



CIP4 Standard Operating Procedures

1 CIP4 Governance Documentation

The governance of the CIP4 Organization is described by a collection of documents:

1.1 CIP4 Articles of Association

Generally referred to as the 'bylaws', these provide the legal framework within which CIP4 operates. As the primary source for CIP4 governance the bylaws take precedence over all of the other documents described here. Available from http://www.cip4.org/get_nd.php?name=CIP4+Bylaws.

The Articles of Association are maintained by the Advisory Board (AB) under the leadership of the CEO, with input as necessary from CIP4's General Counsel; updates are registered as required under Swiss law for a non-profit association.

1.2 CIP4 Standard Operating Procedures

This document fills in additional detail around the bylaws, especially in areas where the AB has discretionary powers.

The Standard Operating Procedures (SOP) are maintained by the AB under the leadership of the CEO.

1.3 Procedures of the CIP4 Technical Steering Committee and Working Groups

The Technical Steering Committee (TSC) procedures provide a framework for the activities of the committees for which the CIP4 technical Officer is responsible. Available from http://www.cip4.org/get_nd.php?name=TSC+and+WG+Procedures.

These are maintained by the TSC under the leadership of the Technical Officer. Any revisions must be approved by the AB before publication and adoption.

1.4 CIP4 Intellectual Property Policy

The IP Policy sets out the CIP4 regulations around copyrights, trademarks and patent issues. This includes the procedures used for the publication of new standards by CIP4. Available from http://www.cip4.org/get_nd.php?name=CIP4+IP+Policy.

The IP policy is maintained by the AB under the leadership of the Executive Director, with input as necessary from CIP4's General Counsel and IP Policy Working Group (please contact secretariat@cip4.org for further details of the IP working group)

1.5 CIP4 Membership application

This document sets the current fees payable for membership in CIP4. All references to payment of fees in the Standard Operating Procedures refer to payment at the level defined in the current membership fees application, which may be amended from time to time without notice by the AB.

Available from http://www.cip4.org/get_nd.php?name=CIP4+Membership+Application.

The membership application is maintained by the AB under the leadership of the Membership and Financial Officers.

1.6 Guidelines for the use of CIP4 Logos

This document sets out guidelines for the use of various CIP4 and JDF logos as well as restrictions on using terms such as “JDF-Compliant” and “JDF-Certified”. It also suggests uses for terms such as “JDF-enabled”. Available from http://www.cip4.org/get_nd.php?name=CIP4+Logo+Guidelines.

The Logo Guidelines are maintained by the CIP4 Marketing committee under the leadership of the Education & Marketing officer.

1.7 JDF Software Development Kit License Terms

The JDF Software Development Kit (SDK) license terms set out the conditions of use of the SDK. Available from http://www.cip4.org/get_nd.php?name=CIP4+Software+Licence.

The SDK is maintained by the TSC under the leadership of the Technical Officer. The License terms for the SDK are maintained by the BoD under the leadership of the Executive Director. Any revisions must be approved by the AB before publication and adoption.

1.8 CIP4 Leadership

The CIP4 Leadership page on the CIP4 web site (<http://www.cip4.org/contact/leadership.html>) sets out the job descriptions and responsibilities of the officers of CIP4. It is maintained by the Executive Director with input from the Board of Directors.

2 Membership

2.1 New members

If an organization becomes a member within the first half of the membership period (1st of July to 31st of Dec), it must pay membership fees for the number of months remaining until the end of June in the following calendar year (starting from the beginning of the month in which the member joins). This will mean a payment of between seven and twelve months’ fees.

If an organization becomes a member within the second half of the membership period (1st of Jan to 30th of June), it must pay membership fees for the number of months remaining until the end of June in the following calendar year (starting from the beginning of the month in which the member joins). This will mean a payment of between thirteen and eighteen months’ fees.

2.2 Acceptance of membership application

The term of membership in CIP4 shall begin the day that a formal application is accepted by CIP4. Acceptance requires that the new member’s fees have been received in full, and that a completed and signed copy of the CIP4 Membership Application form has been received. Signing the Membership Application form entails formal acceptance of the CIP4 bylaws and IP Policy.

In addition, an organization applying for Associate membership must be approved as being suitable for that class of membership. The secretariat will circulate the applicant’s details to a subset of the AB that has volunteered to review all such applications. That group may explicitly approve or disapprove the application. In the absence of an explicit decision, the application will be deemed to have been approved 14 days after the initial circulation.

2.3 *Renewal of Membership*

Invoices for renewal of membership fees will be sent to all members in May or June each year, with the exception of those members who joined in that same calendar year.

Fees are payable by the end of July that same year.

If a member has not paid their membership fee by Sept 30th then all representatives of that member will be excluded from all CIP4 meetings and their access to members-only parts of the web site and to members-only mailing lists will be withdrawn.

If a member has not paid their membership fee by Dec 31st then they will be removed from the list of CIP4 members. If they wish to reactivate their membership they must re-apply following the rules set out in 2.1.

2.4 *Subsidiary and associated member companies*

Only one company will be listed in CIP4's directories, marketing programs, and rosters per membership. If two related companies wish to be recognized in CIP4's directories, marketing programs, and roster, they must each maintain membership in CIP4 (but take note that CIP4 bylaws article 8 places restrictions upon Partner memberships held by subsidiary companies).

The staff of wholly owned subsidiary companies of a CIP4 member may use that membership to gain access to members-only sections of the website and activities.

Staff of joint ventures, suppliers, contractors and subcontractors must maintain their own membership to have access to members-only services.

3 Associate members

3.1 *Associations as Associate members*

Many Associate members of CIP4 are, themselves, associations of a number of organizations. The participation of such members in working groups, email fora, etc is deliberately limited to prevent the use of the Associate membership class as a cheap access route to all of the CIP4 activities. The Associate member may nominate a small number of representatives who may attend WG meetings. The number of representatives allowed is not formally specified, but should reflect the number of WGs that the member is active in; in most cases it should not include more than two people who are not staff of the Associate member. All such representatives of the Associate member shall act on behalf of the member in all CIP4 activities, and are bound by the provisions of the CIP4 bylaws and IP agreement.

A member of an association that is an Associate member of CIP4 does not gain the right to describe themselves as CIP4 members, or to use the CIP4 member logo, unless they are also directly members of CIP4.

3.2 *Individuals as Associate members*

Individuals may join CIP4 as Associate members. If an individual who is employed by an organization that is not eligible for Associate membership becomes a member as an individual, that membership will be reviewed annually by the AB, under the guidance of the Membership Officer. The AB will refuse to allow such an individual to renew their Associate membership if they believe that the individual membership is being used to allow full access to CIP4 activities on behalf of the employer without the payment of Full member fees.

An individual holding Associate membership cannot send a proxy to any CIP4 activity, except for a proxy to an AB or BoD meeting by a member of the AB or BoD.

The employer of an individual holding Associate membership cannot claim to be a CIP4 member, or use the CIP4 member logo (unless they are also a member directly).

3.3 CIP4 fellows

CIP4 Fellows are granted a life-time individual Associate membership, with no membership fee. Fellows employed by an organization that is not, but that might reasonably become, a CIP4 Full or Partner member must not use their Associate membership to allow their employer inappropriate access to CIP4 activities.

4 Advisory Board

4.1 AB meetings

The AB normally meets once every four weeks by teleconference. This will usually be on a Monday, unless major public holidays or trade-shows would cause difficulty with that schedule. Additional face-to-face meetings may be held at major trade shows.

4.2 Quorum and balloting procedures

The AB will endeavour to reach decisions by consensus. Straw polls may be used to assist in this process, by judging the mood of the board members without forming a binding vote.

The quorum for AB meetings is five (5). CIP4 secretariat staff and BoD members who are not also AB members do not count towards this total, and may not vote in AB meetings.

An AB meeting attended by fewer than 50% of the AB members will defer decisions thought to be controversial to a later AB meeting, or to a web-based ballot.

4.3 Partner Representatives

Each Partner member must nominate a primary representative to the AB. The Partner may change their primary representative at any time, without restrictions. The primary representative does not need to be an employee of the Partner Member.

A primary representative may nominate an alternative representative from that Partner member who will act as his proxy for any meeting, ballot or other activity of the AB.

4.4 Full and Associate member representatives

4.4.1 Representation

A Full or Associate representative to the AB is elected as the combination of that individual with his member organization. If an elected member ceases to be employed or otherwise associated with the member organization he represented at the time of his nomination then he will lose the right to be a member of the AB.

The AB may choose to co-opt that person as a continuing member of the AB, either indefinitely, or with a fixed term defined at the outset.

4.4.2 Mid-term vacancies

A representative seat for Full or Associate members may fall vacant mid-term for a variety of reasons:

- because a current representative resigns
- because a current representative stands down because of change of employer
- because the number of Partner members increases sufficiently to increase the number of Full or Partner representatives on the AB.

If a seat falls vacant within six months of the end of the two-year term of the other Full and Associate members then the AB may decide to defer filling the seat until the normal end-of-term elections, otherwise the following procedures will be used.

The AB will call for nominations from the appropriate class of membership. The nomination period will normally be two weeks, but may be longer in the event that it falls over an important public holiday or major trade show.

If an Associate or Full member representative has stepped down because of a change of employer they may stand again immediately if they have moved to a new employer who is eligible to nominate a candidate for the same seat.

If the number of nominations is the same as, or fewer than, the number of vacant seats the nominee(s) will be automatically elected. If there are more nominations than vacant seats the members of the appropriate class will be provided with a URL to a ballot form on the CIP4 web site. The ballot period will normally be two weeks, but may be extended under unusual circumstances.

Associate and Full member representatives elected in mid-term will serve until the end of the same two-year term that applies to all other Full and Associate representatives.

4.4.3 Mid-term reductions in representative seats

If one or more Partner members leave CIP4 the number of seats available for Associate or Full member representatives may be reduced because those seats are calculated as a proportion of Partner members.

In those circumstances incumbent Associate and Full member representatives will continue in office. At the next end-of-term election the appropriate number of Associate and Full member seats will be calculated from the number of Partner members at the close of the nomination period.

In the event that the number of representative seats has been reduced to fewer than the number of sitting representatives, and a representative either resigns, or must stand down because of a change of employer, they will not be replaced.

4.4.4 Proxies

In the event that a Full or Associate member representative to the AB cannot attend an AB meeting, they may nominate a proxy for that meeting. They may, however, only nominate the same person as proxy for two meetings per year.

4.4.5 Expiry of term and installation of new representatives

The two-year term of Full and Associate member representatives to the AB will finish at the close of the annual member conference (see 6). Full and Associate member representatives elected for the start of the normal two-year term will be installed at the same time.

New Full and Associate member representatives elected at mid-term will assume their positions immediately.

4.5 *Number of consecutive terms*

There is no limit to the number of consecutive terms for which a Full or Associate member representative to the AB can be elected.

4.6 *Committee maintenance*

See 5.7.

4.7 *AB mail group list*

The AB email mailing list will include all Partner representatives, all Full and Associate elected representatives, all BoD members and one or more representatives from the organization providing secretariat services (currently Fraunhofer).

5 Board of Directors

5.1 *Membership of the Board of Directors*

The Board of Directors (BoD) comprises the following officers of the organization: CEO, Finance Officer, Education & Marketing Officer, Membership Officer, Technical Officer. The Executive Director is also a member of the BoD, although he is not an officer of the organization.

Of these members the Executive Officer is a paid member, under contract to CIP4. All other members are volunteers, selected by the AB. Selection of officers is on the basis of individuals. If an officer changes employment they may continue in that same position unless the AB takes an explicit decision to remove them. The BoD is chaired by the CEO or, in his absence, by the Executive Director.

The Executive Director is the Secretary to the BoD.

Officers are normally expected to be employed by a CIP4 member, but that is not required.

5.2 *BoD mail group list*

The BoD email mailing list will include all BoD members and one or more representatives from the organization providing secretariat services (currently Fraunhofer).

5.3 *Mid-term selection of BoD members*

If a BoD member resigns mid-term the CEO (or Executive Director in the event that it is the CEO who has resigned) will notify the AB, and will then put out a request for nominations to the CIP4 membership. The nomination period will normally be four weeks, but may be longer in the event that it falls over an important public holiday or major trade show. The AB will then select a replacement for the BoD member who has resigned. That selection process may include an invitation to candidates to attend part of an AB meeting.

If a new BoD member is appointed within six months of the end of the normal two-year term, then the appointment will be for a little over two years; the newly appointed officer need not stand again in the first normal selection process.

Note that the length of the nomination period and the process to be followed if a BoD member is appointed close to the end of the normal two-year term of office both differ from the corresponding

details for Associate and Full member representatives to the AB. These differences reflect the higher workload on a BoD member, and therefore on the requirements for an approval process internal to the BoD member's employer before nomination.

5.4 Expiry of term and installation of new representatives

The two-year term of BoD members will finish at the close of the annual member conference (see 6). New BoD members appointed for the start of the normal two-year term will be installed at the same time.

New BoD members appointed at mid-term will assume their positions immediately.

5.5 Number of consecutive terms

A CIP4 officer may only serve for more than two consecutive terms if there are no alternative candidates or if, in the opinion of the AB, none of the alternative candidates are suitable for the post.

5.6 Proxies

A BoD member who is unable to attend a BoD meeting or other CIP4 activity in which they would be expected to provide a report of progress may nominate a proxy to represent them. They may, however, nominate the same person as proxy for only two meetings per year.

Proxies should be selected for their knowledge of the subject matter to be discussed, and for the alignment of their views with the appointing BoD member.

5.7 Committee creation and maintenance

Article 34 of the CIP4 bylaws requires the BoD to propose requirements for changes in committees to the AB.

The BoD delegates the responsibility for proposals as to creation and termination of technical committees and mailing lists to the TSC under the leadership of the Technical Officer.

The BoD delegates responsibility for proposals as to creation and termination of committees and mailing lists related to marketing to the Marketing committee under the leadership of the Education & Marketing officer.

In each case the TSC or Marketing committee will inform the BoD and AB of any proposed changes in the committee structure. All such proposals will be deemed to have been approved by the AB in the absence of an explicit AB resolution to veto or vary it.

The CIP4 bylaws give all classes of member rights to stand for election to CIP4 committees, and require that the BoD administer that appointment. As a standing rule, all applicants from CIP4 members in good standing will be appointed to any committee under the responsibility of the Technical or Education & Marketing officers immediately upon application via the web site. The general principles for approval of membership in other committees will be set as part of its creation.

See 2.4 and 3.1 for notes relevant to committee membership and attendance of meetings.

5.8 Mailing list creation and maintenance

Upon request from any BoD member the secretariat will create, amend or terminate an email forum or mailing list. Each forum or mailing list will have a specified scope and intent, and the definition of each will include a determination of who may post messages to it.

6 General member meetings

Two general member meetings will be held per year for the purposes of disseminating information about CIP4 activities and plans to the membership, and of obtaining feedback from members to the AB and BoD.

One meeting will be held face-to-face at whichever of the following trade-shows occur in that year:

- Ipex (Birmingham, UK)
- IGAS (Tokyo, Japan)
- Drupa (Dusseldorf, Germany)
- Print (Chicago, USA)

The second meeting will be held by phone conference (e.g. by WebEx) in or around April or September in every half year where none of those trade shows fall.

The meeting closest to September in every year will be regarded as the annual members' conference as required by the CIP4 bylaws. At this meeting:

- The Auditor's report for the previous membership year will be reviewed and a vote held to approve it.
- AB and BoD members who have reached the end of their terms will stand down, and newly elected and appointed members will assume their places.

7 Jürgen Schönhut Memorial Awards

The AB oversees the "Jürgen Schönhut Memorial CIP4 International Print Production Innovation (CIPPI) Awards" and is ultimately responsible for award selection.

The BoD will select a Review Panel of judges for the CIPPI Awards. The BoD is also responsible for updating and maintaining the rules and handling applications for the CIPPI Awards.

The Executive Director serves as a nonvoting chair of the Review Panel which will select nominations for each award from submitted applications. Nominations are then passed to the AB for final approval.

8 Endorsements and sponsorship

It is CIP4's intention to further the adoption of the Job Definition Format (JDF) through technical, standards development, public education, and marketing programs. Where it can, CIP4 will promote the marketing of JDF products; however it must do so in a neutral manner, avoiding any explicit or implied endorsement of one JDF-enabled product or service over another.

CIP4 will provide marketing programs, such as the JDF Marketplace, Speakers' Bureau, and "JDF days" at industry events, and will ensure that such programs are open to participation by all members on an equal basis, or where space is limited (such as on presentation panels) on a first come, first served basis.

CIP4 will on occasion make calls for content, such as for the JDF Bulletin and "show dailies" at tradeshow, where it may use product specific information and press releases in broad public distribution. However, in all such cases, the call for entries will be made to appropriate CIP4 member work groups (such as Members@cip4.org or JDF_Marketing@cip4.org). Such information will only be gathered informally or privately where the more general approaches have failed to deliver sufficient copy.

CIP4 will work with or partner with third-party organizations to further the adoption of JDF, but will only endorse organizations that provide non-discriminatory membership (i.e. are open to all potential participants without restriction as to company, nationality or competitors), and which provide access to their documentation in a non-discriminatory way. If there is any question as to whether an organization meets these criteria, the final decision to endorse, partner with, or liaison with an organization will be made by vote of the CIP4 advisory board.

CIP4 staff and consultants may provide verbal support to companies and groups that are implementing or supporting JDF, and may be called upon to provide quotes that may be used in literature, marketing materials or education materials focused on JDF implementation. In such cases, the CIP4 staff and consultants must advise the CIP4 Marketing Committee of its actions, and where a written quote is requested, provide a draft for review and approval by the CIP4 marketing committee. In such cases, the CIP4 representatives will do their best to promote and identify the use and implementation of JDF and will refrain from identifying or naming specific products.

The Marketing committee, under the leadership of the Education & Marketing officer, will select those industry events at which CIP4 will be officially represented, or will sponsor.

Approved by CIP4 Advisory Board: 7 April 2006.