**DMP Addendum Template
Technical Steering Committee (TSC) Adopted on 2/xx/2018**

Instructions: Only the sections below may be included in any WG or committee DMP Addendum template. Only include those sections that are relevant to your WG or committee and delete the rest from the template. The instructions in turquoise, indicate whether a WG or committee may include the change and under what conditions. Always remove the turquoise instructions before saving and submitting your WG or committee DMP Addendum template. The yellow highlights indicate those areas where the name of the committee or WG should be entered if they are retaining this area in the DMP Addendum Template. The green highlight identifies specific wording within sections that can be modified.

**2.** The Technical Steering Committee (TSC) is a closed committee (Include this section only if applicable. If not applicable, remove this section from your committee’s DMP Modification Template)

**5.1** **Defining Quorum**
Quorum for the TSC requires that a co-chair and at least 5 individuals representing at least 2 steering divisions.

# Electronic Voting (Include this section only if your WG or committee wishes to change the areas in green below. If not changes to those sections are required, delete this section from your WG or committee DMP Modification Template).

1. Some decisions considered outside of the WGM may be resolved electronically.
2. Electronic voting is done for the approval of documents including Project Scope Statements (PSS), Notice of Intent to Ballot (NIB), ballot lists, and other documents as determined by the TSC.
3. There is no motion made. The document list is distributed to the TSC membership with a column to approve or not approve, or Approve, defer for discussion (with comments about why the item has been deferred), and abstain.
4. The voting period will be from Tuesday following the TSC meeting until Friday of the same week. Deferred items will be on the agenda for the next Monday TSC meeting.
5. Quorum for electronic voting must be 3 of 4 Steering Divisions, the ArB or International Council members.
6. If quorum has not been achieved by Friday, the vote will be taken in the next TSC conference call or WGM.
7. The results of electronic votes are Determined as per section 6.1.