corrections to Ms. Carlson on via email on 8/18/04 to be made as follows:
	1. On bottom of page 5 the item about BGA measuring method was only held over from Tuesday to Wednesday. It shows up again with the new item number (11.2-696S) on page 7. The item was approved as a limited ballot for this document correction only.
	2. Item 11.2-689S on page 6, "JESD30B" should be "JESD30C"
	3. Last line of page 14, "asset" should be "assert".
	Correction noted from Mr. Griffin as follows:
	1. Under item 11-694, the title should have been "Proposed new revision to MO-187, to change the maximum 'b' dimension from 0.27 mm to 0.33 mm for variations BA, BA-T, and CA.
	There were no further corrections. Mr. Bird made a <b>MOTION</b> to approve the minutes as written with the corrections as listed, seconded by IBM, all in favor. The minutes were approved as written with the above corrections.
<b>3</b>	<b>CHAIRMAN'S REPORT</b>
	Chairman Bird presented to the activities of the committee.
	The executive committee discussed a new procedure for a 'revision page' to be added to revisions of outlines. Mr. McGrath presented a proposal at the executive meeting and will be fine-tuning it. Mr. Bird will then send this new procedure out with an updated Operating Procedures to the overall committee.
	Ballot schedule for this quarter:
	Last Day for Ballot Submission to Chair December 1, 2004
	Last Day for Chair Approval December 13, 2004
	Last Day for JEDEC Release December 15, 2004
	Last Day for Expiration January 5, 2005
<b>4</b>	<b>BOARD OF DIRECTORS REPORT</b>
	Mr. Bird gave a report on the activities of the JEDEC Board of Directors see <b>attachment B</b> .

**Annex C (informative) Example of JEDEC Meeting Notice/Agenda/Minutes (cont'd)**

**Example of JEDEC Minutes (cont'd)**

<b>JC-11 Committee on Mechanical Standardization</b> <b>Minutes of Meeting No. 134</b>																	
<b>October 13-14, 2004</b>	<b>Radisson Riverfront, St. Paul, MN</b>																
<b>ACTION</b>	<p><b>T. ONO</b></p> <p>Prepare the material for ballot. Send to Mr. McGrath for approval prior to uploading for the JEDEC voting machine.</p>																
<b>NEW 14-XXX</b>	<p style="text-align: center;"><b>Information on Keep Out Area revision to MO-224 (K. Whitman, Tyco)</b></p> <p>This item is here for informational purposes.</p>																
<b>NEW 14-XXX</b>	<p style="text-align: center;"><b>Information for Keep Out Area that may impact a revision to MO-224 (X. Kazu, Buffalo)</b></p> <p>This item is here for informational purposes.</p>																
<p>It is noted that there is an issue to resolve. This will be followed through in the small module group in JC-45 and they will both come back and present to change MO-224 to address this issue.</p>																	
<b>NEW 14-077</b>	<p><b>REGISTRATION - Keep Out Area</b></p> <p>Mr. Kasuya presented the response for <b>attachment AJ</b>. The responses to the points pointed out by PNY on 'No metallization' keep out area in the top SODIMM modules in the area of the metal socket latches was prepared. Mr. McGrath made a motion to send this out on ballot for discussion, 15 in favor, 0 opposed. <b>T</b></p>																
<b>ACTION</b>	<p><b>K. KASUYA</b></p> <p>Prepare the material for ballot. Send to Mr. McGrath for approval prior to uploading for the JEDEC voting machine.</p>																
<b>NEW</b>	<p><b>Proposal for a joint JC-11/JEITA meeting</b></p> <p>Mr. McGrath was asked by JEITA about the possibility of interest to begin to document test procedures. Mr. McGrath felt a new point committee would be a good fit in 11.14. It was recommended that the committee fit in this question.</p>																
<b>ACTION</b>	<p><b>J. MCGRATH</b></p> <p>Prepare the material for survey ballot. Send to Mr. McGrath for approval prior to uploading for the JEDEC voting machine.</p>																
13	<p style="text-align: center;"><b>JC-11 Committee on Mechanical Standardization</b>  <b>Minutes of Meeting No. 134</b></p> <p style="text-align: center;"><b>October 13-14, 2004</b> <span style="float: right;"><b>Radisson Riverfront, St. Paul, MN</b></span></p> <hr/> <p><b>6 OTHER BUSINESS</b></p> <p>No other business at this time.</p> <p><b>7 FUTURE MEETINGS</b></p> <p>The committee discussed the July 2005 meeting. At this time only one hotel is available due to a large conference in the area. The executive committee would like to keep the meeting on the west coast due to travel to Japan for the Joint meeting. JEDEC will look into San Francisco, and the San Diego area as well.</p> <p>The sites for the 2005 meetings are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">January 12-13, 2005</td> <td>Hyatt Riverwalk, San Antonio, TX</td> </tr> <tr> <td>April 12 - 13, 2005</td> <td>AZ, with the possibility of a GD&amp;T Course</td> </tr> <tr> <td>July 27 - 28, 2005</td> <td>Seattle, WA or San Diego, CA</td> </tr> <tr> <td>October 12 - 13, 2005</td> <td>Hawaii</td> </tr> </table> <p><b>8 ADJOURNMENT</b></p> <p>There being no further business, the meeting was adjourned at 12:00 p.m. on October 14, 2004 by common consent.</p> <p><b>THIS MEETING WAS CONDUCTED IN ACCORDANCE WITH THE JEDEC LEGAL GUIDES AND THE LATEST REVISION OF THE JEDEC MANUAL OF ORGANIZATION AND PROCEDURE, JM-21.</b></p> <table style="width: 100%; border: none; margin-top: 20px;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">10/20/04</td> </tr> <tr> <td style="border-top: 1px solid black; width: 80%;">James Mark Bird, Amkor – Chairman</td> <td style="border-top: 1px solid black; text-align: right;">10/15/04</td> </tr> <tr> <td style="border-top: 1px solid black; width: 80%;">Julie D. Carlson – Secretary</td> <td style="border-top: 1px solid black; text-align: right;">10/17/04</td> </tr> <tr> <td style="border-top: 1px solid black; width: 80%;">Date of Legal Approval</td> <td style="border-top: 1px solid black;"></td> </tr> </table>	January 12-13, 2005	Hyatt Riverwalk, San Antonio, TX	April 12 - 13, 2005	AZ, with the possibility of a GD&T Course	July 27 - 28, 2005	Seattle, WA or San Diego, CA	October 12 - 13, 2005	Hawaii		10/20/04	James Mark Bird, Amkor – Chairman	10/15/04	Julie D. Carlson – Secretary	10/17/04	Date of Legal Approval	
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Date of Legal Approval																	
14																	

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## **Annex D (informative) Guidelines for most cost effective operation of JEDEC committees**

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The purpose of this set of guidelines is to provide recommendations for how Committee, Subcommittee, and Task Group Chairmen should conduct future JEDEC meetings that will result in an overall savings to the participants. Savings may be achieved through reduction in the necessary frequency of meetings without detracting from the effectiveness of such meetings, considering the increasing cost of travel and associated expenses.

In examining the way JEDEC committees translate the need for a standard into a complete document that is ready for public review and comment, or in the development of a committee position on any technical subject, it was found that the bulk of this effort usually extends across several meetings and in some cases continues on for quite a lengthy period of time. It was also found that the effort usually begins with a small group of people within the committee structure having some views on how the results may be obtained, and have very often reduced these views to writing. Further drafts are developed and at some point in this evolutionary process the full committee discusses the document. Very often there is not complete acceptance at a single committee meeting. Some of the review and comment occurs through the use of a letter ballot to the committee. It is believed that this whole process can be streamlined through a more disciplined approach that would allow the same amount of work to be done with a reduction in full committee meetings, and thus it is believed that there is the potential for considerable saving of the travel costs of the committee membership in any one calendar year.

### **D.1 Guidelines for Implementation**

When a consensus has been developed within the full committee or other group that operates under the open membership criteria of the JEDEC Manual of Organization and Procedure to write a JEDEC Standard, or publication, the Chairman should appoint a Task Group of one or more people to produce a first draft. When such a Task Group is formed in accordance with these guidelines, the charge or task development to the Task Group should be recorded in the Minutes of the parent committee meeting and the Task Group reports to the parent committee should likewise be recorded in the minutes. This procedure eliminates the need for the Task Group to produce its own minutes of any meeting that it holds.

Ideally a Task Group should be made up of people who have expertise on the subject and who have perhaps already proposed a draft (probably a company position) dealing with the subject at hand.

The Task Group Chairman should use any comment forum in order to reach a consensus view of the Task Group on the document. Once the Task Group has developed an acceptable draft, it should be circulated to the parent group on a letter ballot with comments being duly recorded on the JEDEC Voting Machine. He should proceed without further discussion and dialogue to implement the editorial comments that he deems acceptable. He should discuss the technical comments with members of his Task Group and attempt to resolve them. The resulting second draft along with the unresolved technical comments should be circulated by letter ballot to the parent Committee for comment with comments again being duly recorded on the JEDEC Voting Machine. The Task Group Chairman should again accept editorial comments that he deems important and produce a third draft that will be circulated to the parent Committee as an Agenda Item for discussion and resolution of technical comments at a committee meeting.

## **D.1 Guidelines for Implementation (cont'd)**

It is recommended that Task Group Chairmen consider using telephone conferencing for Task Group meetings. The Task Group Chairman should circulate a written agenda and other material necessary to his Task Group as a prerequisite to the telephone conference. JEDEC Staff can provide information on telephone conferencing.

When technical comments are discussed and resolved at the parent committee meeting, the Chairman should then follow the normal JEDEC procedures to move the document into the Standards Proposal stage, or if it is a Committee position, not a proposed standard, it should be forwarded to the JEDEC Office for appropriate clearance and transmittal. If the committee cannot resolve the technical comments at the committee meeting, the Committee and Task Group Chairmen should agree on the development of a new more acceptable draft following the above procedures. This may involve going back to the point where the Task Group has to essentially begin over again, or the document may need minor revisions where it can be introduced again to the committee via the letter ballot route.

These procedures are not in conflict with existing JEDEC Legal Guidelines for open access to committees by any interested party. The procedure still provides that no major final technical decision is made without full committee consideration and thus it is consistent with the JEDEC Legal Guidelines and the JEDEC Manual of Organization and Procedure.



***JEDEC***