

REGULATIONS

GOVERNING SEMI[®] STANDARDS COMMITTEES



| Revision Record | | |
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| Final draft prior to submission to Standards Committee | Regulations TF | Feb. 1988 |
| Sections 3.1 and 3.2 modified, <i>Regulations</i> accepted | Standards Committee | May 24, 1988 |
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| Editorial error corrected in section 10.3.2 | R.I. Scace | Jan. 14, 1991 |
| Sections 4 and 13 modified; sections 5 and 6 combined; new section 12 added; numerous small changes for clarity and consistency | Int'l. Stds. Comm. | Dec. 6, 1991 |
| Section 5.3.1 slightly modified | Int'l. Stds. Comm. | March 10, 1992 |
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| Sections 5.3.2.3 through 5.3.2.5 changed | Int'l. Stds. Comm. | July 18, 1993 |
| Section 10.1.3 modified to add English requirement | Int'l. Stds. Comm. | Dec. 1, 1993 |
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| New section 4.5 provides general patent notice | Int'l. Stds. Comm. | Nov. 30, 1994 |
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| Section 10.1.3 (2) modified to cover specific-item voting | Int'l. Stds. Comm. | Nov. 30, 1994 |
| Section 14 modified to cover copyrights | Int'l. Stds. Comm. | Nov. 30, 1994 |
| Section 5.4.2.3 modified to clarify RSC voting rules | Int'l. Stds. Comm. | April 5, 1995 |
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| Revision of selected paragraphs to clarify meaning | Int'l. Stds. Comm. | Dec. 5, 1997 |
| Revision of sections 13 and 14 and other selected paragraphs to simplify procedures; editorial deletion of old section 16 | Int'l. Stds. Comm. | July 15, 1998 |
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| Major revision of section 5.7; minor revisions of sections 9.5 and 10.3.1 | Int'l. Stds. Comm. | Dec. 2, 1999 |
| Minor revisions of sections 1.5.4, 4.1.7, 5.7.5, 5.7.7.1, 10.1.2, 10.3.6, 12.2.3, 12.2.4, 15.2 | Int'l. Stds. Comm. | Dec. 7, 2000 |
| Major revision of section 8; and removal of Appendices A and B | Int'l. Stds. Comm. | Dec. 7, 2000 |
| Editorial correction of an error in section 5.5.4.3 | N. Tani, W. M. Bullis | Dec. 7, 2000 |
| Editorial correction of errors in sections 1.2, 5.7.7.1(d) & (j) and 13.3.1.2 | R. I. Scace | Dec. 7, 2000 |
| Revision of section 14 and other selected paragraphs for clarification | Int'l. Stds. Comm. | April. 26, 2001 |
| Revision to section 15.6.1 to speed publication withdrawal process | Int'l. Stds. Comm. | April. 26, 2001 |
| New section 1.5.8 provides policy on product interchangeability | Int'l. Stds. Comm. | July 17, 2001 |
| Revision of section 5.4.3.14; editorial correction to sections 4.1.7, 5.5.3.9 and 12.2.5 | Int'l. Stds. Comm. | Dec. 6, 2001 |

| Revision Record | | |
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| New section 4.1.1.1, Revisions to section 9, 10.1, 10.2, and 15.5 to provide clarification of five year review, and letter ballots | Int'l. Stds. Comm. | July 16, 2003 |
| New section 7.3, Revision to section 8.1 to clarify meetings and attendance | Int'l. Stds. Comm. | July 14, 2004 |
| Revision of Section 5.4.4, 5.5.3.5, 15, Minor revisions of sections 4.2.7, 9.1, 9.3, 10.4, 10.5, 11.1, 12.2.3, 12.2.4, 13.2.6, and 16, addition of sections to 5.4.4, removal of sections 5.5.3.6, 6.3.2.4, Moving of sections 15.5 and 15.6 to sections 9.6 and, 9.7 to add Subcommittee on Audits & Reviews in ISC and change responsibility of procedural review to said body | Int'l. Stds. Comm. | July 14, 2004 |
| Editorial Corrections to sections 1.2, 1.3, 1.5.5, and 5.7.4 to match changes to SEMI's charter | R. I. Scace, B. Weiss | Dec. 1, 2004 |
| Section 5.5.2.3 and 5.5.2.4 to clarify membership of members-at-large and committees reporting directly to regional standard committees | Int'l. Stds. Comm. | April 13, 2005 |
| Major revision of section 4, modification of document types, editorial changes to correct references to Section 4 | Int'l. Stds. Comm. | July 14, 2005 |
| Revision of section 5.4.3.1, <i>Regulations</i> delegated to ISC Regulations Subcommittee | Int'l Stds. Comm. | May 1, 2006 |
| Addition of option for National Standard (sections 9.7 and 16). Major revision to interest categories, balance, and letter ballots. Addition of Auxiliary Information, removal of Appendices, and Related Information. Major and extensive editorial changes. Major Section movement and renumbering to increase readability. | R. I. Scace, Int'l Stds. Comm., SEMI Standards Staff | Dec. 6, 2006 |
| Clarification of rejects and negatives. Major editorial changes. Addition of Appendix of Acronyms. | Int'l Stds. Comm. | June 1, 2007 |
| Revision of Minority Report and other minor changes to improve clarity. | Int'l Stds. Comm | December 6, 2007 |
| Addition of IP checks for Auxiliary Information and Related Information, deletion of balance requirement, and clarification of minority report. | Int'l Stds. Comm | January 22, 2008 |
| Introduction of Standards membership requirement. Modifications to appeals process, handling of intellectual property, member recommendations for <i>Regulations</i> revision, and document status. Clarification on A&R SC membership. Clarification of considerations when developing Safety Guidelines and contents of Safety Check List. Elimination of division structure. Creation of RSC vice chair position. | Int'l Stds. Comm | July 2, 2009 |
| Addition to Note 15: second example of TF activity being "continuing." | Regulations Subcommittee | November 2, 2009 |

#1 Name of group having authority is that in effect on the given date.

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Introduction

The SEMI Standards Program is business-based and independent of national borders. It is designed to facilitate global commercial transactions involving semiconductor-related products and services. Members of this program are strongly urged to read and follow the SEMI Purpose and SEMI Standards Purpose directly below.

1 Objectives and Policies

1.1 *SEMI Purpose* — Part 2(a) of the SEMI Articles of Incorporation states the purpose of SEMI:

“The specific and primary purpose is to bring all persons connected with the semiconductor industry together to exchange ideas and work jointly toward solving common technical problems; to the improvement and stabilization of standards in the semiconductor industry; to promote and stimulate interest in and the demand for products and services in general of said semiconductor industry.”

1.2 *SEMI Standards Purpose* — SEMI Standards are intended to promote worldwide understanding between users and suppliers based on mutually agreed-upon definitions and product specifications related to the manufacturing of semiconductors and related products as defined in SEMI’s Charter. SEMI Standards are designed to define current practices for, and to drive industry improvement in both quality and performance. Further, SEMI Standards are created through developing consensus in the industry, derived from the broadest possible international base including representatives from all organizations active in semiconductor and related technologies.

1.3 *SEMI Standards Program Purpose* — The SEMI Standards Program was established by the SEMI Board of Directors to create international standards for use in the manufacture of semiconductors and related products. The SEMI Standards Program also supports technical problem-solving by providing a forum for the interchange of information and data about technical trends among suppliers and users.

1.4 *SEMI Standards Regulations Purpose* — The *Regulations Governing SEMI Standards Committees* (“the *Regulations*”) are established by the authority of the SEMI Articles of Incorporation, Bylaws and Board of Directors. Their purpose is to ensure the development of consensus standards under well-defined democratic procedures. The *Regulations* provide rules for membership, committee formation, and the conducting of business, voting, and consideration of objections. They also establish a review process to ensure that the rules have been properly followed and an appeal procedure for use by those who feel that their interests have not been properly considered.

1.5 *SEMI Standards Policy* — The *Regulations* are intended to promote the following policies regarding the development and use of SEMI Standards:

1.5.1 *Open Forum* — Ensure that SEMI Standards activities are open to all interested parties, including users, suppliers, trade organizations, and government agencies. Provide appropriate forums where suppliers and users from all nations may meet to exchange ideas and information regarding the impact of current and emerging technologies on existing and developing standards.

1.5.2 *Participation in SEMI Standards Meetings* — To participate in a SEMI Standards meeting, a person must be a SEMI Standards Program Member (see ¶ 2.2).

1.5.3 *Regional Participation* — Increase the participation of all regions of the world in the generation and promotion of SEMI Standards, thereby ensuring that SEMI Standards represent an international consensus. Develop and maintain SEMI Standards procedures to promote communication and interaction among all levels of the organization and amongst the various geographical regions.

1.5.4 *International Standards* — Strive to establish international standards which promote equal access to worldwide and regional markets for all participating companies, and cooperate with other standard-setting organizations where it is mutually advantageous. The structure of the SEMI Standards organization shall reflect this policy. To this end, intensive discussions and negotiations among the Regional Standards Committees (RSC) shall be encouraged in order to resolve differences between regions.

1.5.5 *Regional Standards* — In cases where regional differences exist because of existing product characteristics, local laws (e.g., for environmental issues), or other reasons which cannot be resolved by intensive discussion and negotiation, regional standards may be proposed to cover the requirements of one or more regional markets. Such standards shall strive to promote equal access to all markets by detailing real differences in requirements which may exist.

1.5.5.1 The decision to make a regional standard instead of an international one must be made carefully. For example, local laws may make regional Safety Guidelines necessary, and this is a persuasive reason. On the other hand, making a graded international standard may conceal the fact that different grades really reflect differences in regional markets. In such a case, either regional standards or a more concerted effort to reconcile the differences may be preferred alternatives, depending on the circumstances.

1.5.5.2 Prior to the adoption of a regional standard, the appropriate technical committee shall provide to the International Standards Committee (ISC), via the RSC, a report stating:

- a. why there is a need for such a standard,
- b. the actions taken to attempt to develop an international standard which would encompass the scope of the proposed regional standard, and why they have not been successful,
- c. the anticipated extent of use for the proposed regional standard within and outside the region of origin, and
- d. how the standard will affect the use of other products standardized by SEMI.

1.5.6 *Publications* — Provide the semiconductor and related industries with timely publications containing industry standards developed through SEMI. Provide SEMI Members and SEMI Standards Program Members with information about the latest approved SEMI Standards and pertinent information on committee activities.

1.5.7 *Restraint of Trade* — Conduct standards developments in strict conformance with legal requirements, particularly those regarding anti-trust and restraint of trade issues. There shall be no discussion of pricing, allocation of customers or market areas, marketing and sales policies or strategies, and the like. Participation in the SEMI Standards development process with the intention of influencing that process in order to restrain trade or gain unfair competitive advantage is unacceptable and is not permitted.

1.5.8 *Intellectual Property* — Treat intellectual property with respect. Confidential information must not be discussed in a standards-setting environment without authorization from its owner. Conformance to § 15 of these *Regulations* regarding patent rights and copyrights is required.

1.5.8.1 The development of standards increasingly anticipates technology rather than following it, leading to unexpected conflicts between standards work and patents. SEMI Standards Program Members must be diligent in informing technical committees promptly of the appearance of “open” patent applications and newly-issued patents that relate to the committee’s work.

1.5.8.2 Concealing knowledge about an issued patent that bears on the use of a standard is unprofessional and may render the patent unenforceable.

1.5.9 *Policy Regarding Product Interchangeability* — One useful economic benefit of standards is that they limit the proliferation of similar but not identical products. For the purposes of this policy, therefore, interchangeable products are defined as being replaceable by one another without alteration of the product itself, the process being performed, or the system of which they are a part. Such products perform the same function, have the same form (connections and mounting provisions, or software formats), and fit within the same physical space.

1.5.9.1 Interchangeable products may be the subject of only one SEMI specification standard (see ¶ 4.2).

1.5.9.2 Multiple similar but non-interchangeable products may not be included in one specification standard.

1.5.9.3 Requests for exceptions to this policy may be submitted by a technical committee, with the subsequent approval of its Global Coordinating Subcommittee (GCS) and its RSC, to the ISC.

1.5.10 *Interpretations of SEMI Standards* — SEMI shall not, nor shall any person have the authority to, issue an interpretation of a Standard or Safety Guideline in the name of SEMI or any of its related ventures or activities. SEMI accepts no responsibility for such interpretations.

1.5.11 *Metric Policy* — The International System of Units (SI) measurement units are the official units used within Standards or Safety Guidelines, and all numerical values shall be given in such units. Numerical values may also be provided in other units for informational purposes and are not considered binding. Such supplementary information shall be enclosed in parentheses following the SI measure.

1.5.12 *Use of Proper Names and Trademarks* — Names or graphical trademarks of specific companies or commercial organizations may not be included in the text of a Standard or Safety Guideline or in Appendix sections of such documents. This includes lists of manufacturers or service providers, for example.

1.5.12.1 In certain cases, a company's trademark may be used. These cases include:

- a. it is part of a reference or citation to the source of an applicable object within the Standard or Safety Guideline,
- b. it is essential equipment, material, or services necessary to implement or determine compliance to a Standard or Safety Guideline,
- c. required as a descriptor or in conjunction with other intellectual property with a Standard or Safety Guideline, or
- d. the trademark is a commonly accepted word in the English language (e.g., Teflon, Pyrex)

1.5.12.2 In cases a–c above, compliance to § 15 of these *Regulations* is required.

1.5.13 *Expenses of Committees* — Expenses for ISC, RSC, or technical committee activities will not be assumed by SEMI unless expenditures are previously authorized by SEMI on recommendation of the appropriate committee chair and are within amounts specifically fixed by SEMI.

1.5.13.1 Committees or other bodies within the SEMI Standards Program shall not pay salaries or professional fees in any form to any of their officers or members.

1.5.14 *Publicity, News Statements or Responses to Agencies and Other Organizations* — Items covering SEMI Standards and its activities are regularly released by SEMI Headquarters.

1.5.14.1 If publicity releases or other statements are prepared by the ISC, RSCs, or technical committees, they shall be cleared through SEMI Headquarters before release. A letter of transmittal shall also be prepared by the SEMI ISC or its chair.

1.5.14.2 Official statements or responses shall have achieved the consensus of the originating group, and the response should so state. The response should begin with a description of the organizational group submitting the response.

1.5.14.3 SEMI Standards Program Members who are representatives of the press shall clear news statements covering standards or committee actions with the appropriate committee officers and with SEMI Headquarters before publication.

1.6 *Revisions* — The ISC Subcommittee on the Regulations is responsible for developing, maintaining, and revising the *Regulations* (see ¶ 5.4.3.1).

1.6.1 Any SEMI Standards Program Member, other than a member of the ISC Subcommittee on the Regulations, may suggest revisions of the *Regulations*. SEMI Standards Program Member suggestions for revision, shall first be referred to the responsible RSC. The RSC shall review the suggestions and make recommendations on them. Standards staff

shall then forward the suggestions along with the RSC's recommendations to the ISC Subcommittee on the Regulations for consideration.

1.7 *Disclaimer* — References in these *Regulations* to the *Standards Procedure Guide* (the “*Procedure Guide*”), to other SEMI guidance publications (e.g., *SEMI Standards Style Manual*), or to publications of other organizations are for the user's convenience only and do not make those citations a part of these *Regulations*.

2 Individual Membership

2.1 *Purpose* — Formal membership in the SEMI Standards Program is necessary to properly classify the membership in order to assure that ballots are correctly issued, tallied, and reported. Formal membership also aids in evaluating the demographics of the member base and if there is balance.

2.2 *Establishment of SEMI Standards Program Membership* — To become a SEMI Standards Program Member (hereinafter referred to as Program Member), a person must complete an application form (available on the SEMI Web site or from Standards staff) and agree to abide by these *Regulations*, particularly in regards to intellectual property. Program membership is available to any interested person without charge and is independent of any other SEMI membership.

2.3 *Technical Committee Membership* — Technical Committee membership is a subset of Program membership. A Program Member may request to belong to any number of technical committees as a SEMI Standards Technical Committee Member (hereinafter referred to as TC Member). A TC Member is recognized as being part of the global technical committee, regardless of whether a technical committee for that subject matter exists within the member's standards region. TC Member applications are available on the SEMI Web site.

2.3.1 *TC Membership Benefits* — A TC Member receives notification of letter ballots available for voting, global technical committee meetings, issuance of technical committee meeting minutes, and is eligible to serve in leadership positions as defined in these *Regulations*.

2.3.2 *TC Member Voting Requirement* — A TC Member is required to vote on all letter ballots issued by each technical committee to which the person belongs.

2.4 *Termination of Program Membership* — Program membership is terminated by one or more of the following:

- a. Resignation
- b. Change of Employer

2.4.1 Reinstatement of Program membership after a change of employment is automatic on receipt of a new application providing the necessary information listed above.

2.5 *Reinstatement of Technical Committee Membership* — After reinstatement of Program membership, TC membership is automatically reinstated as long as the updated interest category of the person does not violate the conditions of committee balance detailed in § 3.

2.6 *Termination of Technical Committee Membership* — TC membership is automatically terminated if a TC Member fails to submit votes in three successive voting cycles in which letter ballots are issued by the global technical committee.

NOTE 1: Loss of TC membership does not automatically result in loss of Program membership.

3 Voting Interests and Balance of Committees

3.1 *Objectives* — Because commercial interests are involved in the technical committees developing standards, the preferred approach is to balance competing interests by forming technical committees consisting of TC Members of at

least three voting interests that are direct suppliers and TC Members from a minimum total of four voting interests that are from the indirect supplier, end user, special interest, consultant, or general interest categories.

3.2 *Voting Interests*

3.2.1 *Definition of Voting Interest* — A business entity and all of its affiliates worldwide having similar business interests constitute a single voting interest.

3.2.1.1 An “affiliate” of a business entity (the parent) is any other business entity that (1) is majority-owned or controlled by the parent or (2) is under common majority ownership or control of the parent. If an affiliate deals with different products or services that indicate different interests, the affiliate is also entitled to a vote.¹

3.2.1.2 Because the relationships among companies are often complex and change significantly over time, each Program Member in a meeting may be requested to identify his or her parent organization. It may not be possible to make an accurate determination of affiliate status in a committee-meeting context. Uncertainties should be resolved, if possible, by consensus among those involved. Decision(s) of the co-chair(s), based on available information, will be final for the conduct of business at the meeting.

3.2.2 *Recording of Interests* — Standards staff maintains a list of voting interests for use in tallying ballots, as well as for determining if the conditions of ¶ 9.6 are met as required.

3.2.3 *Corrections* — Any person who feels that an error has been made in identifying voting interests under the procedures of this section should negotiate with the committee co-chair(s) or Standards staff, as appropriate.

3.3 *Interest Categories of Technical Committee Members* — A TC Member is assigned one of the following categories in accordance with his/her employer’s interest category. The interest categories for employers are:

3.3.1 *Direct Supplier* — A TC Member who represents an entity that supplies materials, products, or systems used directly for the manufacturing of semiconductor devices and similar products (e.g., Flat Panel Displays (FPD), Micro-Electro Mechanical Systems (MEMS) devices), and commonly is responsible for the system as a whole. An equipment or material supplier company that commonly supplies the above items primarily to direct suppliers shall be classified as an Indirect Supplier, as defined below.

3.3.2 *Indirect Supplier* — A TC Member who represents an entity that primarily supplies materials, products, or systems for use in, or incorporation into, the products or systems of a Direct Supplier.

NOTE 2: Suppliers of products that are incorporated into manufacturing equipment are not direct suppliers even if such products may directly be purchased by ultimate users. Typical examples would be statistical analysis software, load port, dry pumps, material handling robots.

3.3.3 *End User* — A TC Member who represents an entity that designs or manufactures semiconductor devices and similar products (e.g., FPDs, MEMS devices).

3.3.4 *Consultant* — A TC Member (such as a consulting chemist or engineer or an employee of a consulting firm) who, for pay, advises others but is not their employee.

3.3.5 *Service Provider/Special Interest* — A TC Member who does not fit any of the preceding interest categories but represents one or more entities having a direct financial interest in the decisions of the SEMI Standards Program, such as legal advisors, insurance companies, testing services, product evaluators, authorities having jurisdiction (AHJ), and semiconductor industry associations.

¹ “Majority-owned” or “majority ownership” means the parent holds more than 50% of the voting equity securities of another business entity. “Control” may include a variety of factors that give the parent the right, regardless of whether such right is ever exercised, to materially influence or direct management policies or decisions of another business entity.

3.3.6 *General Interest* — A TC Member of academia, government, other standards development organizations, non-commercial enterprises, and other entities who do not fit into any of the preceding categories.

3.4 *Change in Interest Category* — A substantial change in a company's business focus may change a TC Member's interest category. Any such change must be reported to the local SEMI Standards Office promptly.

3.5 *Balance of Technical Committees* — A technical committee's membership is considered balanced if the following requirements are met. The number of persons having TC membership and employment by the same company is not limited.

3.5.1 Having no direct supplier TC Members is not acceptable.

3.5.1.1 The number of voting interests that are direct suppliers shall not be less than 50% of the number of voting interests that are indirect suppliers.

3.5.2 No single interest category may constitute more than 50% of voting interests to which TC Members belong.

3.5.3 Balance in committees dealing with Safety Guidelines additionally requires that no interest category constitutes more than one-third of voting interests to which TC Members belong.

3.5.4 A new TC Member may be accepted on a committee if this does not place any interest category out of balance. If that is not possible, the applicant shall remain a Program Member until such time as he/she may be granted TC membership. TC membership shall be offered in the date order in which TC membership applications were received.

3.5.5 If any interest category is out of balance within a specific technical committee, SEMI shall act to increase technical committee membership in the necessary interest category(s) to regain balance. If a committee is out of balance for longer than 30 days, SEMI shall offer the TC Members in that interest category the option of Program membership to restore balance or to give reason to be re-classified into another interest category. If this does not bring that interest category into balance, a sufficient number of the most recently accepted TC Members of that interest category shall be requested to accept Program membership to achieve balance.

4 Standards Documents

4.1 *SEMI Publications* — The SEMI Standards organization publishes Standards and other Documents that are distinguished by their purpose, their completeness, the required level of consensus, or other attributes as defined in this section.

NOTE 3: In the following section, the words in bold (except the section heading) are also defined within the section.

4.2 *Terminology* — Certain common English words have specific meanings in the context of SEMI Standards activities. These meanings are defined below in logical, not alphabetical, order.

4.2.1 *Document, n.* — A generic term applied to any written work of SEMI Standards, whether published or not.

4.2.2 *Type, n.* — A term describing the three principal kinds of Documents produced by the SEMI Standards process.

4.2.3 *Auxiliary Information* — A Type of Document that is independently published, not a part of a Standard or Safety Guideline, containing illustrative, explanatory, or supporting material (e.g., application information, examples) that has been developed according to these *Regulations* for publication by the SEMI Standards organization.

4.2.4 *Standard, (1) n.* — A Type of Document that has received one of three specified degrees of approval as required in these *Regulations*. *(2) n.* — when used without a modifier, a Type of Document developed within the consensus principles of SEMI that meets the highest level of approval in these *Regulations*. *(3) adj.* — A modifier preceding nouns describing the various Subtypes of SEMI Standards.

4.2.4.1 *Discussion* — SEMI may, if it has the legal right to do so, publish a Standard developed and accepted by another organization. In such cases, a Notice shall be placed prominently on the title page describing the circumstances of publication and that the approval procedures used by the originating organization are not necessarily those required by these *Regulations*.

4.2.5 *Safety Guideline* — A Type of Document that is advisory in nature, meets all of the requirements for approval for a Standard (see §§ 9, 10, and 15), as well as the additional requirements of § 14.

4.2.6 *Appendix, n.* — Supplementary material required for using a Standard or Safety Guideline.

4.2.6.1 *Discussion* — An Appendix is an official part of the Standard or Safety Guideline in which it appears and is subject to the same balloting procedures.

4.2.7 *Related Information, n.* — Supplementary material published with a Standard or Safety Guideline but not required for using the Standard or Safety Guideline.

4.2.7.1 *Discussion* — Related Information is not an official part of the Standard or Safety Guideline with which it appears.

4.2.8 *State, adj.* — A term characterizing Documents according to their completeness and required level of consensus. Recognized state names are: Draft, Preliminary, Interim, and Full-consensus.

4.2.8.1 *Discussion* — A Standard usually passes through at least some of the following states over time: Draft, Preliminary Standard, Interim Standard, and Full-consensus Standard. The States of Preliminary and Interim are not available for use with Safety Guidelines.

NOTE 4: A Full-consensus Standard may, in some contexts, be referred to as a “Standard,” without a preceding adjective. The meaning is not changed.

4.2.9 *Draft, n.* — A State of a Document intended for publication by SEMI Standards that has not yet been approved to be published.

4.2.9.1 *Discussion* — Drafts may not be released for use outside the SEMI Standards Program without approval of the ISC or its chair, except that Drafts may be sent to cooperating Standards committees outside SEMI (e.g., ASTM, JEITA, DIN) for information or comment with the approval of the responsible technical committee chair.

4.2.10 *Preliminary, adj.* — A State of a Standard that has been approved by a single regional part of a technical committee for publication for information and comment prior to balloting for its adoption as a Standard.

4.2.10.1 *Discussion* — Following the scope section of a Preliminary Standard, a Notice shall contain a statement describing the limited status of the Standard, the approval means, and its date of expiration. It shall also request suggestions for improvements, to be submitted by a specified date.

4.2.11 *Interim, adj.* — A State of a Standard that has been approved by all of the regional parts of a technical committee, but considered by the technical committee to be in need of further development.

4.2.11.1 *Discussion* — Following the scope section of an Interim Standard, a Notice shall contain a statement describing the limited status of the Standard, the approval means, and its date of expiration. It shall also request suggestions for improvements, to be submitted by a specified date.

4.2.12 *Status, n.* — A term characterizing a Standard or Safety Guideline according to its availability, possibility of changing status, and level of technical committee support. Once a Standard or Safety Guideline has been published, there are six statuses. These are: Current, Inactive, Replaced, Superseded, Withdrawn and Removed. Preliminary and Interim Standards cannot receive Inactive, Replaced, Superseded or Withdrawn status.

4.2.13 *Current, adj.* — Status of a Standard or Safety Guideline that is supported by a technical committee.

4.2.13.1 *Discussion* — A Standard or Safety Guideline is “supported” by a technical committee when:

- Within five years of publication, it has not been Replaced, Withdrawn, Superseded, or Removed;
- By the end of the fifth year of publication, the responsible technical committee has taken action to reapprove, revise, or replace the Standard or Safety Guideline (see ¶ 8.6.1.1); or
- In the sixth and following years of publication, the responsible technical committee has issued replacement or revision ballots each year (see ¶ 8.6.1.2).

4.2.14 *Inactive, adj.* — Status of a Standard or Safety Guideline that is not currently supported by the technical committee.

4.2.14.1 Inactive Standards and Inactive Safety Guidelines are still available from SEMI.

NOTE 5: Inactive Standards and Inactive Safety Guidelines will receive an “Inactive” watermark and be available in the “Current Standards” section of the SEMI Web site.

4.2.14.2 *Discussion* — The Status of a Standard or Safety Guideline becomes Inactive when no reapproval, revision, or replacement action is taken by the responsible technical committee by the end of the fifth year of publication, (see § 8.6.1). The Status of a Standard or Safety Guideline also becomes Inactive when the responsible technical committee’s chosen action results in either:

- failure to achieve reapproval by the end of the sixth year of publication (see ¶ 8.6.1.1), or
- following the beginning of the sixth year of publication, until successful revision or replacement no ballot issuance of the Standard or Safety Guideline at least once per year (see ¶ 8.6.1.2).

4.2.14.3 *Reinstatement of Inactive Standard or Safety Guideline* — A technical committee that was previously responsible for an Inactive Standard or Safety Guideline may issue a letter ballot to reinstate the Inactive Standard or Safety Guideline to current status. If such a ballot passes technical committee and ISC A&R SC review, the Standard or Safety Guideline is published as a Current Standard or Safety Guideline.

4.2.14.4 *Revision or Replacement of Inactive Standard or Safety Guideline* — A technical committee that was previously responsible for an Inactive Standard or Safety Guideline may choose to revise or replace the Inactive Standard or Safety Guideline. If such action is successful, the status of the previously Inactive Standard or Safety Guidelines will change to superseded or replaced.

4.2.15 *Replaced, adj.* — Status of a Standard or Safety Guideline that has been discontinued in favor of a new Standard or Safety Guideline bearing a different designation.

4.2.15.1 *Discussion* — The transition to a Replaced Standard or Safety Guideline will occur automatically upon publication of the newer version. A Replaced Standard or Safety Guideline may still be purchased from SEMI and used in commerce of older generation products.

NOTE 6: Replaced Standards and Safety Guidelines will receive a “Replaced” watermark and be available in the “Archived Standards” section of the SEMI Web site. A notice will also be added to the SEMI Web site explaining that the document has been replaced.

4.2.16 *Superseded, adj.* — Status of a Standard or Safety Guideline that has been replaced by a newer version of the Standard or Safety Guideline bearing the same designation number but a newer date.

4.2.16.1 *Discussion* — The transition to a Superseded Standard or Safety Guideline will occur automatically upon publication of the new Standard or Safety Guideline. A Superseded Standard or Safety Guideline may still be purchased from SEMI and used in commerce of older generation products.

NOTE 7: Superseded Standards and Safety Guidelines will receive a “Superseded” watermark and be available in the “Archived Standards” section of the SEMI Web site.

4.2.17 *Withdrawn, adj.* — Status of a Standard or Safety Guideline that has been discontinued and had its designation number retired.

4.2.17.1 *Discussion* — A Standard or Safety Guideline may be Withdrawn by letter ballot if it has been found by the technical committee to be technically defective or obsolete. Although a Withdrawn Standard or a Withdrawn Safety Guideline will be kept available, it is not recommended to use Withdrawn Standards or Withdrawn Safety Guidelines, even in commerce of older generation products.

NOTE 8: Once a Standard or Safety Guideline has been Withdrawn, it may not be returned to current status. A Withdrawn Standard or Safety Guideline will retain its last published designation number and a designation date indicating the year and month it was Withdrawn; and also receives a Notice describing the year of withdrawal. Withdrawn Standards and Safety Guidelines will be moved to the “Archived Standards” section of the SEMI Web site one year after withdrawal.

4.2.18 *Removed, adj.* — A status of a Standard or Safety Guideline that is no longer available from SEMI due to a technical flaw or legal issues.

4.2.18.1 *Discussion* — A Standard or Safety Guideline may be removed by SEMI where it can cause IP issues. A Standard or Safety Guideline may also be removed by letter ballot if it has been found by the technical committee to be technically defective and to pose a significant risk for Standards users. It shall not be used in commerce or available from SEMI.

4.2.19 *Subtype, n.* — A term defining specific varieties of Standards; for example, Classification, Guide, Miscellaneous, Practice, Specification, Terminology, or Test Method.

4.2.19.1 *Classification, n.* — A Subtype of Standard that defines a systematic arrangement or division of materials, products, systems, or services into groups based on similar characteristics such as origin, composition, properties, or use.

4.2.19.2 *Guide, n.* — A Subtype of Standard providing a series of options or instructions intended to increase the awareness of the user to available techniques in a given subject area and to provide information from which subsequent evaluations and standardization can be derived. Guides may or may not suggest a particular course of action.

4.2.19.3 *Miscellaneous, adj.* — Other Subtypes of Standards, such as formats, matrices, charts, tables, and reference photographs, which are relatively few and are self-explanatory. Use of such Subtypes of Standards should be decided upon by the sponsoring committee with approval from its GCS.

4.2.19.4 *Practice, n.* — A Subtype of Standard providing a definitive procedure for performing one or more specific operations or functions that does not produce a test result. (Compare Test Method.)

4.2.19.5 *Specification, n.* — A Subtype of Standard providing a set of requirements that must be satisfied by a material, product, system, or service. A Specification must indicate the procedures used to determine whether each of the requirements is satisfied.

4.2.19.6 *Terminology, n.* — A Subtype of Standard comprising definitions of terms, explanations of symbols, abbreviations, or acronyms.

4.2.19.7 *Test Method, n.* — A Subtype of Standard providing a definitive procedure for the identification, measurement, and evaluation of one or more qualities, characteristics, or properties of a material, product, system, or service that produces a test result. (Compare Practice.)

4.3 *Using Copyrighted Material in SEMI Standards Documents* — Inclusion of copyrighted text, figures, or other material in any document described in this section is allowed only if a copyright release has been obtained from the owner of the copyright. Further information on intellectual property matters is given in § 15 of these *Regulations*.

4.4 *Publications* — SEMI publishes SEMI International Standards, which contains all of the Standards, Preliminary Standards, Interim Standards, and Safety Guidelines approved according to these *Regulations*. SEMI also publishes all Auxiliary Information approved for publication according to these *Regulations* separately from the SEMI International Standards.

4.5 *Official Language* — English is the official language of all SEMI Standards Documents that are approved through the consensus procedures detailed within these *Regulations*. These standards may from time to time be translated into other languages as a convenience. Translations are inevitably inaccurate due to differing vocabulary and grammar between languages. For this reason, if differences should exist between the English version of a SEMI Standard and a version in any other language, the English text is the authoritative version.

4.5.1 *Translation Notice* — Any SEMI Standard that has been translated into a language other than English must contain a heading in English and in the language of the translation that the translated copy of the standard is a REFERENCE COPY ONLY and that the English original is the official, authoritative version.

4.6 *Standard Notice* — Every normative document produced under these *Regulations* and published by the SEMI Standards Program shall include the following Notice at the end of the document, unless the Notice of ¶ 15.1.1.7 is required to be used instead:

NOTICE: SEMI makes no warranties or representations as to the suitability of the standard set forth herein for any particular application. The determination of the suitability of the standard is solely the responsibility of the user. Users are cautioned to refer to manufacturer's instructions, product labels, product data sheets, and other relevant literature respecting any materials or equipment mentioned herein. These standards are subject to change without notice.

By publication of this standard, SEMI takes no position respecting the validity of any patent rights or copyrights asserted in connection with any item mentioned in this standard. Users of this standard are expressly advised that determination of any such patent rights or copyrights, and the risk of infringement of such rights, are entirely their own responsibility.

4.7 *Safety Guideline Notice* — Every Safety Guideline produced under these *Regulations* and published by the SEMI Standards Program shall include the following Notice at the end of the document, unless the Notice of ¶ 15.1.1.7 is required to be used instead:

NOTICE: SEMI makes no warranties or representations as to the suitability of the Safety Guideline(s) set forth herein for any particular application. The determination of the suitability of the Safety Guideline(s) is solely the responsibility of the user. Users are cautioned to refer to manufacturer's instructions, product labels, product data sheets, and other relevant literature respecting any materials or equipment mentioned herein. These Safety Guidelines are subject to change without notice.

By publication of this Safety Guideline, Semiconductor Equipment and Materials International (SEMI) takes no position respecting the validity of any patent rights or copyrights asserted in connection with any item mentioned in this Safety Guideline. Users of this Safety Guideline are expressly advised that determination of any such patent rights or copyrights, and the risk of infringement of such rights are entirely their own responsibility.

5 Standards Organization, Management, and Functions

5.1 *General* — Overall management of the SEMI International Standards organization is the responsibility of the ISC. Technical development of SEMI Standards is done in global technical committees comprised of regional technical committees. A RSC directs the standards activities in a geographical region, as appropriate. The purpose, membership, and functions of each of these components are defined in this section.

5.2 Limitation of Number of Members

5.2.1 *Administrative Committees* — The number of members on administrative committees and subcommittees is limited. Members of the Board of Directors assigned to such committees serve at the pleasure of the Board.

5.2.2 *Technical Committees* — There is no limitation on the number of participants on a technical committee, subcommittee or task force. However, per § 1.5.2, participants must be Program Members. Official lists of committee membership, subcommittees, and task forces must be maintained at SEMI Headquarters and at appropriate regional offices.

5.3 *Authority* — The SEMI Board of Directors is authorized to appoint Board Members to oversee the SEMI Standards Program by Article 5 of the SEMI Bylaws, which states (in part):

“5. EXECUTIVE COMMITTEE AND OTHER COMMITTEES

“5.1 The Board of Directors may ... create such committees, each consisting of two (2) or more directors appointed by the Board, as it may from time to time deem advisable to perform such general or special duties as may from time to time be delegated to any such committee by the Board of Directors ...”

By this authority, the SEMI Board of Directors has established a Standards Committee, composed of SEMI Board Members appointed by the Board. This is an administrative committee, closed to all but the SEMI Board of Directors.

5.4 International Standards Committee

5.4.1 *Purpose* — The ISC is an administrative committee and functions as the principal policy-making body of the SEMI Standards Program, subject only to the approval of the SEMI Board of Directors. It serves as a resource for, and provides advice, counsel, and oversight to, the RSCs; promotes inter-regional balance and coordination; adjudicates inter-regional differences; and is the communication channel between the SEMI Standards Program and the SEMI Board of Directors. The ISC assists the Board of Directors Standards Committee in overseeing the costs of the SEMI Standards Program.

5.4.2 *Membership* — The ISC shall be composed of:

5.4.2.1 The members of the SEMI Board of Directors Standards Committee.

5.4.2.1.1 One of these members is appointed chair of the ISC by the SEMI Board of Directors (voting).

5.4.2.1.2 One SEMI Board of Directors Standards Committee Member per each region having a RSC is selected as a voting Board Member.

5.4.2.1.3 The remaining members of the Board of Directors Standards Committee serve as nonvoting members.

5.4.2.2 The senior staff member of the SEMI Standards Program (nonvoting co-chair);

5.4.2.3 Two co-chairs of each RSC (voting);

5.4.2.3.1 An RSC co-chair may delegate a RSC vice chair (see § 5.5.2.2.1) to attend and vote in an ISC business meeting if he or she cannot attend.

5.4.2.4 Members-at-large as needed, but no more than one per region, to be appointed to a two-year term by the chair (voting);

5.4.2.5 Liaison members as needed, to be appointed by the chair (nonvoting);

5.4.2.6 Advisors as needed, to be appointed to a two-year term by the chair (nonvoting);

5.4.2.7 Chairs of subcommittees of the ISC, appointed by the chair (voting); and

5.4.2.8 Secretariat (nonvoting).

5.4.3 *Functions* — The ISC has the following functions:

5.4.3.1 Develop and maintain the *Regulations*. This function is delegated to the ISC Subcommittee on the Regulations.

5.4.3.2 Approve the documentation of the *Regulations* as presented by the ISC Subcommittee on the Regulations.

5.4.3.3 Serve a judicial function for SEMI in the interpretation and enforcement of these *Regulations*.

5.4.3.4 Recommend policies regarding the conduct of the SEMI Standards Program to the Board of Directors.

5.4.3.5 Recommend establishment of RSCs to the Board of Directors.

5.4.3.6 Approve the selection and appointment of chairs of RSCs.

5.4.3.7 Oversee program coordination among geographical regions.

5.4.3.8 Determine if an issue is “regional.” The decision by the ISC to approve the adoption of a regional standard shall require an affirmative vote of two-thirds of the voting membership.

5.4.3.9 May grant permission to publish Standards or Safety Guidelines containing reference to patented technology or copyrighted items when justified on technical grounds. This permission may be granted even if the holder of the patented technology or copyrighted items refuses to provide a statement regarding the availability of the property on non-discriminatory terms. This action is not permitted for American National Standards (ANS) if the patent holder refuses to provide a statement.

5.4.3.10 May approve, after consultation with SEMI Headquarters, petitions for submission of Standards or Safety Guidelines to the American National Standards Institute (ANSI) to become ANSs.

5.4.3.11 May grant permission to extend the length of publication of Preliminary or Interim Standards. See ¶ 8.6.2 for other limitations related to ANS and similar national standards.

5.4.3.12 Consider and approve recommendations on the formation of technical committees.

5.4.3.13 Administer the appeals process.

5.4.3.14 Meet three times annually, one of these to be at SEMICON® West.

5.4.3.15 Conduct a planning meeting as necessary; determines the function of that meeting and who attends.

5.4.4 *Audit and Control Functions* — The ISC may conduct audits and reviews of any function or operation of the SEMI Standards Program that it considers necessary to assure the proper conduct of the program. The Subcommittee on Audits and Reviews (ISC A&R SC) is assigned these activities.

5.4.4.1 *Purpose* — The ISC A&R SC performs an audit function on all standards letter ballots conducted and adjudicated by technical committees, to assure that those actions conform to the *Regulations*.

5.4.4.2 *Membership* — The ISC A&R SC shall be composed of:

- a. A chair appointed by the chair of the ISC (voting);
- b. Up to four members of each region chosen by its RSC, (voting); and

- c. From each locality having one or more local technical committees but no RSC, up to one member for the first two technical committees, and up to two members if there are three or more technical committees (voting).
From such localities, the number of device-maker members shall not exceed the number of supplier members.

5.4.4.3 Members serve for terms of not more than four years.

5.4.4.4 *Functions* — The ISC A&R SC has the following functions:

- a. Performs a judicial function for SEMI Standards in the interpretation and enforcement of these *Regulations* by means of a procedural review of ballots originated in all technical committees. This procedural review includes a review of the Safety Check List accompanying Safety Guidelines.
- b. Approves publication of Preliminary and Interim Standards originated by technical committees.
- c. Approves the publication of Auxiliary Information and Related Information originated by technical committees.
- d. Returns Documents not approved to the technical committee for corrective action, with recommendations for improvement as appropriate.
- e. Recommends appropriate options in the event that a technical committee cannot conduct a successful letter ballot on a standards action (see ¶ 8.6.3).
- f. Reaches decisions by a majority vote (greater than 50%) of the total number of members of the Subcommittee. Proxy votes are not authorized.
- g. Provides detailed minutes of its actions to SEMI Headquarters for retention.
- h. Performs other Audits and Reviews functions as may be assigned by the ISC.

5.4.5 *Development and Maintenance of SEMI Standards Regulations and Other Documentation* — The ISC is responsible for the development and maintenance of the *Regulations* and other program documentation as necessary. The Subcommittee on the Regulations is assigned these activities.

5.4.5.1 *Purpose* — The Subcommittee on the Regulations periodically reviews the *Regulations* and other procedural documentation (e.g., the *Procedure Guide*) to ensure their currency as well as to resolve procedural issues that have arisen within the program.

5.4.5.2 *Standards Procedure Guide* — A *Procedure Guide* that allows worldwide Program Members with different cultural backgrounds to accomplish their activities efficiently by using the same procedures and by following the examples provided.

5.4.5.2.1 *Scope of Procedure Guide* — The *Procedure Guide* shall provide clear guidance consistent with the requirements of the *Regulations*, particularly on specific activities not defined there. Specific parts of the *Regulations* may be referenced, if necessary. Quotations from the *Regulations* may be made only when reference is not sufficient. The *Procedure Guide* shall be written in such language that legal review is not required. It shall describe activities of Standards staff only in terms of the desired results, not detailed actions. The *Procedure Guide* shall be revised promptly to reflect changes both in the *Regulations* and in staff operations.

5.4.5.2.2 *Official Language* — The English text of the *Procedure Guide* is the official text. Translations into other languages are encouraged.

5.4.6 *Voting*

5.4.6.1 Members of the ISC are expected to exercise their voting duties individually as responsible managers and not as representatives of their companies.

5.4.6.2 Decisions by the ISC shall require an affirmative vote of a majority of the voting membership unless otherwise specified in these *Regulations*.

5.4.6.3 Voting members of the ISC who are unable to attend a meeting in person may delegate another voting member to vote for him or her by proxy. A proxy may, at the option of the member whose vote is to be cast by proxy,

- a. specify that the vote shall support the decision of the majority of the voting members present at the meeting, or
- b. allow the member holding the proxy to vote as he or she chooses, or
- c. clearly state any other preference of the member.

5.4.6.4 Votes by proxy shall count toward the total number of voting members in attendance at the meeting in the same manner as if the member giving the proxy were present in person. The proxy authorization shall be:

- a. in writing, signed by the member granting the proxy,
- b. valid for only one specified meeting, and
- c. given to the recording secretary at, or preferably before, the meeting.

5.4.6.5 Proxies are subject to the following limitations:

- a. One member may exercise no more than two proxies for other voting members at any given meeting.
- b. The total number of proxies voted at any meeting shall not exceed one-third of the voting membership of the ISC, as calculated by rounding to the nearest integer.

5.5 *Regional Standards Committees (RSC)*

5.5.1 *Purpose* — RSCs are administrative committees established by the ISC, with the concurrence of the Board of Directors, in order to provide continuing supervision of standards development work in a given geographical area.

5.5.2 *Membership* — RSCs shall be composed of:

5.5.2.1 SEMI Board Members from that region serving as members of the Board of Directors Standards Committee (nonvoting);

5.5.2.2 Two regional co-chairs, elected by the members of the RSC (voting);

5.5.2.2.1 RSC co-chairs may appoint up to two vice chairs from members of the RSC, subject to RSC approval, for the following purposes:

- For smoother transition to successor,
- To share workloads,
- To represent the region in case chairs are not available,
- To attend and vote in ISC meetings if an RSC co-chair is not available, and if so delegated by that RSC co-chair (see § 5.4.2.3.1). In this case, the vice chair (or vice chairs) may not receive proxies.

5.5.2.3 Subject to approval by the RSC, up to two co-chairs from each technical committee that reports directly to the RSC (voting),²

5.5.2.4 Members-at-large as needed, nominated by the RSC chair and approved by the RSC, for a renewable term of two years (voting);

5.5.2.5 Liaison members as needed, appointed by the RSC chairs (nonvoting);

5.5.2.6 Advisors as needed, to be appointed to a two-year term by the RSC chair (nonvoting); and

² Subject to approval by the RSC, a technical committee reporting directly to the RSC may optionally elect, for a term of two years, up to two committee members to be its voting representative(s) instead of the co-chairs.

5.5.2.7 Secretariat (nonvoting).

5.5.3 *Functions* — A RSC has the following functions:

5.5.3.1 Pursues the policy objectives of § 1.5.

5.5.3.2 Provides advice and counsel to standards development activities in regions without a RSC, as directed by the ISC.

5.5.3.3 Provides continuing supervision of standards development work in a given geographical area.

5.5.3.4 Appoints technical committee chairs, as appropriate, within the region for which it has responsibility.

5.5.3.5 Aids and assures appropriate global communication and cooperation among regional technical committees having common interests.

5.5.3.6 Proposes formation of technical committees to the ISC.

5.5.3.7 Discharges for cause regional technical committees for which it is responsible.

5.5.3.8 Appoints liaison persons to coordinate activity with regional associations such as JEITA, SEAJ, DIN, SITELESC, ASTM, JEDEC, etc.

5.5.3.9 Submits policy and unresolved standards program issues to the ISC for resolution.

5.5.3.10 Meets regularly in association with technical committee meetings in its region.

5.5.3.11 Coordinates the training of committee chairs.

5.5.3.12 Coordinates the selection of candidates to be its chairs with the ISC.

5.5.3.13 Conducts an annual planning meeting and determines the function of that meeting and attendees.

5.5.4 *Voting*

5.5.4.1 Members of RSCs are expected to exercise their voting duties individually as responsible managers and not as representatives of their companies.

5.5.4.2 Decisions by a RSC shall require an affirmative vote of a majority of the voting membership unless otherwise specified in these *Regulations*.

5.5.4.3 Voting members of a RSC who are unable to attend a meeting in person may delegate another voting member to vote for him or her by proxy. A proxy may, at the option of the member whose vote is to be cast by proxy,

- a. specify that the vote shall support the decision of the majority of the voting members present at the meeting, or
- b. allow the member holding the proxy to vote as he or she chooses, or
- c. clearly state any other preference of the member.

5.5.4.4 Votes by proxy shall count toward the total number of voting members in attendance at the meeting in the same manner as if the member giving the proxy were present in person. The proxy authorization shall be

- a. in writing, signed by the member granting the proxy,
- b. valid for only one specified meeting, and
- c. given to the recording secretary at, or preferably before, the meeting.

5.5.4.5 Proxies are subject to the following limitations:

- a. One member may exercise no more than two proxies for other voting members at any given meeting.
- b. The total number of proxies voted at any meeting shall not exceed one-half of the voting membership of the RSC, as calculated by rounding to the nearest integer.

5.6 *Technical Committees*

5.6.1 *Purpose* — Technical committees provide the technical expertise in the standards process and are the consensus bodies of the SEMI Standards Program. Each technical committee covers a specific technical field of interest.

5.6.2 *Structure* — Global³ technical committees are virtual committees. It is not intended that a global technical committee would ever meet as a whole in a single location. Instead, a global technical committee is comprised of the regional technical committees having the same or overlapping fields of interest. Regional technical committees may be established in any region where there is sufficient interest in the topic.

5.6.3 *Subordinate Units* — Global and regional technical committees may establish subcommittees or task forces to work on specific topics. These subcommittees or task forces may be regional or global, as appropriate. Any Program Member may become a member of a subcommittee or task force. In addition, technical committee, subcommittee, or task force chairs, as appropriate, may appoint Program Members who have specific expertise or who will improve the balance of interests of subcommittees or task forces.

5.6.3.1 *Subcommittees* — Subcommittees deal with issues expected to be of long standing or aid in coordinating activities between related task forces within a technical committee.

5.6.3.2 *Task Forces* — Task forces deal with topics of a more transient nature, and typically last not longer than two years.

5.6.3.3 *Reporting* — Subcommittees and task forces report their findings to their parent regional technical committee for action. Global subcommittees and task forces report to the regional technical committees under the responsible global technical committee(s).

5.6.4 *Regional Leadership* — Each regional technical committee is led by two or more co-chairs. The co-chairs are appointed by the responsible RSC. Other regional technical committee officers may include a secretary and a technical editor.

5.6.4.1 *Regional Management Functions* — Regional technical committee chairs have the following regional responsibilities:

- a. chair meetings of the technical committee impartially and in accordance with these *Regulations*,
- b. coordinate activities with related technical committees in the same region,
- c. assure that actions taken at meetings are properly documented,
- d. with the agreement of the technical committees, appoint secretaries, architects, editors, regional subcommittee and task force chairs, and other leaders, as needed,
- e. inform the relevant GCS of regional technical committee leadership appointments,
- f. with the agreement of the technical committee, establish and discharge regional subcommittees and task forces,
- g. oversee the activities and documentation of subordinate regional subcommittees and task forces,
- h. report accomplishments and problems to the RSC, and
- i. provide information needed by Standards staff to carry out their responsibilities.

³ The word “global” is used here to keep a clear distinction between a virtual, world-wide, technical committee and the real, regional, technical committees that collectively comprise it. “Global” is not part of the name of a technical committee.

5.6.5 *Global Coordinating Subcommittee (GCS)* — Up to two⁴ co-chairs from each of the regional technical committees that constitute a global technical committee are also the voting members of a global subcommittee responsible for coordination of the activities of the regional technical committees. The Coordinating Subcommittee is not expected to meet physically in one place, but generally conducts its business by fax, e-mail, video, or other means. Two members of the Coordinating Subcommittee, each from a different region, shall be elected by the subcommittee members to act as co-chairs of the coordinating subcommittee for a one-year term, and may serve consecutive terms.

5.6.5.1 *Global Coordination Functions* — The GCS has the following global responsibilities:

- a. coordinate the activities of the regional portions of global technical committees,
- b. coordinate their activities with other related GCSs,
- c. establish and discharge global subcommittees or task forces,
- d. designate an alternate regional technical committee to review a ballot action, when agreed upon by the co-chairs of the originating regional technical committee,
- e. approve new task force activities between meetings and notify TC Members of this action,
- f. authorize letter ballots between meetings of regional technical committees and notify TC Members of this action,
- g. confirm technical committee approval of Preliminary and Interim Standards,
- h. confirm technical committee approval of Related Information and Auxiliary Information, and
- i. review minority reports, and judge if any of the negatives contained in the minority report are worthy of reconsideration, and if so, issue such a recommendation to the relevant technical committee.

5.6.6 *Regional Technical Committees*

5.6.6.1 *Functions* — A regional technical committee:

- a. selects a name, a proposed scope, creates a defined, initial plan of activities, and formally petitions the ISC for approval to form (see § 6),
- b. authorizes new standards development activities,
- c. writes standards by collective effort,
- d. develops consensus,
- e. authorizes ballots leading to the technical approval of Standards or Safety Guidelines,
- f. periodically reviews its published Standards or Safety Guidelines,
- g. authorizes publication of Preliminary and Interim Standards,
- h. authorizes publication of Auxiliary Information and Related Information,
- i. determines if a Document is or is not a Safety Guideline and, if it is, follows the procedures of § 14,
- j. when disclosed patented technology or copyrighted items may be applicable to a Standard or Safety Guideline under development, follows the procedures in § 15,
- k. as necessary, petitions the ISC for submission of Standards or Safety Guidelines to the ANSI to become ANSs, and
- l. clears any publicity releases or other public statements it may prepare with SEMI Headquarters before publication).

⁴ If there are more than two co-chairs, only the two longest-tenured co-chairs are voting members. The remaining co-chairs are members of the GCS but without vote. A different arrangement may be selected by the regional technical committee co-chairs, but only when there is a change in the co-chairs eligible to be voting members.

5.6.6.2 *Ballot Actions* — Unless a different regional part of a technical committee is selected by the GCS, the regional technical committee in which a ballot action was initiated performs the committee approval processes as listed in § 9.

5.6.6.3 *Proposals for Standards Development* — Topics for standardization may be suggested by anyone. They may be directed to any regional SEMI office, which will send the suggestion to the chair of the appropriate regional technical committee for consideration, sent directly to that chair of the committee, or presented during a meeting of the committee.

NOTE 9: If the work is deemed not appropriate for an existing technical committee, an alternative technical committee may be recommended, or the formation of a new committee may be proposed.

5.6.6.4 *Coordination with Other Committees* — In the development of Standards or Safety Guidelines, technical committees must cooperate with other committees having mutual interests. Technical committees may also request reviews of documents from other committees which have particular expertise on some or all of the content of a document.

6 Formation and Discharge of Technical Committees

6.1 *Reasons for Forming a New Regional Technical Committee* — New regional technical committees are usually formed either:

- to address a new technical area not currently addressed by the SEMI Standards Program, or
- to begin participation in standards development, in a technical area already addressed in the SEMI Standards Program, in a region of the world where that technical area is not being addressed.

In either case, the ISC must approve the formation of the new regional technical committee.

6.1.1 *Consequences of Forming a Technical Committee on a New Topic* — The formation of a regional technical committee for the purpose of addressing a new technical area not currently addressed by the SEMI Standards Program is equivalent to establishing a new global technical committee.

6.2 *Formation of a New Regional Technical Committee*

6.2.1 *Establishment of Need* — A name, a proposed scope, and a plan of activities for the new regional technical committee must be developed. These items must be well-defined in order to receive the approval of the ISC. SEMI Headquarters, the SEMI office in the region and the RSC, if one exists in the region, may be helpful in establishing a suitable plan.

6.2.2 *Starting a Regional Technical Committee in a New Region* — A reasonable number of persons interested in establishing a regional technical committee must exist in the region and be willing to participate. “Reasonable” is not a fixed number, but should be sufficient to provide representation from as many technical interests (device companies, supplier companies, consortia, universities, government agencies, etc.) in the region as possible. If the number of persons is insufficient, it may be preferable to form first a task force or a subcommittee of an existing technical committee in another area.

6.2.3 *Where to Propose Formation of a Regional Technical Committee* — Proposals for the formation of regional technical committees are made through the RSC, if one exists in the region. If none exists, the recommendation may be made through an existing RSC to the ISC, which will usually assign responsibility for the new activity to the chosen RSC for oversight and guidance.

6.2.4 *Contents of the Proposal* — The proposal shall include the following items as a minimum:

- a. name, scope, and activity plans,
- b. the preferred RSC for oversight, and
- c. the proposed co-chairs and other officers.

6.3 *Organization of a New Regional Technical Committee* — After the formation of a new regional technical committee is approved, the new technical committee may perform any of the technical committee activities listed within the *Regulations*. In addition, if a new technical topic is to be addressed, parallel regional technical committees may be formed in other regions, as authorized by the ISC.

6.4 *Discharge of Regional Technical Committees* — Regional technical committees may be discharged by the responsible RSC either on completion of the work for which they were established or for other reasons.

6.4.1 *Reason for Discharge* — Reason for discharge exists when a regional technical committee fails to:

6.4.1.1 Hold meetings for two consecutive years,

6.4.1.2 Report activity for two consecutive years, or

6.4.1.3 Initiate new standards activities or promote activities that are consistent with the purpose of SEMI Standards.

6.4.2 *Investigatory Procedure* — If a regional technical committee has been shown to be inactive and has failed to request discharge, the responsible RSC will investigate.

6.4.2.1 The committee chairs will be advised in writing that discharge appears to be in order. A special meeting may be called for that purpose by written notification to the TC Members.

6.4.2.2 Failing further action by the committee leadership, the committee membership will be surveyed to determine if any interest remains.

6.4.2.3 If no committee interest is indicated, an industry survey may be conducted to gather further opinion.

7 Conduct of Business in Meetings

NOTE 10: Information about votes submitted in the letter ballot process is located in § 9.

7.1 *Majority Vote* — In all standards meetings, all matters are decided by a simple majority vote of all persons (individuals) voting on the action, except:

7.1.1 Technical committee actions as follows:

7.1.1.1 Authorization of publication of Preliminary or Interim Standards,

7.1.1.2 Authorization of publication of Auxiliary Information or Related Information, and

7.1.1.3 Finding negatives contained in reject votes to be not related or not persuasive.

7.1.2 ISC decision to approve a regional standard.

7.2 *Voting in Technical Committee, Subcommittee, and Task Force Meetings*

7.2.1 *Voting Privilege* — Each Program Member physically in attendance at a committee meeting is entitled to one vote. Program Members attending online or face-to-face meetings of subcommittees or task forces are entitled to vote.

NOTE 11: Votes in technical committee meetings often are votes on decisions of the committee, while votes in subcommittee and task force meetings are votes only to recommend action to the parent technical committee.

7.2.2 *Avoidance of Undue Influence* — Interest voting is appropriate if it appears that the number of persons in a meeting from any company or voting interest (see ¶ 7.2.3) could have a disproportionately large influence on the outcome of a vote.

7.2.3 *Interest Voting* — A co-chair of a technical committee or subcommittee, or the leader of a task force may, at his/her discretion or at the request of any attendee, require a vote to be tallied by voting interest. When this is done, the decision is recorded in the minutes of the meeting, and each voting interest represented has a single vote.

7.3 *Open Meetings* — Meetings shall be open to any Program Member when technical matters relating to the development of standards are to be discussed.

7.4 *Online Meetings* — Meetings of task forces and subcommittees may be conducted online (by teleconference and/or Web conference) in the same manner as face-to-face meetings. Online meetings of technical committees are strongly discouraged. If such a committee meeting occurs, only those Program Members physically present may vote and be counted towards a committee action. For any online meeting, every effort should be made to give advance notice to all Program Members.

7.5 *Closed Meetings* — Meetings of the ISC and of RSCs may be closed when discussion of procedures, organization, or other committee business not related to technical matters occurs.

7.6 *Notification* — All TC Members shall receive notice of meetings, minutes, and related committee material.

7.7 *Minutes and Records*

7.7.1 Minutes of all committee and subcommittee meetings shall be taken.

7.7.2 Committee minutes shall include all actions of the committee, as well as written materials from meetings of subordinate subcommittees and task forces.

7.7.3 Official minutes shall be in English.

7.7.4 Copies of committee minutes shall be on file at all SEMI offices in regions in which the committee is active. A complete set of all official minutes and ballot tallies, regardless of the region of activity, shall be maintained at SEMI Headquarters until January 1 of the seventh year after the end of the year in which the meeting occurred or the ballot closed. All records no longer to be maintained at SEMI Headquarters and its regional offices shall be destroyed within 30 days of this date.

NOTE 12: Some minutes and records are exempted from destruction due to being of historical value to the SEMI Standards Program as determined by Standards staff.

7.7.4.1 *Exception for ANSs* — SEMI Standards that are proceeding with approval or have been accepted as ANSs will have all applicable records retained at SEMI Headquarters for the life of such standards in accordance with ANSI audit practices.

7.7.5 Other documentation regarding ballot development, such as statements regarding patented technology or copyrighted items (§ 15) and annotated Safety Guideline development Safety Check Lists and associated documentation (§ 14) shall be maintained on file for the period specified in their respective sections. If not specified, the documentation in question will be handled per ¶ 7.7.4.

7.8 *Standards Staff Attendance* — At least one member of the Standards staff shall be present in all ISC, RSC and technical committee meetings and will record the official minutes. Attendance of a member of the Standards staff at subcommittee and task force meetings is encouraged to the extent permitted by available resources, but is not mandatory.

8 General Practices on Standards Documents

8.1 *Actions Requiring Letter Ballot* — The following actions require letter ballot of the entire global technical committee (see § 9) and procedural review by the ISC A&R SC (see § 10):

NOTE 13: A “letter ballot” may be delivered as a paper ballot or as an online ballot.

8.1.1 Approval of new standards (including standards previously published as Preliminary or Interim).

8.1.1.1 If the new standard is to replace an existing standard, that fact shall be clearly stated in a prominent Notice on the Background Statement. In addition, the Notice shall clearly state that the standard to be replaced will be given replaced status per § 8.7.2.

8.1.2 *Revision of Standards*

8.1.2.1 The parts of the standard being revised shall be clearly identified in the letter ballot.

8.1.2.2 Revision to a standard may only occur after it is approved, published, and available to all interested parties.

8.1.3 Reapproval of standards without change.

8.1.4 Removal of standards.

8.1.4.1 If a Standard or Safety Guideline has been found by the technical committee to be technically defective and to pose a significant risk to standards users, the responsible technical committee can remove the standard by a letter ballot. The use of “removal” ballots is limited to cases where keeping the standard can cause significant risk for users of the standard.

8.1.5 Any ANS standards and those intended to become ANS are handled as above, with any additional requirements that may be required by ANSI.

8.2 *Actions Not Requiring Letter Ballot*

8.2.1 Publication of Preliminary and Interim Standards.

8.2.2 Publication of Related Information not a part of a Standard or Auxiliary Information.

8.3 *Voting on Letter Ballots* — Each TC Member is required to vote on letter ballots issued by the global technical committee and is subject to the conditions listed in ¶ 2.6.

8.4 *Determination That a Document is a Safety Guideline* — Technical committees shall apply the following test to each document developed under their jurisdiction to determine if it is a Safety Guideline or not:

8.4.1 If, when all safety-related information is removed from the document, the document is still technically sound and complete, the document is NOT a Safety Guideline.

8.4.2 If, when all safety-related information is removed from the document, the document is not technically sound and complete, the document must be developed as a Safety Guideline and meet the additional requirements of § 14.

8.5 *Determination That a Document Contains Patented Technology or Copyrighted Items*

8.5.1 The committee chair must ask the committee if the document contains any known patented technology or copyrighted items.

8.5.2 If patented technology or copyrighted items may be present in the document, refer to § 15.

8.6 *Review of Standards*

8.6.1 *Frequency of Review* — Standards should be reviewed regularly by the responsible technical committee and recommended for revision when appropriate. At a minimum, the responsible technical committee shall review its

Standards or Safety Guidelines and decide whether to ballot the Standard or Safety Guidelines for reapproval, revision, or replacement by the end of the fifth year after their latest publication dates

NOTE 14: If the technical committee decides to take no action, the Standard or Safety Guideline will be given Inactive status per ¶ 4.2.14

8.6.1.1 If the responsible technical committee chooses to issue a reapproval ballot, balloting and subsequent adjudication must be completed by the end of the sixth year after the latest publication date. If the technical committee is not able to complete reapproval by then, the Standard or Safety Guideline will be given Inactive status.

8.6.1.2 If the responsible technical committee chooses to revise or replace the Standard or Safety Guideline, and start TF activities towards that goal, the existing Standard or Safety Guideline keeps its current status as long as the TF activity continues or a Standard or Safety Guideline superseding or replacing the existing Standard or Safety Guideline is published.

NOTE 15: The TF activity is considered to be “continued” if the TF issues at least one ballot per year. Another example of the activity being “continued” is the TC reviewing the TF’s progress report and finding the activity to be continuing.

8.6.2 *Extension of Standard* — Extensions for standards that have been adopted as ANS must be requested of ANSI by the fourth anniversary date of approval as ANS.

8.6.3 *Unsuccessful Letter Ballot* — If a technical committee cannot successfully ballot a standard for revision or replacement and decides to discontinue the effort, the existing Standard or Safety Guideline will be given Inactive status at the next available publication cycle after the technical committee decision.

8.6.4 *Editorial Changes* — Editorial changes to a standard do not require a letter ballot.

8.6.5 *Types* — Editorial changes are of two types:

- Those which introduce no change in technical content, but correct minor typographical errors, modify editorial style, change non-technical information, or reduce ambiguity.
- Those which correct typographical errors in substance.

In the latter case, the year designation of the standard is changed. For ANS, the ANSI approval date remains unchanged.

8.7 *Publication*

8.7.1 *Form and Style* — The current edition of the *SEMI Standards Style Manual* shall be used in the writing of standards.

8.7.2 *Replaced Standards* — A Standard or Safety Guideline that has been Replaced by a new Standard or Safety Guideline shall be given Replaced status when the new version is published. In addition to a Notice explaining the no-longer-supported-by-technical committee status of the Standard or Safety Guideline, a Notice directing the reader to the replacement Standard or Safety Guideline shall be printed in its place. The second Notice shall remain in place for one year.

8.7.3 *Superseded Standards* — A Standard or Safety Guideline that has been Superseded by a revision of the Standard or Safety Guideline shall be given Superseded status automatically when the new version is published.

8.7.4 *Removed Standards* — Following ISC A&R SC approval of a ballot for Removal or SEMI Headquarters decision to remove a Standard or Safety Guideline, the Standard or Safety Guideline shall be immediately removed from publication. Notification of Removal due to technical flaw or legal issue, whichever is applicable, shall appear in the place where the Standard or Safety Guideline used to be.

8.7.5 *Withdrawn Standards* — Following ISC A&R SC approval of a ballot for Withdrawal, the Standard or Safety Guideline shall continue to be published for a period of one year. Notification of pending Withdrawal shall appear with the standard.

8.7.5.1 *Continuing Notification* — Following expiration of the one year period, the Standard or Safety Guideline will be moved to the Archived section of the SEMI Web site and a placeholder will appear in the Current section of the SEMI Web site advising of the document's Withdrawn status.

9 Letter Ballots

NOTE 16: For ANS Letter Ballots, see ¶9.9.

NOTE 17: In the following section, the words in bold (except the section heading) are also defined within the section.

9.1 Terminology

9.1.1 *Abstain* — A type of Vote selected to indicate the Voter refrains from taking a position of approval or disapproval of the contents of a letter ballot.

9.1.2 *Abstain with Comment* — Counted as a Vote of Abstain with any text or material submitted with this Vote treated as a Comment. This option is normally provided to a Voter to reduce ambiguity about how the material submitted with a Vote should be treated.

9.1.3 *Accept* — A type of Vote selected to indicate approval of the contents of a letter ballot.

9.1.4 *Accept with Comment* — Counted as a Vote of Accept with any text or material submitted with this Vote treated as a Comment. This option is normally provided to a Voter to reduce ambiguity about how the material submitted with a Vote should be treated.

9.1.5 *Comment* — The text or other supporting material, submitted with a Vote other than Reject, or clearly marked as Comment when submitted with a Reject Vote. If the intention of the Reject Voter cannot be easily determined, the text or other supporting material shall be treated as a Negative.

9.1.6 *Negative* — The text or other material submitted with a Vote of Reject on a letter ballot. Examples of material that can be included are:

- Technical evidence refuting any part of the item being balloted.
- Ambiguity or lack of clarity causing the perception of a technical or procedural error.
- Procedural evidence that these *Regulations* have not been followed.

9.1.7 *Reject* — A type of Vote selected to indicate disapproval with part or all of a letter ballot's technical content. A Reject Vote must be accompanied by supportive material indicating the reason(s) for disapproval.

9.1.8 *Vote* — An expression of a Voter's position in regard to the contents of a letter ballot.

9.1.9 *Voter* — A person who submits a Vote on a letter ballot.

9.2 *Committee Letter Ballots* — Letter ballots on standards actions for which a technical committee has responsibility may be ordered by a motion passed at a technical committee meeting or initiated by the GCS. Other interested technical committees should be advised of such decisions to conduct a letter ballot.

9.2.1 *Conduct of Letter Ballots* — Letter ballots shall be conducted by SEMI Headquarters.

9.2.2 *Announcement* — A letter ballot shall be announced to the public in a prominent place on the SEMI Web site and in a regular SEMI communication to TC Members promptly upon approval by the responsible technical committee and within twenty-four hours of the issuance of the letter ballot.

9.2.2.1 The announcement shall describe the items to be balloted by title, the closing date of the ballot, and the date and location of the meeting at which the ballot will be discussed by the technical committee. It shall also include an offer to send a letter ballot to any interested party.

NOTE 18: The term “item” as used in § 9 means the entire document or the entire portion of a document that is defined in § 9.2.3.2 as the material to which the vote applies. An “item” must be dealt with as a whole, and may not be subdivided or considered only in part.

9.2.3 *Contents of Letter Ballot* — A complete set of the contents of all letter ballots shall be in English. Additional sets may be provided in local languages when authorized by the responsible regional technical committee. The letter ballot shall include:

9.2.3.1 A cover sheet describing the proposed ballot actions and the closing date of the voting period, which shall be not less than 30 days from the last day of distribution of the ballot.

9.2.3.2 A ballot form that clearly states:

- exactly what is to be voted upon; in each case, the vote may apply to the full text or only to specific portions of it.
- the closing date of the voting period of the letter ballot(s) listed on the ballot form.
- a place to indicate the type of vote (at a minimum, accept, reject, or abstain) for each item on the ballot form.
- a notice to the voter that a reject vote requires the support of a persuasive technical statement that should be placed on a separate page, as should any comments.

9.2.3.3 A background statement for each ballot action explaining the reasons why the action is needed and any additional information that may help the voter understand why the ballot is being conducted.

9.2.3.3.1 This statement may be on a separate page or combined with the Draft Standard. In the latter case the background statement should be clearly identified as such. In all cases, material within the background statement is not part of the material to be voted upon.

9.2.3.3.2 The following statement shall appear at the beginning of each item to be voted on:

Recipients of this document are invited to submit, with their comments, notification of any relevant patented technology or copyrighted items of which they are aware and to provide supporting documentation. In this context, “patented technology” is defined as technology for which a patent has issued or has been applied for. In the latter case, only publicly available information on the contents of the patent application is to be provided.

9.2.3.4 A copy of each Draft Standard or other matter to be voted upon.

9.2.3.5 For Safety Guidelines, a copy of the Safety Check List.

9.2.4 *Distribution of Letter Ballots* — Letter ballots may be in printed form or provided in a prominent easily-accessible place on the SEMI Standards Web site. If the Web site requires a password, means shall be provided for access by the general public upon request.

9.3 *Return of Letter Ballots*

9.3.1 *Sufficient Return of Votes* — For the purpose of determining whether the 60% return requirement has been met, all votes returned on time by committee voting interests, registered prior to the start of the ballot period shall be accumulated and counted as one vote (i.e., one voting interest).

9.3.2 *Failure to Meet 60% Requirement Before the Closing Date*

9.3.2.1 Follow-up efforts may be made after the closing date to obtain votes from delinquent voters.

9.3.2.2 If the ballot has not attained a 60% return by the closing date, the committee may consider all negatives and comments received before this date. The only action the committee can take with respect to approval of the document is to either:

- a. reballot it (with or without modifications from the original ballot) during the next ballot cycle, or
- b. seek to achieve a 60% return by holding the ballot period open further for a period not longer than 30 days. If a 60% return still has not been achieved past this date, the document is returned to the committee for further work, for reballot, or for the document's development to be discontinued.

9.4 *Consideration of Votes*

9.4.1 *Validity of Votes Cast* — Valid votes are either:

- a. votes cast by TC Members of the technical committee that issued the ballot, or
- b. votes by Program Members interested in the committee that are not abstentions.

NOTE 19: Any person interested in a ballot can vote, but the person must first register as a Program Member.

9.4.2 *Precedence of Votes* — When votes are received from more than one TC Member of a voting interest, if any such vote is a reject, the vote of the voting interest is recorded as reject. If no reject votes are submitted, and one or more votes are accept, the vote of the voting interest is recorded as accept.

9.4.3 *Validity of Reject Votes* — A reject vote will be considered procedurally valid if it contains at least one negative.

NOTE 20: Actions on negatives, as described below, may cause a reject vote to become invalid.

9.4.3.1 *Reject Votes Not Accompanied by Negatives* — If efforts to obtain a negative for a reject vote that was submitted without a negative are unsuccessful, the vote will automatically be recorded by the technical committee as not valid. No further consideration is required. The voter shall be notified in writing of this action.

9.4.3.2 Reject votes received after the closing date shall be considered not valid, and shall automatically be taken up as new business at the next meeting of the responsible technical committee. The voter shall be notified in writing of this action.

9.4.3.3 If all of the negative material included with a reject vote is withdrawn, determined to be not related, or determined to be not significant, the reject vote is not valid. The voter shall be notified in writing of this action.

9.5 *Handling Negatives from Reject Votes*

9.5.1 *Consideration* — All negatives accompanying valid reject votes shall be acted upon at the scheduled meeting of the technical committee listed on the letter ballot. The reject vote shall be acknowledged within 30 days of its receipt. The acknowledgment shall state when and where the vote will be considered. Persons casting reject votes are encouraged to appear in person or send a representative to support their views.

9.5.2 *Resolution by Negotiation* — All reasonable efforts shall be made to reach an agreement between persons casting reject votes and those committee members in favor of the ballot item. Reject votes resolved through agreement may be recorded as either abstaining or accept, at the option of the person initially casting the reject vote. If the voter is not physically present at the committee meeting when the agreement of resolution is announced, he or she shall be notified in writing of this action.

9.5.3 *Decisions on Negatives* — If the reject vote is not withdrawn as a result of negotiations, the committee must first decide whether each negative of a valid reject vote is related or not related to the ballot item, and then, if it is related, whether it is persuasive or not persuasive.

9.5.3.1 *Finding a Negative Not Related to Item* — A negative that contains an explanation not related to the item being voted upon can be recorded as not related.

9.5.3.1.1 A decision to find a negative not related to the item requires an affirmative vote of at least two thirds of the persons voting on the action during a scheduled meeting of the technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for).

9.5.3.1.2 A statement of the reasons for the action and a numerical record of the vote shall be placed in the technical committee minutes.

9.5.3.1.3 The committee is required to either assign the not related negative either to a task force or place it on the agenda of the current committee meeting for consideration as new business.

9.5.3.1.4 If the negative is found to be related, the committee must next decide whether it is persuasive or not persuasive.

9.5.3.2 *Finding a Negative Persuasive* — A decision to find a negative persuasive requires only an affirmative vote of greater than one-third of the persons voting on the action during a scheduled meeting of the technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for).

9.5.3.2.1 The technical committee minutes shall record the votes cast. A statement of the reasons for the action and a numerical record of the vote shall be placed in the committee minutes.

9.5.3.2.2 Alternatively, the chair may rule the negative to be persuasive if no one opposes this ruling. In this case, the minutes shall show the committee's decision as unanimously in favor of the negative being persuasive.

9.5.3.2.3 If a negative is found to be persuasive, the balloted item is regarded as failing technical committee review and shall be returned to the appropriate subcommittee or task force for further work or abandonment.

9.5.3.2.4 For efficiency, once a committee finds a negative to be persuasive, the committee may choose to send the remainder of the reject votes and issues to the task force for further consideration, thus fulfilling the technical committee's obligation to act on the negative.

9.5.3.3 *Finding a Negative Not Persuasive* — A decision to find a negative not persuasive requires an affirmative vote of equal to or greater than two-thirds of the persons voting on the action during a scheduled meeting of the technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for).

9.5.3.3.1 A statement of the reasons for the action and a numerical record of the vote shall be placed in the technical committee minutes.

9.5.3.3.2 Additionally, if the committee finds a negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action, the technical committee may choose to term the negative not significant.

9.5.4 *Notice of Action* — Each person casting a reject vote shall be promptly notified of the final disposition of the negatives within his/her vote and advised of the right to appeal this decision. Actions on a negative taken at a meeting of the committee require a summary of the action, including reasons and the numerical record of the committee vote, to be placed in the official meeting minutes.

9.6 *Approval Conditions* — The following conditions must be met for a document to be approved by the technical committee.

9.6.1 A minimum of 60% of the voting interests that have TC Members within the technical committee that issued that ballot return votes.

9.6.2 All negatives have been discussed and were withdrawn, found not related, or not persuasive.

9.6.3 At least 90% of the sum of the valid accept and reject votes must be accept.

9.7 *Report of Letter Ballot Results* — A report on each letter ballot passing the requirements of § 9, containing the following information, at a minimum, shall be submitted to the ISC A&R SC:

- a. the number of votes cast by each voting interest,
- b. the number of accept, reject, and abstain votes on the letter ballot,
- c. all negatives from the reject votes, and
- d. a report of the committee actions taken on the negatives.

9.8 *Minority Reports* — Any person not in agreement with the decision to find a negative not related or not persuasive may submit a minority report to Standards staff. The ISC A&R SC shall not receive minority reports.

9.8.1 Ballots shall be forwarded to the ISC A&R SC for procedural review if a minority report is not submitted to Standards staff within two weeks of ballot deliberation results being made publicly available.

NOTE 21: Committee meeting minutes or Committee Express Reports that include the record of ballot adjudication are considered publicly available once they are published to the SEMI Web site.

9.8.2 If a minority report is submitted to Standards staff within two weeks of ballot deliberation results being made publicly available,

- Procedural review of the ballot by the ISC A&R SC shall not commence.
- Standards staff responsible for the global technical committee, which issued the ballot subject to the minority report, shall forward the minority report to the GCS along with a request for recommendation.
- The GCS shall judge, within five business days, whether the relevant technical committee should or should not reconsider each negative cited in the minority report.

9.8.3 If the GCS recommends that the technical committee should reconsider at least one of the negatives cited in the minority report, the technical committee will decide on their response to the GCS recommendation at their next meeting.

- If the technical committee, upon reconsideration of the negatives cited in the minority report, overturns their previous decision on at least one of the negatives, then the document will be rebalotted.
- If the technical committee, upon reconsideration of the negatives cited in the minority report, does not overturn their previous decision on any of the negatives, then procedural review on the document shall proceed. Staff shall inform the minority report submitter of the committee's decision.
 - If the minority report submitter does not accept the technical committee's decision, the matter can be escalated to the ISC.

9.8.4 If the GCS finds the minority report to be technically groundless, the ballot will be forwarded to the ISC A&R SC for procedural review.

NOTE 22: ¶9.9 will not go into effect until accreditation of these *Regulations* has occurred by ANSI. At that time, this note will be editorially removed.

9.9 *Letter Ballots for American National Standards* — Letter ballots for ANSs are conducted under the following:

9.9.1 Letter ballots shall be issued in accordance with ¶ 9.2 and meet the general approval conditions listed in ¶ 9.6.

9.9.2 Reject votes and negatives shall be handled in accordance with ¶ 9.5, except that negatives contained in reject votes may not be considered not significant.

9.9.3 All written remarks (i.e., negatives and comments defined in § 9.1) received by letter ballot or from an ANSI “public call for comment” shall be discussed in the technical committee. All actions taken from this discussion, if any, shall be recorded and reported with the ballot results both in the meeting minutes and to the issuer of the written remarks.

NOTE 23: “Comments,” as used by ANSI in “public call for comment,” is distinct from “Comments” as defined in ¶ 9.1.5.

9.9.4 The provisions listed in ¶ 9.7 and ¶ 9.8 shall be used, with the additional reporting of the number of votes cast per each interest category, to be included with the letter ballot report.

10 Procedural Review

10.1 *Responsibilities* — The ISC A&R SC shall determine whether the procedural requirements of these *Regulations* have been met and whether a satisfactory consensus has been reached on standards actions.

10.2 *Report of Letter Ballot Results* — A report covering each letter ballot that meets all the requirements of § 9 as well as any authorized and subsequently approved Related or Auxiliary Information shall be submitted to the ISC A&R SC not later than 45 days after the meeting at which a technical committee reviewed the letter ballot. The report shall include an ISC A&R SC ballot to facilitate reaching a decision on the report.

10.3 *Voting* — Each voting member of the ISC A&R SC is entitled to one vote on all recommendations on standards.

10.4 *Approval* — If the ISC A&R SC take favorable action upon the technical committee recommendations, the standard is approved and published. Approval requires a simple majority vote of the ISC A&R SC.

10.5 *Reports of Results* — After conclusion of the procedural review, an announcement shall appear on the SEMI Web site. All actions of the ISC A&R SC shall be reported for information to the ISC. In addition, the ISC A&R SC shall report its actions to the RSCs and to the global co-chairs of the responsible technical committee. These latter reports shall include details of difficulties with or failures to pass a procedural review, with recommendations as appropriate for action to avoid such problems in the future.

11 Appeal Process

11.1 *Who May Appeal* — Any person who considers himself adversely affected by the development, interpretation, or use of SEMI Standards (the “appellant”) is invited to submit a written statement explaining the concern to Standards staff, who will forward the concern to the ISC A&R SC, with a copy to the ISC. The statement shall include a proposal defining the remedial action desired.

11.1.1 *Scope of the Process* — This appeal process is intended only for appeals on procedural issues. Such issues include procedural actions or procedural inactions. Technical issues are dealt with through the ballot process and are not considered as a basis for an appeal, unless extraordinary circumstances exist.

11.1.2 *Personal Appearance Option* — The appellant may elect to present the appeal to the ISC A&R SC. This decision must be made within 10 business days after acknowledgement of receipt of the appeal by Standards staff. If this option is selected, the hearing must be held within 10 business days of the decision. This hearing may take place virtually, via teleconference and/or videoconference, or if it is convenient for both the appellant and members of the ISC A&R SC, in person during a regularly scheduled SEMI Standards event. In the case of a hearing, Standards staff

must be present to record the proceedings. If the appellant does not choose the personal appearance option, the ISC A&R SC will make its determination based solely on the content of appellant's written statement.

11.1.3 *Evidence* — The appellant may present any evidence relevant to the appeal.

11.2 *Timing of the Appeal Process* — After a written appeal is received by Standards staff, Standards staff will format the appeal in a consistent matter and forward it to the ISC A&R SC within 10 business days. If the appellant declines to present the appeal in person, the ISC A&R SC will make its judgment within 20 business days of receiving the appeal from Standards staff. If the appellant chooses to present the appeal, the ISC A&R SC will make its judgment within 10 business days of hearing the appeal presentation.

11.3 *Sequence of the Appeal Process* — The sequential order of the appeal process is to be strictly followed. Each stage must be completed before proceeding to the next level. Adequate records are to be maintained at each hearing.

11.4 *Higher Appeals* — If the ISC A&R SC does not support the appellant's position, the appeal may be carried to higher levels as follows (in order):

11.4.1 *ISC*

11.4.2 *SEMI Board of Directors*

11.5 *Responsibility for Action* — The ISC is responsible for taking any corrective action that becomes necessary or advisable as a result of an appeal.

11.6 *Documents Under Appeal* — An appeal may be issued before, during, or after procedural review.

11.6.1 If an appeal is issued prior to official publication of the document in question, SEMI Standards shall refrain from publishing the document until the appeal has been resolved.

11.6.2 If an appeal is issued after the document in question has been officially published, SEMI Standards shall not alter or remove the publication until after the appeals process is concluded and such action is warranted.

12 Preliminary and Interim Standards

NOTE 24: The procedures of this section are not applicable to Safety Guidelines and proposed ANSs.

12.1 *Approval Process*

12.1.1 Publication of a Preliminary Standard requires:

- a. the approval of two-thirds of the persons voting on the action during a scheduled meeting of a technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for).
- b. the approval of the GCS of the technical committee.
- c. the approval of the ISC A&R SC.

12.1.2 Publication of an Interim Standard requires:

- a. the approval of the same document by each regional technical committee under a global technical committee.
- b. the approval of two-thirds of the persons voting on this action during each scheduled regional technical committee meeting (see ¶ 7.2.3 for a discussion of when interest voting may be called for).
- c. the approval of the ISC A&R SC.

NOTE 25: Gathering support for these types of actions by other interested committees is strongly recommended.

12.1.3 A report of the action(s) by the technical committee, including a record of the vote and the method by which coordinating subcommittee approval was obtained (if applicable), shall accompany the Preliminary or Interim Standard when it is submitted to the ISC A&R SC for approval of its publication.

12.2 *Limitation* — A Preliminary Standard may be replaced by an Interim Standard or by a Full-consensus Standard. An Interim Standard or a Full-consensus Standard may only be replaced by a Full-consensus Standard.

12.3 *Use of Patented or Copyrighted Item* — Preliminary or Interim Standards making use of a patented or copyrighted item may be published only if all of the requirements of § 15 are met.

12.4 *Expiration* — After being published for a period of two years, Preliminary and Interim Standards expire. Expired Preliminary or Interim Standards are immediately no longer available from SEMI unless an extension is requested of and granted by the ISC. Notification of expiration shall appear in the place where the Preliminary or Interim Standard used to be.

13 Appendices, Related and Auxiliary Information

13.1 *Identification of Supplementary Material* — Supplementary material (e.g., Appendices, Related Information, Auxiliary Information) may or may not be an official part of a Standard or Safety Guideline, may or may not accompany a Standard or Safety Guideline during the letter balloting process, and may or may not be published with a Standard or Safety Guideline. To avoid misunderstanding, each item of such material must be clearly identified with a Notice preceding the text of the information as to:

- a. whether or not it is an official part of a Standard or Safety Guideline,
- b. the origin of the information, and
- c. the authorization for its publication.

13.2 *Authorization for Publication*

13.2.1 Appendices are an official part of a Standard or Safety Guideline and are subject to the same balloting requirements that apply to the Standard or Safety Guideline.

13.2.2 Related Information is not part of an official Standard or Safety Guideline.

13.2.2.1 Related Information that accompanies the standard through the balloting process is published automatically with the Standard or Safety Guideline upon procedural review of the ISC A&R SC.

13.2.2.2 Related Information that does not accompany the Standard or Safety Guideline through the balloting process may be authorized for publication with the Standard or Safety Guideline by a two-thirds majority of persons voting on the action during a scheduled meeting of a technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for), and subsequent approval by both the GCS and the ISC A&R SC.

13.2.3 Auxiliary Information is not intended to be published with a Standard or Safety Guideline. It may be authorized for publication as a separate document by a two-thirds majority of persons voting on the action during a scheduled meeting of a technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for), and subsequent approval by both the GCS and the ISC A&R SC.

13.2.4 Auxiliary or Related Information in draft form that has not been authorized for publication may be released for use outside the SEMI Standards Program only by approval of the ISC or its chair, except that drafts may be sent to cooperating standards committees (e.g., ASTM, JEITA, or DIN) for information or comment with the approval of the technical committee chair.

13.3 *Removal from Publication*

13.3.1 Appendices may only be removed from standards through the letter ballot process.

13.3.2 Related information removal may be authorized through letter ballot or by a two-thirds majority of persons voting on the action during a scheduled meeting of a technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for), and subsequent approval by both the coordinating subcommittee and the ISC A&R SC.

13.3.3 Auxiliary Information may only be removed from publication by a two-thirds majority of persons voting on the action during a scheduled meeting of a technical committee (see ¶ 7.2.3 for a discussion of when interest voting may be called for), and subsequent approval by both the coordinating subcommittee and the ISC A&R SC.

14 Safety Guideline Development and Review

14.1 *Special Treatment of Safety Guidelines*

14.1.1 Safety Guidelines should be developed with due consideration for known legal and other requirements which may vary between jurisdictions. In addition, the various aspects of the Safety Guideline must be considered from the point of view of many different safety-related specialties.

14.1.2 These considerations shall be documented in an annotated Safety Check List which shall be included with the document through the balloting process as part of the background statement.

14.1.3 When the document is approved for issuance as a SEMI Safety Guideline, the annotated Safety Check List together with list(s) showing name, title, and affiliation of all contributing members of the task force and all other individuals who made substantive comments on the document during balloting and review shall be retained in SEMI's files of the document until the document is revised or withdrawn.

14.1.4 Safety Guidelines may not be published as Preliminary or Interim documents.

14.1.5 Revisions of Safety Guidelines shall also be treated in accordance with § 8.

14.1.6 The ISC A&R SC shall review the completed annotated Safety Check List for adequacy during the procedural review process.

14.2 *Considerations When Developing Safety Guidelines*

14.2.1 The following items shall be considered by the developing technical committee during the course of developing a Safety Guideline:

14.2.1.1 Any known inconsistencies between the document and other safety related codes, standards, and practices cited in the document.

14.2.1.2 Other applicable safety related codes, standards, and practices used in developing the document, especially codes, standards, and practices from all countries with active semiconductor and related products manufacturing to the extent practical.

14.2.1.3 Other conflicts with known codes, standards, and practices or with commonly accepted safety and health principles to the extent practical.

14.3 *Contents of Safety Check List* — The annotated Safety Check List shall contain:

- Title of the Safety Guideline;
- Name of the body (e.g., task force, subcommittee, etc.) that developed or revised the Safety Guideline;
- Names and affiliations of leader(s) of the developing body and primary author, writer, or editor of the document, if different;
- Author(s) of the Safety Check List, if different from above;

- Safety-related codes, standards, and practices used in developing a Safety Guideline, including those cited in the Safety Guideline, and the manner in which each item was considered by the technical committee;
- Known inconsistencies between the Safety Guideline and any other safety-related codes, standards, and practices cited in the Safety Guideline; and
- Names and affiliations of participants and contributors.

15 Patent and Copyright References in Standards

NOTE 26: Throughout § 15, the term “Document” is used as defined in ¶ 4.2. The term “Document under development” refers to a Document that is being developed with the intent to be published as Standard, Safety Guideline, or Auxiliary Information. Once a Standard, Safety Guideline, or Auxiliary Information is published, it is referred to as a Published Document in this section regardless of its Status (see ¶ 4.2.12).

NOTE 27: Please be aware that, under the current law of the United States and numerous other countries, the use of a copyright Notice is not necessary in order for a work to have copyright protection. Such protection is available to all subject matter entitled to copyright protection from the moment it is “fixed in a tangible medium of expression.” Therefore, unless the work has been published with a statement from the author that it may be freely reproduced, it should be assumed that all referenced works have copyright protection.

15.1 Patented Technology or Copyrighted Items Used to Comply with or Copyrighted Items reproduced in Published Documents — It is desirable for a Published Document to be implemented in innovative ways that adapt it to the technological progress of the industry. Therefore, Published Documents should be written in such a way that the use of patented technology or reproduction of copyrighted items is not necessary. However, when technical reasons require the use of a patented technology as the only means to apply a Published Document, or reproduction of copyrighted items in the Published Document is the only means to provide technical clarity to the Published Document, the procedure described in this section shall be followed. For the purposes of this section, “patented technology” is defined as technology for which a patent has been issued or has been applied for. In the latter case, only publicly available information on the contents of the patent application is to be considered by the committee in fulfilling the requirements of this section.

15.1.1 Process for Patented Technology

15.1.1.1 Responsibility to Disclose Relevant Patented Technology — Any Program Member involved in the development of a Document has the continuous responsibility, at any and all times, to inform the technical committee of the existence of any patent rights which may be relevant to the Document under development.

15.1.1.1.1 In this context, patented technology might be material to the Document when there is a reasonable likelihood that use of such patented technology will be necessary to use, implement, or comply with the Published Document or combination of Published Documents including the Published Documents.

15.1.1.1.2 This responsibility does not extend to the disclosure of confidential or unpublished information without the permission of the owner of such information. Unpublished information disclosed in a SEMI Standards meeting has been publicly disclosed because such meetings are open forums.

15.1.1.2 Assessment of Possible Relevance of Patented Technology to Documents Under Development — The technical committee shall assess if patented technology disclosed during the course of developing a Document might be material to the Document. If the technical committee finds that the patented technology might be material to the Document, the technical committee shall examine the potentially material patented technology to determine whether its use is justified on technical grounds. The conclusions reached in these examinations shall be reported to a meeting of the technical committee and recorded in the minutes of this meeting. If the existence of potentially material patented technology is first reported to a task force of the technical committee, the task force report to the committee at its next meeting shall include the findings.

NOTE 28: Task forces may assess the materiality of patented technology, but only parent technical committees shall validate the assessment.

15.1.1.3 *Presentation of Inquiry to Owner of Patented Technology* — If the technical committee determines on technical grounds that the patented technology might be material to the Document, the committee shall direct the responsible Standards staff to ask the holder (or holders) of the rights to the patented technology for a letter of assurance (LOA).

15.1.1.3.1 An LOA will be sent to the holder (or holders) of the patented technology that was assessed by the technical committee as potentially material to the Document asking the holder (or holders) whether the patented technology is material, and if so, if the holder (or holders):

- a. will permit the use of the patented technology for the purpose of implementing the Published Document without specific license and without payment of royalty or other charge; or
- b. will negotiate licenses under the holder's rights with applicants throughout the world wishing to use the patented technology in complying with the Published Document on reasonable and non-discriminatory terms and conditions; or
- c. will, without conditions, not enforce any present or future Material Patent Claims against any person or entity using the patented technology for the purpose of implementing the Published Document.

Any such negotiations regarding licensing shall be conducted between the interested parties outside the SEMI Standards development process.

15.1.1.4 *Disposition of LOA* — The completed LOA will be sent by the Standards staff to the responsible GCS within one week after receipt, and then reported by the Standards staff to the technical committee at its next meeting. Such letters are placed and retained, for inspection by interested parties, in SEMI's files of the Document or Documents affected.

15.1.1.5 *Condition of Publication* — A Document shall not be published until all of the following conditions have been met:

- LOAs from the holders of all identified patented technology have been received, and
- Each holder of all identified patented technology
 1. agrees to license with terms, or
 2. believes its patented technology is not material, or
 3. agrees to give free license or equivalent, or
 4. agrees not to enforce any patent claims.

15.1.1.6 If no reply is received from the holder of the patented technology, or if the reply is other than described in ¶ 15.1.1.5, the ISC may grant special permission to publish the Document. In this case, the ISC shall modify appropriately the Required Notice in ¶ 15.1.1.7. This exemption is not available for Published Documents that will become proposed ANS.

15.1.1.7 *Required Notice* — Published Documents containing reference to patented technology must include the required Notice as stipulated by the *SEMI Standards Style Manual*.

15.1.2 *Process for Copyrighted Items*

15.1.2.1 *Responsibility to Disclose Relevant Copyrighted Items*

15.1.2.2 Any Program Member involved in the development of a Document has the continuous responsibility to inform the technical committee of the existence of any copyrighted items which may be relevant to the Document under development.

15.1.2.3 If a copyrighted item that may be relevant to the Document is reported to the committee, the committee shall examine the Document and the copyrighted item. If the committee finds that the copyrighted item has been reproduced in the Document, it shall decide if the reproduction is justified on technical grounds.

NOTE 29: Making reference to a copyrighted item does not, of itself, require reporting to or decisions from the technical committee or that copyright release must be obtained by SEMI. This also applies to recommending or requiring the use of a copyrighted item by the user of a SEMI Standards Document in carrying out the purposes of the Document. The user of the Document is responsible for obtaining any necessary copyright release from the copyright holder, usually by purchase of the copyrighted item.

15.1.2.4 *Request for Copyright Release from Copyright Owner*

15.1.2.4.1 A request for a copyright release letter will be sent to the owner of copyrighted items that were reproduced in the Document asking the copyright owner if they will permit the reproduction of the copyrighted items in the Published Document with copyright ownership attribution.

15.1.2.5 *Disposition of Copyright Release Letter* — The completed copyright release letter is sent by Standards staff to the responsible GCS within one week after receipt, and then reported by Standards staff to the responsible technical committee at its next meeting. Such letters are placed and retained, for inspection by interested parties, in SEMI's files of the Document or Documents affected.

15.1.2.6 *Condition of Publication* — A Document shall not be published until the following condition has been met:

- If copyrighted items are being reproduced in the Document, the Document may be published when copyright release letters from the holders of all identified copyrighted items have been received and recorded by SEMI (see ¶ 15.1.2.5)

15.1.2.7 If no reply is received from the holder of any copyrighted item that is reproduced in the Document, the technical committee shall decide to either abandon publication of the Document or publication of the Document without reproduction of the copyrighted item.

NOTE 30: The latter will require rebalot of the Document.

15.1.2.8 *Required Notice* — Documents that include reproduction of copyrighted items must include the required Notices as stipulated by the *SEMI Standards Style Manual*.

15.2 *Discovery of Relevant Patented Technology or Copyrighted Items After Publication* — If, after publication of a SEMI Standard or Safety Guideline, previously undisclosed patented technology or copyrighted items are discovered that may impact the Standard or Safety Guideline, or if technology disclosed in a published patent application and previously used in the Standard or Safety Guideline becomes the subject of an issued patent, the Document shall be referred back to the originating technical committee for reconsideration in accordance with ¶ 15.1.1.2 through ¶ 15.1.2.8.

16 Option to Designate Document as American National Standard

16.1 *Limitations* — When the SEMI Standards Program has been accredited by ANSI, certain published SEMI Standards may be selected for submission to ANSI for acceptance as ANSs. This option is currently unavailable in other countries unless or until it is appropriate to seek such approval from other national accreditation bodies.

NOTE 31: Accreditation to ANSI and submission of standards to ANSI involve significant costs.

16.2 *Petition* — Upon recommendation from one of its task forces, any technical committee may petition, through its RSC, the approval of the ISC for submission of a published, publicly available and current Standard or Safety Guideline into the ANS approval process.

16.2.1 The petition must be submitted in writing and clearly describe the need, impact, and other reasons to support this decision.

16.2.2 The ISC, if it wishes to approve the request, will first seek agreement from SEMI Headquarters.

16.3 *Application to ANSI* — Upon approval by the ISC, the following shall occur.

16.3.1 A letter ballot is issued by the petitioning technical committee in accordance with ¶ 9.9.

16.3.1.1 The content of the letter ballot is the published SEMI Standard named in the petition, without any attached Related Information sections, and a background statement including the text of the petition approved by the ISC.

16.3.1.2 Letter ballots for ANSs may only be reviewed during face-to-face technical committee meetings at major SEMI events due to the significance of the action. Additionally, ballots must be issued no less than sixty calendar days prior to the committee meeting listed in the letter ballot as the place for review.

16.3.1.3 For ANS letter ballots, the committee's registered committee interests will be considered to be the consensus body.

16.3.2 Standards staff shall coordinate the letter ballot to be issued in parallel with a public call for comment and a Notice to be placed within ANSI's *Standards Action*.

16.3.2.1 This public call for comment shall be open for 45 days and close no later than 14 days prior to the meeting at which the letter ballot requirements of this section shall be discussed.

NOTE 32: "Comments," as used by ANSI in "public call for comment," is distinct from "Comments" as defined in ¶ 9.1.5.

16.3.3 Additionally, the applicable procedures given in "ANSI Essential Requirements: Due process requirements for American National Standards" shall be followed.

APPENDIX 1

A1-1 Acronyms

- A1-1.1 *A&R SC* — Subcommittee on Audits and Reviews
- A1-1.2 *AHJ* — Authorities Having Jurisdiction
- A1-1.3 *ANS* — American National Standard
- A1-1.4 *ANSI* — American National Standards Institute
- A1-1.5 *FPD* — Flat Panel Display
- A1-1.6 *GCS* — Global Coordinating Subcommittee
- A1-1.7 *ISC* — International Standards Committee
- A1-1.8 *LOA* — Letter of Assurance
- A1-1.9 *MEMS* — Micro-Electro-Mechanical System
- A1-1.10 *RSC* — Regional Standards Committee
- A1-1.11 *TC* — Technical Committee (only when used in TC Member)

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