

## SP TAB Project Operating Rules

### 1. Project Purpose

The SP Tab Technical Advisory Board (“Project”) is an Si2 Program Technical Advisory Board (PTAB) chartered by Si2 to produce open industry specifications, source code technology, and/or application programming interfaces (API) for EDA tool flows that enable the design and analysis of silicon containing photonics devices and electronics circuits. The intent is to extend existing Si2 standard(s) with photonics data representations such that Project deliverables can be merged back into the respective Si2 standard(s) at a later date.

Notice: Specifications approved by the SP TAB that add photonics capabilities to existing Si2 standards (including OpenAccess, OpenDFM, and OpenPDK), will not be released as new commercial standards by the SP TAB, but will instead be integrated with the existing standards.

Approved SP TAB specifications and reference implementation software will be contributed back to the originating coalition (OpenAccess, OpenDFM, or OpenPDK, respectively) for possible integration and formal standardization to support general commercial use.

### 2. Membership Classes

2.1. There shall be two classes of Members:

Voting Member: Any company or bona fide industry organization may become a voting member of the Project. Voting Members are Eligible to vote in all Project level decisions.

Non-Voting Member: Si2 may choose, with the concurrence of the Voting Members of the Project, to admit Non-Voting members from universities and other not-for-profit organizations. These members may attend meetings by invitation of the Voting Members. Non-Voting Members shall not vote on Project matters.

2.2. Si2 shall maintain a list of all Members, the class in which they belong, and the primary contact for each Member.

### 3. Member Requirements

3.1. Execute and abide by the Membership Agreement terms.

3.2. Actively participate on matters concerning Project operations and promotion of its goals including: voting on Project decisions; participation in events or other efforts that promote Project standards adoption.

3.3. Facilitation of Project technical activity including interface specifications, model formats and algorithms.

3.4. Actively participate in Project activities in developing the necessary interfaces that need to be standardized.

### 4. Operating Rules

4.1. The Members are bound by the Si2 Bylaws, Si2 Antitrust Guidelines, and the Operating Rules within this document.

4.2. Only Members may participate in Project meetings.

4.3. Members may participate in Project meetings by means of conference telephone or similar communications equipment, provided that all persons participating in the meeting can hear each other. Such participation in a meeting shall constitute presence in person at the meeting.

4.4. One half of the Voting Members, present in person or represented by proxy, shall constitute a quorum at all meetings for the transaction of business.

4.5. No more than one vote per Member is allowed on any decision.

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- 4.6. The Project shall follow voting rules specified in the Si2 by-laws. Votes may be made during attendance at the voting event, by electronic mail, by telephone, or through delegated proxy of Member.
- 4.7. The vote of a majority of Voting Members shall decide any question brought before the meeting unless specified otherwise
- 4.8. Matters introduced for consideration shall be voted on within 90 days of the matter introduction provided that the Members have not extended the discussion period by formal vote.
- 4.9. Members shall elect a Chairperson and vice-chair from the Members on an annual basis. The responsibility of the Chairperson includes (but may not be limited to) conducting periodic meetings and conference calls for the Project and to assure that accurate minutes are recorded. The Chairperson may delegate any portion of this responsibility to Si2.
- 4.10. Minutes from all Project votes, meetings and teleconferences shall be recorded and archived in a place accessible to all Members regardless of whether or not they participated in the voting or were in attendance at the meeting or teleconference.
- 4.11. Members may dictate the frequency and place of meetings and status calls. It is recommended, however, that the frequency of regular status conference calls be no more than one per month and no less than one per quarter. It is further recommended that the frequency of face-to-face meetings of the Project be no more than one per quarter and no less than two per year.
- 4.12. The agenda, time, place, and conference number for Project meetings shall be distributed to Members at least one week in advance of the meeting or teleconference.
- 4.13. Publication of Project work is generally restricted for access only by Members, but may become open and available to Si2 members at large, at the discretion of the Project Members; however, only Project Members shall have voting rights on proposed Specifications or revisions to current Specifications developed by Project.
- 4.14. Any proposal for standards, specifications or guidelines prior to being published shall require approval by a two-thirds majority vote of the Eligible Voting Members.
- 4.15. The contribution of Intellectual Property owned by Members is controlled by the IP policy.
- 4.16. Any public announcements regarding the Project that use Member names are subject to approval by Members and Si2 prior to release.
5. Modifications/Amendments to the Operating Rules
  - 5.1. These Rules may be altered or amended by the Members, with a two-thirds majority affirmative vote of Voting Members.
  - 5.2. Proposals for alteration or amendment, along with the scheduled date for ballot, shall be provided to the primary contact within the Member companies. Each Member shall have 15 days to vote on the proposed changes.
  - 5.3. After any modification/amendment has been approved by the Project, the proposed changes must be submitted to and approved by a majority vote of the Si2 Board of Directors before taking effect.
6. Si2 Responsibility
  - 6.1. Si2 shall be responsible to ensure that the Project operates in accordance with the Project Operating Rules and Si2's Bylaws. Therefore, Si2 shall have the right to have its members of its staff in attendance at any or all Project meetings and teleconferences.
  - 6.2. Si2 shall provide necessary requested administrative support to the Chairperson including minutes taking, and setting agendas and/or conducting meetings

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- 6.3. Si2 shall maintain the Project Plan and Project Operations documents.
- 6.4. Si2 shall coordinate and take responsibility for all logistics (rooms, conference lines, media support, etc.) for any Project meeting at request of the Chairperson.
- 6.5. Si2 shall provide document archive for minutes, specifications, emails, and other documents relating to the Project.
- 6.6. Si2 shall provide facilities for issue reporting, tracking and resolution as it relates to the Project business and deliverables.
- 6.7. Si2 shall provide and maintain necessary infrastructure to facilitate the Project, including: electronic voting, public and secure web sites; virtual network conferencing support; document archive search and retrieval; and, email reflectors.
- 6.8. Si2 shall provide maintenance, publication, licensing and distribution of the approved Specifications and other Project results.
- 6.9. Si2 shall perform membership sales and administration for the Project.
- 6.10. Si2 may release announcements to the press on its own accord when it may have a positive influence on the promotion of the Project goals and deliverables.