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1. Scope

- This document defines the governance procedures which apply to DIACC working groups, committees, Design Teams, and Special Interest Groups.
- This document defines the procedure and policies that guide the development of deliverables including normative recommendation and reports.
- This document includes the rules for the development of the Pan-Canadian Trust Framework (PCTF) normative documents that are the criteria verified under the Voilà Verified Certification program.
- This document does not define the set of procedures applying to the Board of Directors who are controlled by the organizational by-laws and additional governance policies and procedures as approved by the Board.

2. Definitions

- **"Board"** means the Board of Directors of the Corporation and **"Director"** means a Member of the Board.
- **"Call for Comments"** means a 30-calendar day review period in which members of the Corporation and the public shall have the opportunity to submit comments for consideration.
- **"Call for Consensus"** means the primary process as outlined in Section 3.7 hereof by which an Expert Committee (EC) shall seek to reach a decision.
- **"Chairperson", "Chair", "Co-Chair", or "Vice-Chair"** means the elected leader of an EC.
- **"Charter"** shall mean the documentation required to create or amend an EC.
- **"Contributions"** means the software code, documentation, or any other original work of authorship, including any modifications or additions to an existing work, that is intentionally submitted by You to DIACC for inclusion in, or documentation of, any of the products owned or managed by DIACC (the "Work"). For the purposes of this definition, "submitted" means any form of electronic, verbal, or written communication sent to DIACC or its representatives at any time, including but not limited to submissions to GitHub, as well as communications on electronic mailing lists, source control systems, and issue tracking systems that are managed by, or on behalf of, DIACC for the purpose of discussing and improving the Work, but excluding communication that is conspicuously marked or otherwise designated in writing by You as "Not a Contribution."
- **"Corporation"** means the not-for-profit corporation of the Digital ID & Authentication Council of Canada (DIACC).
- **"Deliverables"** means the collective term for output of the Corporation including proof of concepts, research, specifications, and papers.
- **"Design Teams"** purpose is to quickly iterate on a specific topic or task, bringing it back to the full EC for review.
- **"DIACC Sustaining Member Ballot"** means an in-person or electronic ballot of the DIACC Sustaining Members.
- **"Discussion Drafts"** means the early findings of an EC that have not been approved by an Expert Committee and have been developed for sharing and feedback purposes.
- **"Draft Recommendations"** means the findings that have been approved by an EC of the Corporation.
- **"Expert Committee" or "EC"** means a committee of the Corporation based

upon an EC Charter that forms to address a scope of work and associated Deliverables.

- **“EC Charter”** shall mean a written document setting forth the mandate, scope, and deliverables of an EC.
- **“Final Recommendations”** applies to deliverables, including components of the Pan-Canadian Trust Framework (PCTF), that are normative and intended for certification purposes which are developed and approved primarily by the Trust Framework Expert Committee (TFEC) of the Corporation and have been ratified by a DIACC Sustaining Member Ballot.
- **“In-Good-Standing”** means that a member has fulfilled the requirements of membership.
- **“Members”** means an entity that has completed the application forms and executed the required membership and contributors’ agreements, satisfied the objective membership criteria for the Corporation, and paid the appropriate membership fee as established by the Board.
- **“Observer”** means a representative of an EC that does not: Regularly Attend Meetings, count towards quorum, and have voting privileges enabled.
- **“Ordinary Resolution”** means a resolution passed where i) a Quorum is present and ii) more than 50% of the ballot Participants vote in favour of such Ordinary Resolution.
- **“Participant”** means a representative of an EC that Regularly Attends Meetings, counts towards quorum, and has voting privileges enabled.
- **“Regularly Attend(s) Meetings”** means that the representative has indicated their desire to be a Participant and has attended at least three (3) of the last three (3) consecutive meetings of an EC.
- **“Reports”** informative documents intended to share research, learnings, and insights.
- **“Special Interest Group”** or **“SIG”** means a group of the Corporation based upon a SIG Charter that forms to discuss specified issued.
- **“Special Resolution”** means a resolution passed where i) a Quorum is present and ii) not less than 66% or 2/3rds of ballot Participants vote in favour of such Special Resolution.
- **“Steering Council”** or **“SC”** means a council of the Corporation based upon an SC Charter that forms to address a scope of work and associated Deliverables.
- **“Quorum”** means that at least 50% of the EC Participants are in attendance.
- **“Working Groups”** collective term for ECs, Sub-Committees, Design Teams, Special Interest Groups, and all ad-hoc committees of the Corporation that develop Deliverables in accordance with the policies, rules, and procedures of the Corporation.

3. Expert Committees

- An EC represents a working group of eligible Corporation members who have operational experience and expertise with regard to a particular subject matter.
- An EC may be called on to provide insights, reviews, and to assist the Corporation in the formation of an organizational perspective.
- An EC is chartered by an Ordinary Resolution of the Board.

- An EC shall identify from its Participants one (1) or more authors to produce output, and one (1) or more editors to edit and finalize output.
- Participation in an EC is contingent on a representative being an employee or representative designated on the behalf of a DIACC member in good standing.
- The Board may establish liaison agreements, as per the by-laws, that will allow liaison participation in an EC.

3.1 Formation

- Submission of an EC Charter for approval to the Board requires the endorsement of three (3) or more Corporation Sustaining member organizations in good standing.
- The proposed EC Charter must be submitted to the Board for approval by Ordinary Resolution of the Board.
- An EC Charter must include:
 - Committee Name
 - Members (initial members forming the committee)
 - Specific area and scope to be the subject of the EC
 - Tasks to be carried out by the EC
 - An estimate of time frame for the work of the EC (limited or ongoing)
 - Additional information that may be requested by the Board

3.2 Annual Charter Review

- ECs will perform a Charter review at the start of each calendar year.
 - Review, propose amendments, and re-endorse their Charter.
 - The EC Chair will submit any proposed adjustments to the Charter to the Board for ratification.

3.3 Officer Leadership

- An EC shall, at a minimum, have a Chair and Vice-chair elected from the EC membership by an Ordinary Resolution of the EC participants.
- To be nominated or elected to any leadership positions, Members must be in good standing. Members that are Not in Good Standing, may also be required to forfeit any existing leadership positions.
- An EC may prefer to elect two (2) or more up to three (3) Co-Chairs and no Vice-chair.
- An EC shall develop a shortlist of leadership nominees where the DIACC staff will confirm with each nominee the willingness to serve if elected.
- The EC nominations shortlist is provided to the Board to ensure diversity, mitigate potential conflicts, and a balanced stakeholder representation. The Board will have the opportunity to raise concerns if such concerns are noted.
- EC leadership elections shall be conducted by secret ballot unless an EC, through a Call for Consensus, waives the option for secret ballot with no objections.

- It is recommended that an EC Chair appoint a Secretary. When an EC does not appoint a Secretary it is the responsibility of the Chair to ensure that duties are carried out.
- Chair
 - The duties and responsibilities of an EC Chair, Co-Chair, or Vice-Chair include:
 - Serve as the EC representative to the Board;
 - Schedule and provide timely notice of EC meetings;
 - Chair EC meetings in an unbiased manner representing the will of the group;
 - Submit a monthly EC status report to the Board;
 - Appointing such persons as may be needed to expedite EC business (e.g., secretary, author(s), editor(s));
 - Ensure DIACC Bylaws and other policies applicable to an EC are followed;
 - Assure fair and open participation in the EC; and,
 - Seek consensus of the EC as the primary means of resolving issues.
- Secretary
 - The duties and responsibilities of the EC secretary include:
 - Prepare and maintain a summary report of each EC meeting that includes:
 - meeting attendees with a record of whether quorum was reached;
 - issues for which consensus was reached at the meeting;
 - dissenting opinions raised regarding consensus issues; and,
 - a list of currently known unresolved issues.
 - Maintain an action item list including assignments and status.
- Terms
 - The term of an elected officer is one year.
 - One month prior to the end of the current term, the Corporation must call for nominations for an officer and conduct a ballot of the EC Participants.
 - There is no restriction on the same individual serving as an EC officer for two (2) or more consecutive terms.
 - The Board may initiate a re-confirmation ballot of an EC Chair at any time based on the written request of three (3) or more members of the EC. If this re-confirmation vote fails, the Board may conduct an election to select the new EC Chair.
- EC Confidence in Chair
 - EC participants shall have a means of voicing displeasure in the performance of an EC's Chair. In the case of a participant who believes that the Chair is not effectively performing the duties of the Chair role, that participant may send an email to the DIACC program management office voicing such opinion, address to <private@diacc.ca>. This email shall be

treated confidentially by the DIACC program management office. A recipient shall forward the message body, with personable identifiable information removed to create anonymity, to the Board for consideration.

- These anonymous inputs shall not be guaranteed any reaction or response, although the Board may, at their sole discretion,
 - remove a Chair at any time;
 - initiate a re-confirmation ballot;
 - conduct an election to select the new Chair.
- Several variables, including but not limited to the opinions of the EC participants, may determine the course of the Board action in this regard.

3.4 Participation

- EC participation is open to Sustaining members of the Corporation.
- EC participation may be open to Adopting members of the Corporation on a case-by-case basis and under the explicit approval and terms set by the Board by Ordinary Resolution.

3.5 Contributions

- Contributions to the EC, whether oral, electronic or in writing, shall be noted in the minutes of an EC meeting. The submitting member or Contributor shall have a maximum of twenty (20) calendar days after publication of such Minutes to withdraw its Contribution submission by communicating such withdrawal in writing to at least one of the EC chairpersons.
- Approval of a final Deliverable shall not take place until such period has elapsed after the final Contribution to the Deliverable. Contributions to the EC are subject to the rules of the Contributor Agreement of the Corporation.
- All Contributions shall be governed by the DIACC Contributor Agreement and applicable IPR and Copyright policies as defined by the DIACC Board of Directors.

3.6 Meetings

- All EC meetings abide by the Chatham House Rule.
- EC meetings and agendas shall be announced in a timely manner to EC Participants via the EC mailing list.
- While most EC meetings will be held via phone and online, face-to-face meetings may be held as required. Attendance at face-to-face meetings via telephone is permitted.
- Participant EC members shall be eligible to vote on EC issues and shall be counted towards the EC quorum with one (1) vote per Participant organization being recorded.
- Observer EC members shall not be eligible to vote on EC issues and shall not be counted towards the EC quorum.
- To help ensure the EC's ability to convene, an EC Participant who misses three (3) or more consecutive EC meetings in succession may be moved to Observer status at the discretion of the EC Chair.
- An Observer may move to Participant status by attending two (2) meetings in

succession and advising the EC Chair of the desire to become a Participant.

3.7 Call for Consensus

- The Call for Consensus process begins with an EC discussion of a topic where a decision is sought in an EC meeting.
- Following an EC discussion, the EC Chair may open a Call for Consensus.
- If objections to a consensus are voiced by a Participant or by at least 3 Observers, the EC Chair shall close the Call for Consensus and move the item back to an EC discussion to address objections.
- Following the EC discussion with regard to objections, the Chair shall re-initiate the Call for Consensus.
- If no objections are then raised, the EC decision is considered final.
- In the case the Call for Consensus cannot be achieved via the Call for Consensus process, the EC Chair may call for a vote of the EC to reach a decision by Ordinary Resolution based upon Participants present.

3.8 Votes

- For votes taken at an EC meeting the following rules shall apply:
 - A Quorum of Participants shall be present for a meeting called for the purpose of a formal vote.
 - The decision or issue under consideration shall to the extent possible be structured in such a way as to make a clear “yes”/”no” choice. The exact text of the ballot shall be included verbatim in the minutes of the meeting.
 - Unless provided for in the Corporation’s authoritative policies, decisions shall be reached by a Call for Consensus and, failing such a Consensus, votes shall be by Ordinary Resolution.
 - The Chair shall schedule sufficient time for a discussion of the decision or issue prior to the vote.
 - All Participants present shall have the opportunity to vote. Only one vote per member organization shall be recorded.
 - A request for a roll-call vote requires a 1/5th majority of those voting.
 - In the case that a vote is conducted via electronic ballot, participation of at least 50% of those eligible to vote is required to establish quorum.
 - The results of the vote shall be announced by the Chair immediately upon completion of the vote and the results recorded in the meeting minutes.

3.9 Procedural Issues

- The EC Chair shall resolve EC procedural issues. When an issue cannot be resolved within the EC, the Chair or a Participant may escalate it to the Board.

3.10 Termination

- ECs can be terminated for the following reasons:
 - Incorrect Formation
 - EC did not meet the requirements stated in these procedures.
 - The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.

- Becomes dormant
 - EC has not held a meeting for 3 months.
 - EC has not reported activity to the Board for 3 months.
 - The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.
- The EC Charter has expired
 - The Board shall notify the EC mail list of the termination date.
 - The Board shall subsequently ratify the termination of the EC.
- EC Special Resolution
 - The EC passes a Special Resolution to shut down the EC.
 - The Board shall subsequently ratify the termination of the EC.

3.11 Design Teams

- An EC may create one or more Design Teams whose purpose is to quickly iterate on a specific topic or task, bringing it back to the full EC for review. This allows the EC to support concurrent work on the various topics that require action.
 - Design Teams will report back to the full EC on a regular basis with status and team decisions, the timing of which to be determined when the design team is formed.
 - Design Teams should be small and self-organizing, including subject matter experts in that specific space, conducting their work in a consensus model.
 - Design Teams should ideally be short in duration, no more than one calendar year in duration.
 - Design Teams will include a Design Team Lead, appointed by members of the Design. The teams will also (ideally) include an international standards and legislation subject matter expert.
 - The Design Team lead will organize the meetings, ensure alignment with documents being produced by the EC Design Teams, and reach out to subject matter experts from both the DIACC team and membership as needed.
- The Design Team may include invited experts upon approval of the full EC; these experts should not be considered members of the EC itself and are not part of the voting process.
- The DIACC's Technical Writers Office, consisting of technical and subject matter experts, may be called upon to support drafting efforts of Design Teams.

4. Special Interest Groups

- Unless access is otherwise specified by the Board, Special Interest Groups (SIGs) are open to Sustaining members, Adopter members, and to non-members who are interested in a particular vertical industry segment or other common interest area.
- SIGs form to discuss issues around marketplace trends, roll-out, and use of specifications, business guidelines, privacy and policy impact, for example. These discussions shall be used as non-normative input to the Board, ECs, and other interested parties.

4.1 Formation

- Submission of a SIG Charter for approval to the Board requires the endorsement of two (2) or more Corporation Sustaining member organizations in good standing.
- The proposed SIG Charter must be submitted to the Board for approval by Ordinary Resolution of the Board.
- A SIG Charter must include:
 - Group Name
 - Members (initial members forming the committee)
 - Specific area and scope to be the subject of the SIG
 - Tasks to be carried out by the SIG
 - An estimate of the time frame for the SIG. The duration of a SIGs is expected to be short in duration typically bound to three-to-six (3-6) months or bound to the delivery of specified input identified in the SIG charter
 - Additional information that may be requested by the Board.

4.2 Office Leadership

- SIGs may choose a Chair or Co-Chairs whose primary role will be to drive discussions and exchange of ideas.

4.3 Participation

- SIGs must have at least two Sustaining members and one Adopter or non-member.
- SIGs are open to Sustaining members, Adopter members, and non-members who are interested in a particular vertical industry segment or other common interest area.

4.4 Contributions

- SIG discussions should not result in non-normative output. SIG discussions that would result in normative output must be redirected to an EC for deliberation.

4.5 Meetings

- SIGs do not create normative input and, as such, they are run by consensus with no formal voting rules.
- Meeting space and logistical support for SIGs are provided during regular meetings.
- SIGs may meet at other times and places, based on participant preferences. In these cases, logistical support may not be provided.

4.6 Relationship to Expert Committees

- There is no formal relationship between SIGs and ECs. However, SIGs can be an important source of input to ECs or other industry groups.
- SIGs can provide non-normative input and critical analysis of EC output prior to publication.

5. Steering Council

- The Steering Council (SC) shall ensure strategic and operational alignment and coordination of the ECs with the strategic direction set by the Board.
- Ensure impartiality of coordination between the EC leaders and their respective activities.
- While each individual EC shall report directly to the Board, the ECs may use the SC to coordinate development of reporting materials.
- The scope of the SC shall be to work collaboratively to coordinate the efforts of ECs to:
 - coordinate with the DIACC at-large;
 - align with the DIACC mission and vision;
 - support the development, promotion, and adoption of the Pan-Canadian Trust Framework (PCTF);
 - act complementary and not contradictory to each other;
 - fulfill other activities as agreed upon by the SC and other relevant stakeholders.

5.2 Participation

- Membership of an SC shall be inclusive of at least one officer from each DIACC EC or their designated alternate.

6. DIACC Deliverables

- The DIACC may produce written deliverables including: Discussion Drafts, which are used to share early findings and to gather broad feedback; Reports, which are internal to Members unless approved for broader release by the Board in an Ordinary Resolution; Recommendations, which are aimed at a broader audience and represent a formal position by the DIACC; Use Cases, which communicate a challenge or opportunity to be addressed; and Innovation Papers, which are research papers created at the request of the Board to help inform a topic of interest. The final copy of all reports should be created following Accessibility best practices.
- The DIACC’s Trust Framework Expert Committee (TFEC) is responsible for developing and maintaining normative documents of the PCTF. The TFEC follows the Policy and Procedures for Trust Framework Component Proposal (TFCP) Process.

6.1 Discussion Drafts

- A Discussion Draft is an early draft developed under an EC for the purpose of sharing information and gathering broad and diverse input to improve the quality of future revisions.
- A Discussion Draft is not subject to an EC vote of approval.
- A Discussion Draft is released with approval from EC Chair(s) and the President.
- A disagreement that cannot be resolved regarding the release of a Discussion Draft shall be brought to the Board for a final resolution.

6.2 Reports

- Reports are informative documents intended to share research, learnings, and insights, and are produced by an EC to inform Members on a specific area related to the Corporation's mission and mandate. Reports may include topics such as current state of the art for authorization, description and explanation of pilot activities, or summaries of activities related to digital trust and identity in other regions around the globe.
- Reports may be drafted by an individual, an EC, SIG, or a Design Team, following the report template, and will be reviewed and approved by the EC.

6.3 Recommendations

- Recommendations are produced by an EC to provide specific and normative guidance. Recommendations may include topics such as guidance on handling of online consent and delegation, best practices for authentication and authorization, or any other topics relevant to the Corporation's mission and mandate.
- Recommendations may be drafted by a design team, following the recommendation template, and must follow the Recommendation Approval Process as described below.

6.3.1 Recommendation Approval Process

- An EC develops a Discussion Draft for initial EC review and feedback.
- An EC develops a Draft Recommendation to incorporate EC Discussion Draft feedback.
- An EC approves a Draft Recommendation by Ordinary Resolution of those participating in a quorate call of the EC or through an electronic ballot.
- Once the EC approves the Draft Recommendation, the EC shall request that the Board open a "Call for Comments" and IPR review.
 - The EC must specify the extent for the "Call for Comments" – it may include all Members, specific liaisons, all liaisons (i.e., partner organizations that have signed an MOU or a LOI), be open to the public, or various combinations therein.
 - The scope of the Call for Comments shall be advised to DIACC liaisons where applicable.
 - The Board shall review an EC request for a Draft Recommendation Call for Comments and may reach the following decisions by Ordinary Resolution:
 - Approve the request.
 - Conditionally approve the request.
 - Ask the EC for further information.
 - Reject the request.
 - Re-submission of Call for Comment Request
 - An EC may amend the draft Recommendation and re-submit the request for a Call for Comments.

6.3.2 Call for Comments

- A Call for Comments shall be open for thirty (30) calendar days.
- Staff shall administer the Call for Comments, make sure it is distributed to the

appropriate audience based on the extent defined by the EC.

- Members of the Corporation may participate in the Call for Comments.
- Comments are logged in a Disposition of Comments. A Disposition of Comments refers to the process of reviewing, evaluating, and making decisions about a set of comments or feedback received during review periods.
- An EC Chair shall review the enumerated comments with EC Participants to provide a rationale and address each comment as follows:
 - Accept and Incorporate.
 - Defer and incorporate in a future revision.
 - Reject and do not incorporate.
- Upon completion of the Disposition of Comments an EC may:
 - Resubmit the Draft Recommendation asking for an additional Call for Comments.
- Declare the Recommendation as candidate for Final Recommendation by Ordinary Resolution and request the Board to initiate a DIACC Sustaining Member Ballot to approve as a Final Recommendation.

6.4 Innovation Papers

- Innovation Papers are research papers created at the request of the Board to help inform a specific topic of interest; these papers do not originate from within an EC though the work to create the paper may come from an EC.
- Innovation Papers may be drafted by an individual or a Design Team, following the Report Template, and will be reviewed and approved by the Board. The Board will determine whether the white paper may be distributed beyond the Board.
- All Innovation Papers must include the following text in the front matter of the paper: “DIACC Innovation Papers are not endorsements and do not represent a qualified organization opinion of the DIACC.”

6.5 Use Cases

- Use cases are shared narratives that explain the value propositions of digital identity. Use Cases offer a structure by which activities can be measured against. Anyone may submit a use case for consideration; The Corporation’s ECs will review and evaluate use cases of interest for prioritization and incorporation into relevant deliverables of the Corporation.
- Use cases should include as much of the following information as possible and shall be accepted as being held under the Creative Commons Attribution Non-Commercial 4.0 International license (CC-BY-NC 4.0).
 - Goal: Describe the goal of the use case from the perspective of the user.
 - Primary Actor: This is the individual sources of the event that stimulates the use case into action.
 - Trigger: The triggering event that stimulates the use case into action.
 - Stakeholders and Interests: Who cares about the use case and what do they want?
 - Benefits: What benefits will be derived from this use case?
 - Assumptions: Conditions that are assumed in the context of the use case.
 - Pre-Conditions: What must be true at the start?
 - Post-Conditions: What must be true upon successful completion?

- Main Success Scenario: A typical, and unconditional, happy path scenario of success.
- Constraints / Issues / Risks: Items that may place a burden on success of the use case.
- Extensions: Alternate scenarios of success or failure.
- Special Requirements: Related non-functional requirements.

7. DIACC Sustaining Member Ballots

- A DIACC Sustaining Member Ballot is issued by the Board and administered by the staff of the Corporation.
- A DIACC Sustaining Member Ballot may be administered in-person at a meeting of the members or electronically.
- At least 15% of Corporation members in good standing must participate in a DIACC Sustaining Member Ballot to confirm a DIACC Sustaining Member Ballot as quorate.
- A Recommendation of the Corporation is approved by Special Resolution of a DIACC Sustaining Member Ballot.

8. Version History

Version	Changes
Version 1.0	<ul style="list-style-type: none"> Initial version of the Operating Procedures Supplemental Policy
Version 2.0	<ul style="list-style-type: none"> Section 1. Definition Contributions Section 2. Board may establish liaisons Section 2.5. Contributions governed by controlling policies Section 2.11. Design Teams Section 3. Deliverables specified. Section 3.1. Report specified Section 3.2. Recommendation specified Section 3.2.1. Recommendation Approval Process specified Section 3.2.2. Call for comments specified Section 3.3. Innovation White Papers specified Section 3.4. Use Case specified
Version 2.1	<ul style="list-style-type: none"> Section 2.3. EC Leadership Elections clarification Section 2.5. Expert Committee Contributions - “calendar” clarified Section 2.8. Votes On-online ballot quorum details clarified Section 4. Member Ballots - Added “Sustaining” to align with Bylaws
Version 2.2	<ul style="list-style-type: none"> Section 1. Definitions for “Board”, “In-Good-Standing”, “Discussion Drafts”, and “Steering Council” Section 2.4. Not In-Good-Standing leadership eligibility restrictions Section 3. “Steering Council” added

Version 2.3	<ul style="list-style-type: none"> • Section 1. Definitions for “Board”, “In-Good-Standing”, and “Discussion Drafts” • Section 2.9. Participant may raise an unresolved dispute to the Board of Directors • Section 4.1. Details for “Discussion Drafts” • Formatting of definitions throughout for consistency
Version 2.4	<ul style="list-style-type: none"> • Definition for “Special Interest Group” • Clarified “Sustaining” member participation in “Expert Committees” • Clarified “Annual Charter Review” procedure • Reduce prescribed “Call for Comments” time from 45 days to 30 days • Formatting revisions throughout for consistency
Version 2.5	<ul style="list-style-type: none"> • Added Scope section • Terms and definitions arranged alphabetically • Clarified the definition of “Final Recommendations” • Added the term and definition for “Reports” • Clarified the definition of “Working Groups” • Updated the roles of Officer Leadership • Removed the use of the term and definition of “Vice-Chair” • Updated Meetings section to include the use of Chatham House Rule. • Added “Technical Writers Office” to Design Teams section • Updated Steering Council purpose and role • Clarified DIACC Deliverables section to make clear the TFEC deliverables • Update the Reports section to provide more detail • Additional details provided in the

	<p>Recommendation Approval Process section</p> <ul style="list-style-type: none">• Defined the term “Disposition of Comments• Removed the use of the term “white” from Innovation Papers section• Additional details included for the Use Cases section
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