



Standard Performance Evaluation Corporation (SPEC®)

International Standards Group (ISG) Policy - 1.01

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This document version: <https://www.spec.org/isg/policy-20211104.pdf>
The latest version of this document: <https://www.spec.org/isg/policy.pdf>
Previous version: <https://www.spec.org/isg/policy-20210901.pdf>

1. International Standards Group

SPEC formed the ISG Group to oversee the establishment and development of standardized benchmarks primarily for the use in government regulations and programs, and collaborates with national and international standards development organizations to enhance global standards.

1.1. ISG Membership

ISG has Members, Associates and Supporting Contributors, as defined in SPEC Policy Section 2.1. Members may become active participants in any committee of the ISG, and review and comment on all ISG initiatives. Members are eligible to stand for election to the steering committee and champion proposed benchmarks. Members can review and comment on all benchmarks and standards developed by the ISG. This can be done through active participation or during the final call for comments.

1.2. International Standards Steering Committee (ISSC)

1.2.1. General

The ISSC manages and supervises all initiatives of the ISG Committees.

- a. **Exceptions to policy:** For due cause, the ISSC may vote to approve exceptions to this policy or may adopt resolutions that may conflict with policies expressed in this document; in such cases an amendment to this document shall be discussed, and any changes be brought forth within a reasonable period afterwards.
- b. **Conflict with Bylaws or Board:** In the event of disagreement between ISSC resolutions or this policy document vs. SPEC's Articles of Incorporation, Bylaws, Policies, or decisions by the SPEC Board of Directors, the ISSC shall yield.
- c. **ISSC Member Quantity:** The Board has set the number of ISSC members to 6. The ISSC may recommend to the Board an increase or decrease in size based on activities and participation.
- d. **Qualifications:** The ISSC is elected from the ISG membership. ISSC members agree to the following conditions and obligations:
 - Attend all ISSC meetings, including ISSC face-to-face meetings.
 - Have the engineering resources to be able to technically review and help direct all ISG initiatives.
 - Devote the equivalent of at least one full-time engineer to SPEC ISG activities.
 - Under the direction of the ISSC Chair, help to promote ISG cross-pollination and/or serving as primary steering committee liaison to assigned Committee(s).
- e. **Elections for ISSC:** To maintain continuity and consistency of representation on the ISSC, the ISSC has staggered two-year terms, with half of the ISSC elected each year. Elections to the ISSC are held in conjunction with the SPEC Annual Meeting. Members representing one-fourth (1/4) of the ISG membership, present in person or by proxy, shall constitute a quorum for the purpose of election of ISSC members.
- f. **Vacancy:** If an ISSC member resigns or leaves, the ISSC may appoint another ISG member to fulfill that ISSC member's remaining term, or may choose to leave the seat vacant until the next Annual Meeting, thereby temporarily decreasing the size of the ISSC.
- g. **Affiliation:** Entering a relationship of affiliation (as defined in the Bylaws, section 2.1) does not alone constitute the creation of a vacancy. (For example, Company B is not a member of the ISSC. It buys all the assets of, and takes on all the responsibilities of, Company A, including Company A's ISSC seat.) If, however, such affiliation would cause or appear to cause a member and its affiliate(s) to have two or more votes on the ISSC, then, as described in the Bylaws, a single voting representative shall be designated and one or more vacancies shall be declared.
- h. **Voting representative:** Each ISSC member shall designate a voting representative. If the designated voting representative is absent from an ISSC meeting, another person employed by the member institution (or its affiliates) may temporarily represent the member. In the event of a lack of clarity as to who has the vote, the ISSC Chair may refuse to accept a vote until the designated voting representative appoints a substitute in writing.

- i. **Proxies:** The ISSC does not allow use of proxy voting (that is, the authorization of an individual who is not an employee of a member institution to vote on behalf of that member), because ISSC members are expected to participate, to be actively involved in discussion, and to evaluate the evidence that may be presented. In rare cases, the Chair may accommodate legitimate scheduling difficulties (e.g. a Special Meeting scheduled at a particularly user-hostile hour for a directly interested participant), by requiring use of the Voting Tool rather than taking a vote during the meeting.
- j. **ISSC Officer elections:** The ISSC elects a Chair, Vice-Chair, Secretary, and Webmaster. The election is held at the face-to-face ISSC meeting occurring during the week of the SPEC annual meeting when possible. ISSC Officer positions are held by individuals. Officers must be a representative of an ISG member or an ISG Supporting Contributor, though it is not required that the individuals be a representative of an ISSC member.
- k. **ISSC Committee Officer Elections:** Election procedures are the same as ISG Committees (see section 2.1.4), with these exceptions:
 - Notice of the election shall be sent to all ISG members.
 - Nominations are made via the ISSC mailing list, or at the meeting where the election is to be held.
 - In the event of a tie, even after repeated attempts to break the tie, then the presiding officer shall use a randomized method to determine the winner.
- l. **Vacancy:** An election will be held to fill a vacancy if an officer steps down, except for the case where the Chair steps down and a Vice-Chair has already been elected; in this case, the Vice-Chair shall become the Chair for the duration of the term, and an election for a new Vice-Chair shall be held to fill the vacancy.
- m. **ISSC Quorum:** To establish quorum, the ISSC shall have greater than 2/3 of its members present. (To calculate this, the table for the "SPEC Consensus Voting Rule" may be referenced in section 2.1.3. Votes may be taken only if there is a quorum of the current voting members present.
- n. **Voting / passage of motions:** To pass a proposal at the ISSC, the ISSC uses the "SPEC Consensus Voting Rule", which is defined in section 2.1.3.
- o. **ISSC Votes:** All ISSC votes shall be open votes, except election of officers, which is by secret ballot. Exceptions to the secret ballot may be made if there is only one candidate per office.
- p. **Voting Tool:** The SPEC private server offers a "SPEC ISSC Proposal/Voting Tool" which may be used to act on proposals separately from meetings. When this tool is used, motions only pass if all ISSC members vote Yes or Abstain. Any motions with No votes should be discussed at the next meeting to ensure the concern is understood.
- q. **Coordination with Board:** Certain organizational activities require board participation and approval. For example, setting prices for benchmark licenses, or major resource reallocations of SPEC administrative staff. Proposals may be brought directly to the board by the ISG Chair when aligned with ISSC direction. Any such proposal shall be included in the ISSC minutes.

1.2.2. ISSC Meetings

- a. **Parliamentary procedure:** As specified in SPEC's Bylaws 2.14 C, ISSC meetings are conducted in accordance with Robert's Rules of Order parliamentary procedures under the direction of the chair. The chair shall use fairness as the primary criterion, and simplicity of process as a secondary criterion. The chair may be over-ruled by the ISSC using its usual voting rules.
- b. **Regular and special meetings:** ISSC meetings are of two types: regularly scheduled, or special. Special meetings may be called by the Chair, the Vice-Chair, or any 3 members, to handle urgent issues.
- c. **Notice of meeting:** At least two full business days' notice is required prior to ISSC meetings, unless every voting member agrees to a shorter notice.
- d. **Venue:** Meetings may be face-to-face or online.
- e. **Face-to-face meetings:** Face-to-face meetings take place about 4 times per year. Regular face-to-face meetings are considered essential because the steering committee often:
 - Drives for consensus on controversial issues.
 - Functions as a court of appeal for issues elevated from Committees.
 - Seeks solutions to complex issues
 - Engages in negotiations that require substantial time, effort, and understanding of other participants' concerns.

- Remote call-in access to face-to-face meetings is typically not provided, as that would defeat much of the purpose of face-to-face meetings. Candidates for ISSC are strongly encouraged to take account of the face-to-face meeting requirements prior to running for office.
- f. **Meeting Agenda:** For regularly scheduled meetings the ISG chair sets the agenda by considering the following:
 - Written proposals submitted in advance of the meeting will be given priority on the agenda.
 - A written form of the proposal shall accompany all non-trivial proposals.
 - Meetings include:
 - A short session to adjust and approve the agenda
 - Announcements
 - Status reports from each active Committee
 - Old business
 - Action item follow-up
 - New business
 - Notice of the time and place of the next meeting
 - If time permits, the agenda may also include a section for informal discussions to allow the group to begin discussion on relevant topics that are likely to require action at future meetings. During informal discussions, no ISSC votes will be taken.

1.2.3. ISSC Web Pages and Email Subscription

Steering Committee web pages (including ISSC Wiki pages) may be read by all members of the International Standards Group. Any ISG member may subscribe to the ISSC email alias.

2. ISG Committees

2.1. Guidelines for Committees

2.1.1. Committee Formation

To accomplish ISG's mission, the ISSC will from time-to-time charter new committees for research, benchmark development, or to perform other activities within ISSC's scope.

A minimum of three active members is required for the formation of a committee. The ISSC appoints the Initial Chair for the new Committee and approves its initial charter and any subsequent changes. The voting method for a committee is the SPEC Consensus Voting Rule (2.1.3).

Membership to ISG committees is open to all ISG Members and Associates.

2.1.2. Committee Voting Rights

To join a committee as a voting member, the joining party shall:

- Be an ISG sustaining member or ISG associate.
- Agree in principle with the goals of the committee as outlined in its charter.
- Identify a main contact.
- If the committee has been active for more than 3 months:
 - During its initial four weeks, take responsibility for bootstrapping itself in the past efforts of the committee. This includes reviewing meeting minutes and the group's email archive and obtaining assistance offline from the meetings to ensure they are up to speed on the issues.
 - Attend two consecutive meetings.

In order to maintain voting rights in a committee, a member shall:

- Contribute resources towards the actual contribution to the initiative. The recommended minimum contribution is 48 person-hours per month. This consists of approximately 40 hours for technical work on the benchmark plus 8 hours for meetings and conference calls. Contributions may be divided among one or more individual contributors. The committee may adjust these requirements, based on the committee schedules, the effort required to meet them, and the number of members participating.

The tasks that an active committee member may contribute to include:

- developing and maintaining benchmark tools
- porting and testing the benchmarks and tools on distinct architectures or operating systems
- writing, editing, and testing documentation
- developing, editing, and staging webpages
- editing the run and reporting rules
- answering technical support questions
- performing the duties of organizational roles, such as Chair, Vice-Chair, Secretary, Webmaster or Release Manager

Status as a voting member may change:

- If a member misses two consecutive duly noticed meetings, including face-to-face meetings and conference calls, the member's voting rights will be suspended. Missing a multi-day face-to-face meeting counts as missing a single meeting.
- The suspension of voting rights will take place at the beginning of the next scheduled meeting. Voting rights are reinstated at the beginning of the second of two consecutive meetings that the member attends.
- Additionally, the voting rights of a committee member will be suspended at the beginning of a meeting if the committee member withdraws its resources. Voting rights will be reinstated after 4 weeks of the member contributing resources (e.g. 48 hours) or after having caught up with the assigned tasks.
- When a member wishes to regain voting rights, that member will send an email message to the Chair stating the work that they have done, and a commitment to continue providing the minimum contribution level.

2.1.3. Committee Voting Procedure

The quorum requirement for committees is 2/3 (minimum of 3) of the committee members.

A committee should drive for consensus among its participants whenever possible. However, to ensure progress, formal member votes will need to be taken. An active member may vote 'yes', 'no', 'abstain', or 'pass' when the vote is first called. If the member votes 'pass', the chair will return to that member to finalize their vote as either 'yes', 'no', or 'abstain' after the remaining members have had the opportunity to vote. Votes of 'abstain' count only toward establishing quorum. Members' reasons for voting 'no' or 'abstain' are recorded in the minutes. Such recording can help with the drive for consensus, as it allows others to respond to the specific concerns of those who do not vote 'yes'.

The table below details the number of votes required to pass a committee motion.

SPEC Consensus Voting Rule

Voting (yes or no)	3	4	5	6	7	8	9	10	11	12	13	14	15
Votes required	3	3	4	5	5	6	7	7	8	9	9	10	11

2.1.4. Committee Officers and Elections

After 3 to 6 months of its formation, the committee shall elect its officers. The committee shall elect a Chair, Vice-Chair, and Secretary. The creation of additional officer positions may be proposed to the ISSC for approval.

Committees shall hold an election to fill a vacancy when an officer steps down, except for the case where the Chair steps down and a Vice-Chair has already been elected; in this case, the Vice-Chair shall become the Chair for the duration of the term, and an election for a new Vice-Chair shall be held to fill the vacancy. The election to fill the vacancy should be held as quickly as practical. The requirement to announce elections 4 weeks in advance may be waived by unanimous consent of the voting members of the committee.

Elections shall be announced at least 4 weeks in advance, with date and time expressed using US Pacific Time. Elections take place at the SPEC annual meeting or at other times as required. For such other times, face-to-face meetings are preferred, but online meetings may also be used.

- Nominations may be made via email to the committee mailing list.
- A candidate may nominate himself or herself, or may second his or her own nomination.
- To be considered, a nomination shall be seconded, and the candidate shall agree to the nomination.
- At the beginning of the meeting where the election is to be held, the Chair shall confirm who are the active voting members.
- At the meeting, an additional opportunity shall be provided to make nominations, to second nominations, and for candidates to accept or decline nominations.
- A formal motion shall be made and passed to close nominations.
- For contested elections, an opportunity shall be provided for short statements by all candidates after the close of nomination. Candidates also have the option of stating their credentials via email.
- For non-contested elections (i.e. one nominee for the position), a voice vote may be taken. If all positions are uncontested, a voice vote may be taken for the entire slate.

For contested elections, a committee member who is not standing for the position in question, and has no conflict of interest, shall preside during the voting for that position. Secret ballot shall be used, and two members without conflicts of interest who are not standing for the position shall count the votes and announce the winner. The winner is the candidate who receives the highest number of votes. In the event of a tie for highest number of votes, a runoff election shall be held to decide among the tied candidates. If necessary, this step shall be repeated. If the tie cannot be broken after 3 runoffs, the presiding member shall use a randomized method to determine the winner.

A list of the elected committee officers shall be readily available to any SPEC member, either on, or directly linked from, the top-level page for the committee on the SPEC private server.

2.1.5. Committee Dissolution

The ISSC creates and dissolves committees and committees may recommend dissolution. The ISSC should also consider alternate solutions, such as adjusting the committee's charter, merging it with another committee, or temporarily making the committee 'inactive'. If any committee chair or ISG member is concerned a committee is at risk of dissolution, the ISG Chair should be promptly informed, and the ISSC and committee chair should discuss preventative measures.

When a committee is dissolved, a formal Dissolution Plan is required, which shall address:

- Responsibility for any current SPEC products from that committee, including, if applicable, support plans, review of results, and Retirement plans.
- Code repositories, licenses, and other intellectual property for which the committee was responsible.

3. ISG Benchmarks

3.1. General

Each benchmark suite produced by the ISG shall include a set of specific run and reporting rules that the licensee must follow to produce a compliant result. These basic tenets of these rules require:

- Proper use of the SPEC benchmark tools as provided.
- Availability of an appropriate full disclosure report.
- Support for all the appropriate protocols and standards.

Furthermore, SPEC expects that any public use of results from this benchmark suite shall be for systems and configurations that are appropriate for public consumption and comparison. Thus, it is also expected that:

- Hardware and software used to run this benchmark must provide a suitable environment for the application area(s) targeted by the benchmark.
- Optimizations utilized must improve performance for a larger class of workloads than just the ones defined by this benchmark suite.
- The tested system and configuration are generally available, documented, supported, and encouraged by the providing vendor(s).

All ISG Committees must create documentation as part of the benchmark development effort, which shall:

- clearly describe what the benchmark is intended to measure
- provide introductory information
- state hardware and software pre-requisites
- describe how to install the benchmark product
- describe how to use it
- describe what is needed to create a valid full disclosure report (FDR)

The documentation is required to be sufficiently complete so that a user with the appropriate technical knowledge can install and run the benchmark without direct assistance from developers of the benchmark. Testing must be performed to ensure that this requirement is met.

3.2. Checklists

ISG maintains useful checklists for benchmark developers. Such checklists provide additional detail about ISG's processes beyond that covered in this policy document. All committees are required to consider checklists that apply to their development activities. Certain milestones (such as release) require reports to ISSC relative to checklists.

3.3. Benchmark Stages

All ISG benchmarks require ISSC approval before release. ISG benchmarks also include a 4-week general member review period where all ISG members have the opportunity to review and provide comments on a pre-release benchmark beta.

For benchmark updates to a released benchmark, performance neutral changes require a unanimous committee release vote and ISSC notification at least 2 business days prior to public release. Any benchmark updates which are not performance neutral require ISSC approval.

For run rules updates to released benchmarks, editorial or clarification changes require a unanimous committee release vote and ISSC notification at least 2 business days prior to public release. Any substantive changes require ISSC approval.

Benchmark retirement requires ISSC approval.

4. ISG Support

The members of the ISSC and its committees are responsible for providing adequate resources to handle support questions.

4.1. Technical Benchmark Support

It is the goal of technical support to provide timely responses to questions regarding the nature and usage of these benchmark suites to help facilitate measurements by other SPEC benchmark licensees. The purpose of ISG's technical support is NOT to provide OS, compiler or other vendor tool support or assistance unrelated to the benchmark.

The ISSC's responsibility is to ensure that responses to all technical questions are sent out promptly.

4.2. Non-Benchmark Support

Non-benchmark and tool related questions will be addressed by the ISSC.

5. Trademark and Copyright Notice

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6. Revision History

Version 1.00 – Approved by the ISG Chair on September 01, 2021

Version 1.01 – Approved by the ISSC on November 04, 2021