equest #: HUTRRXXX

Title:

Spec Release: 1.3

Requester:

Company:

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Current Status: **In Review**

Priority: Normal

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Required Voter:

Required Voter:

Required Voter:

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Voting Begins:

Voting Ends:

Voting Result:

**Summary:**

*1-2 sentences describing the request*

**Background/Scenario:**

**Proposal:**

**Sample Descriptor .wara:**

**Sample Descriptor:**

\*\* Remove all lines below before submission\*\*

Notes on HID-WG Approval Procedure for Review-Requests:

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1. Votes are on a per company basis.

2. Each Review-Request shall have attached a Required Voter List that is the

result of recruiting by the HID Chair and submitter of members of the HID-WG.

Required Voter List must include the HID Chair plus 2 companies (other than

the submitter) plus any others designated by the HID Chair at the Chair’s

discretion. The Required Voter List ensures that a quorum is available to

approve the Request.

3. Impose a 7-calendar-day posting time limit for new Review-Requests. HID

Chair or designate must post the Review-Request within 7 calendar days. HID Chair or

designate must work with submitter to make sure the request is valid prior

to posting. Valid Review-Request must include all fields in the template.

4. If a Review-Request approval process stalls, the HID Chair may call a face-to-face

meeting or conference call to decide the issue. Submitter may request that this

take place.

5. Impose a minimum 14-calendar-day review period on a posted Review-Request prior to the

voting period. At HID Chair discretion, changes to the Review-Request may require this

review period to restart.

6. The HID Chair will accept votes via documentable means (e.g. via Causeway poll)

during the 7 calendar days after the close of the review period. If a Required

Voter does not vote during the period, then there is no quorum and the Chair

may pursue the absent required voter and extend the voting period. The Chair

may designate a substitute for the absent voter and extend the voting period

if necessary.