

STANDARD PROCEDURES AND PRACTICES

Number: SPP-007

Subject: Use of "PROPOSED" on Ballots

Effective Date: 20 June 1991

BACKGROUND

Ballot outlines and meeting handouts have often been accepted by non-members of JC-11 as official JEDEC documents. Since changes are often made to an outline during the course of the balloting process, this has caused confusion and has reflected badly on the work of JC-11.

PRACTICE

All outlines shall be clearly identified as proposed outlines until formal approval and publication.

APPLICATION INFORMATION

Outline drawings that are presented to JC-11 at either a regular committee or task force meeting will be clearly identified as being a proposal only. This policy covers any document in JEDEC format presented or distributed at a meeting, inserted into meeting minutes or distributed in ballot form. Distribution in the context of this SPP shall include both paper and electronic formats. The required identification will take the form of the word "PROPOSED" printed (or plotted or displayed) in a large font on each page of the subject outline. A recommended format for this identification is shown on page 2 of this document. Use of this or any other form of the required identification should not obscure the details of the subject outline drawing.

Additionally, copies of outline drawings being presented or proposed to JC-11 or being distributed on ballot shall not use a JEDEC outline number designation, *ie.* MO-, TO-, DO-, *etc.*, as part of the title on any page of the drawing. This proscription includes outline drawings showing proposed revisions to existing published outlines. Reference to the existing documents should be included as part of the required background statements on survey or formal ballots.

PROPOSED