



SEMI® INTERNATIONAL STANDARDS

# New Member Training

Updated: September 7, 2015

SEMI Japan



# Topics

- SEMI Standards Membership
- Technical Committees & Task Forces
- Voting in Meetings
- Voting on Ballots
- Purchasing SEMI Standards
- Resources



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# SEMI Standards Membership

Complete & submit application

## **FEATURES & BENEFITS:**

Participate in SEMI Standards meetings

Vote on SEMI Standards Ballots

### **Receive information & notifications on:**

- General Standards program information
- Letter ballots
- Upcoming TC meetings in the region
- Issuance of TC meeting minutes

Be eligible to serve in leadership positions

### General Program Membership

required



optional



### Technical Committee Membership

required



required



# How to join

- Get your company support
- Register at: [www.semi.org/standardsmembership](http://www.semi.org/standardsmembership)
- SEMI Standards Technical Committees

Assembly & Packaging  
Automated Test Equipment  
Automation Technologies  
Compound Semiconductor Mat'ls  
Environmental Health & Safety  
Facilities  
FPD Materials & Components  
FPD Metrology  
Gases  
High-Brightness LED  
Information & Control

Liquid Chemicals  
MEMS / NEMS  
Metrics  
Micropatterning  
Photovoltaic  
Photovoltaic Materials  
Physical Interfaces & Carriers  
Silicon Wafer  
Traceability  
**3DS-IC**  
(three-dimensional stacked integrated circuits)

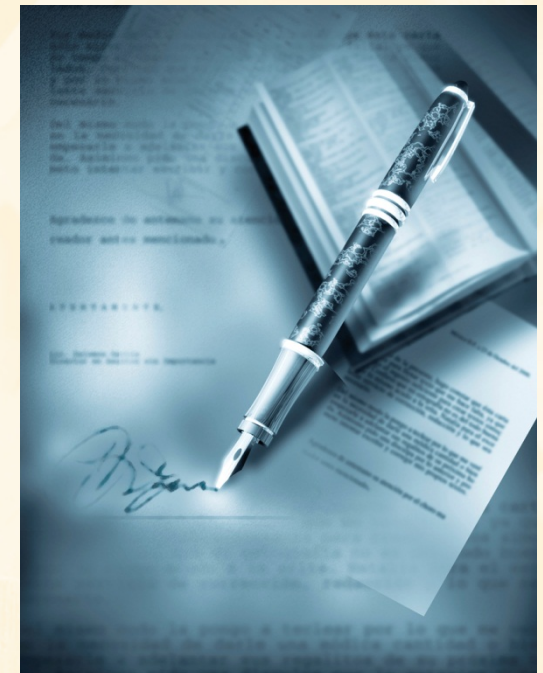


# Membership Protects Program Participants

- All members are required to abide by the SEMI Standards Regulations, particularly regarding
  - IP handling
  - Anti-trust policy
  - Copyright agreement



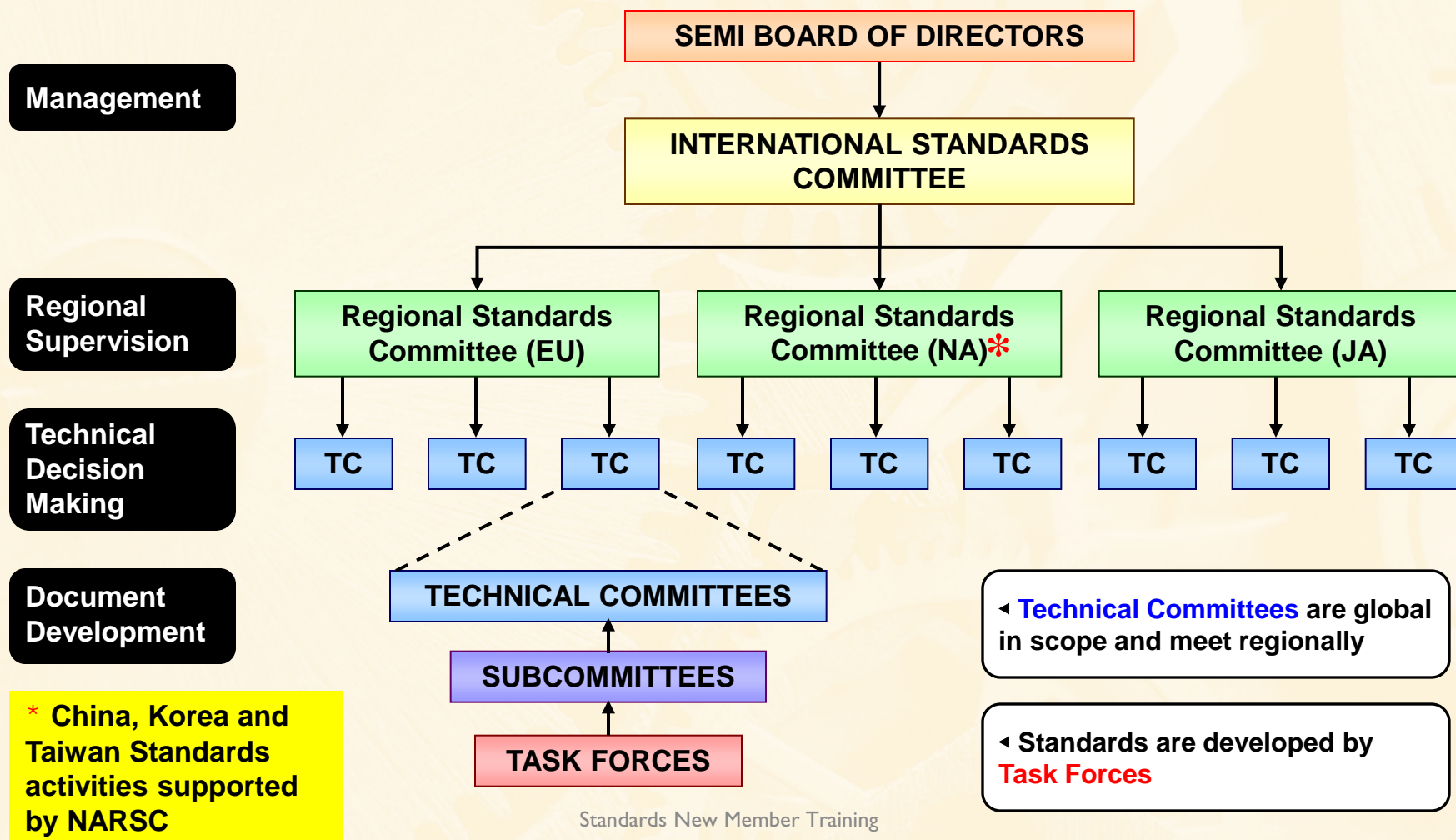
SEMI-Std\_Legal  
Reminders



# Topics

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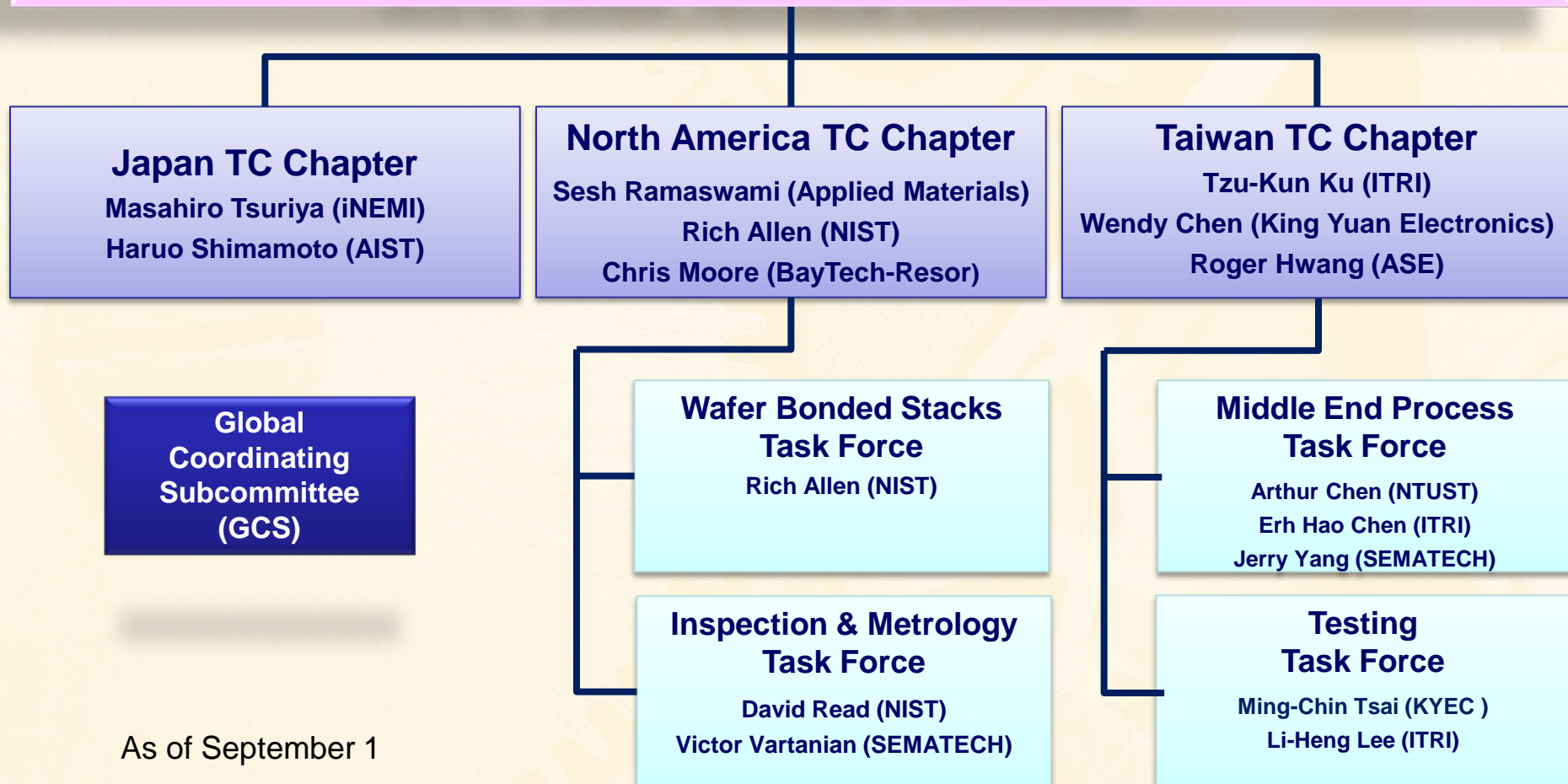
# Organizational Structure





# Current 3DS-IC Standard Committee Organization Chart

## 3DS-IC Global Technical Committee



As of September 1

# Charter of Global 3DS-IC Committee

- 3DS-IC (Three-dimensional Stacked Integrated Circuits)
  - To explore, evaluate, discuss, and create consensus-based specifications, guidelines, and practices that, through voluntary compliance, will;
  - promote mutual understanding and improved communication between users and suppliers of 3DS-IC materials, carriers, equipment, automation systems and devices
  - enhance the manufacturing efficiency, capability and shorten 3DS-IC time-to-market
  - reduce manufacturing cost in the 3D-IC industry.



# Task Forces

- What is a Task Force (TF)?
  - A group of people with common interests and expertise that carry out the needs of an activity
  - The body that does most of the standards development and maintenance work
  - Reports to a TC, and depends on the TC for ratification of their actions and decisions
  - SEMI Standards Program or TC Membership is required to attend any Standards meetings
  - Anyone may participate by contacting the TF leader or SEMI Standards staff to be included on the TF membership roster
  - Meetings may be face-to-face or by teleconference
  - Frequency of meetings varies widely by TF



# Technical Committee Meetings

- What is a technical committee (TC)?
  - Technical experts provide the consensus base for approving the publication of a standard.
- All formal technical decisions are made by technical committees including:
  - Authorization of new/revision standards activity
  - Approval of new Task Force formation
  - Adjudication and review of ballots
- Most TCs meet 1-3 times per region per year
- Attendance is open to Program or TC members from any region, regardless of the location of the meeting.
- Check the SEMI Standards website for the latest schedule or contact Standards staff for more details.
  - [www.semi.org/standards](http://www.semi.org/standards)



# Topics

- Standards Organization Structure
- Committees and Task Forces
- Document Development Process
- Standards Membership
- Voting on ballots
- Voting in meetings
- Staying Informed
- Reference Manuals
- Standards Publishing
- Roles & Responsibilities

# Organizational Structure

**SEMI Board of Directors**

**International Standards Committee**

**Regional Standards Committee**

**Technical Committee**

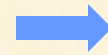
**Subcommittee**

**Task Forces**



# Organizational Structure

**SEMI Board of Directors**



Oversees the SEMI  
Standards Program

**International Standards Committee**

**Regional Standards Committee**

**Technical Committee**

**Subcommittee**

**Task Forces**

# Organizational Structure

SEMI Board of Directors

**International Standards Committee**

Regional Standards Committee

Technical Committee

Subcommittee

Task Forces

Develops and maintains the SEMI Standard Regulations. Oversees program coordination among geographical regions

# Organizational Structure

SEMI Board of Directors

International Standards Committee

**Regional Standards Committee**

Technical Committee

Subcommittee

Task Forces

Provides continuing supervision of standards development in a given geographical area



# Organizational Structure

**SEMI Board of Directors**

**International Standards Committee**

**Regional Standards Committee**

**Technical Committee**

**Subcommittee**

**Task Forces**

Provides the technical  
expertise in the  
standards process

# Organizational Structure

**SEMI Board of Directors**

**International Standards Committee**

**Regional Standards Committee**

**Technical Committee**

**Subcommittee**

**Task Forces**

Oversees task force activities and submits their reports to the technical committee



# Organizational Structure

**SEMI Board of Directors**

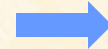
**International Standards Committee**

**Regional Standards Committee**

**Technical Committee**

**Subcommittee**

**Task Forces**

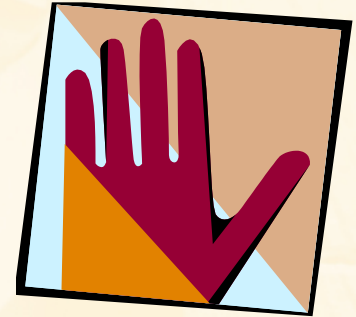


**Develops and  
maintains the  
standards**

# Topics

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# Voting in Meetings

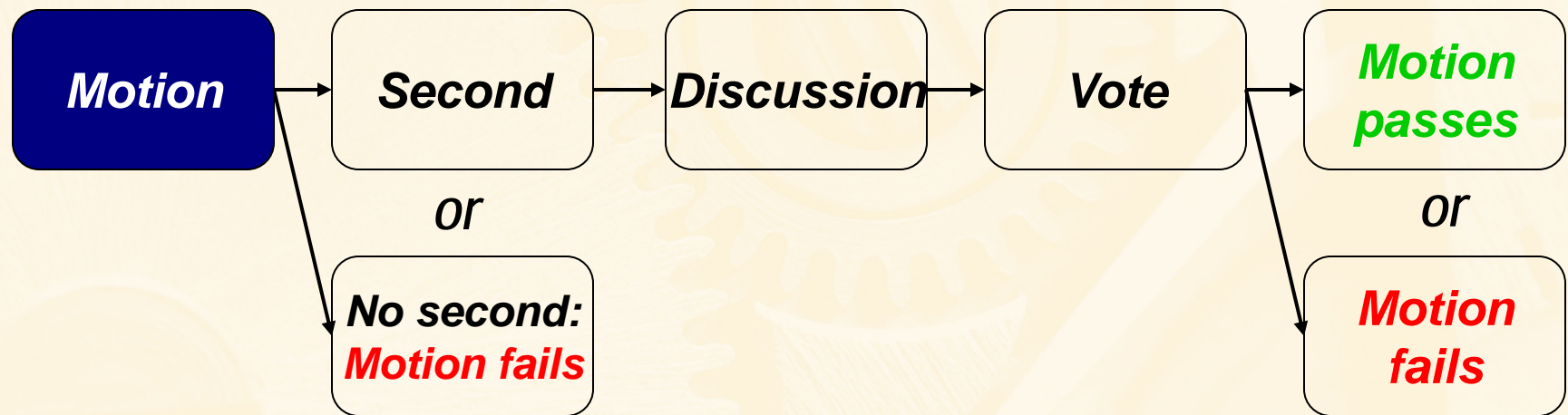


- When are Votes Taken
  - Votes are taken for
    - All decisions that require a written record
      - actions to be taken
      - findings to be issued (including ballot review)
      - approvals or authorizations
    - All decisions where disagreement is probable
      - Straw polls (i.e., non-binding votes)
- Motion & Second Process
  - Most SEMI Standards meetings use a “Motion & Second” process for voting on issues raised during the meeting
    - Adapted from Robert’s Rules of Order
    - May be modified somewhat to adapt to the social customs of a region or locality
    - Provides a responsible way to record and report decisions to interested parties who were not present at the meeting



# Voting in Meetings

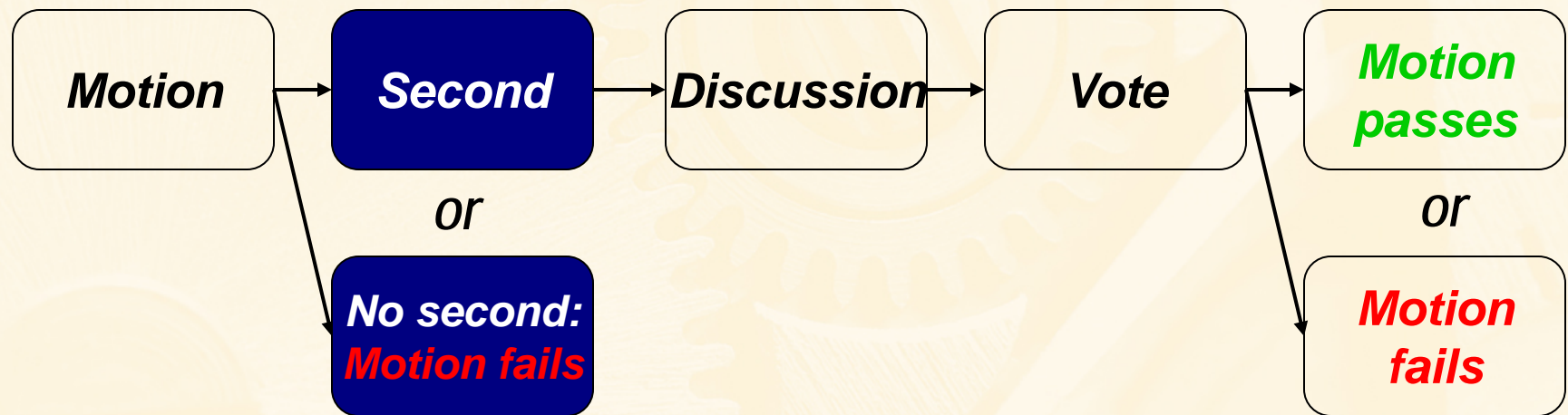
## Motion & Second Process



- A *motion* is a formal proposal with an intended result or course of action. The intended result or course of action must be included in the motion.
  - **Examples:**
    - “I *move* that the committee approve the minutes of the previous meeting as written.”
    - “I *move* to find this negative related and persuasive.”

# Voting in Meetings

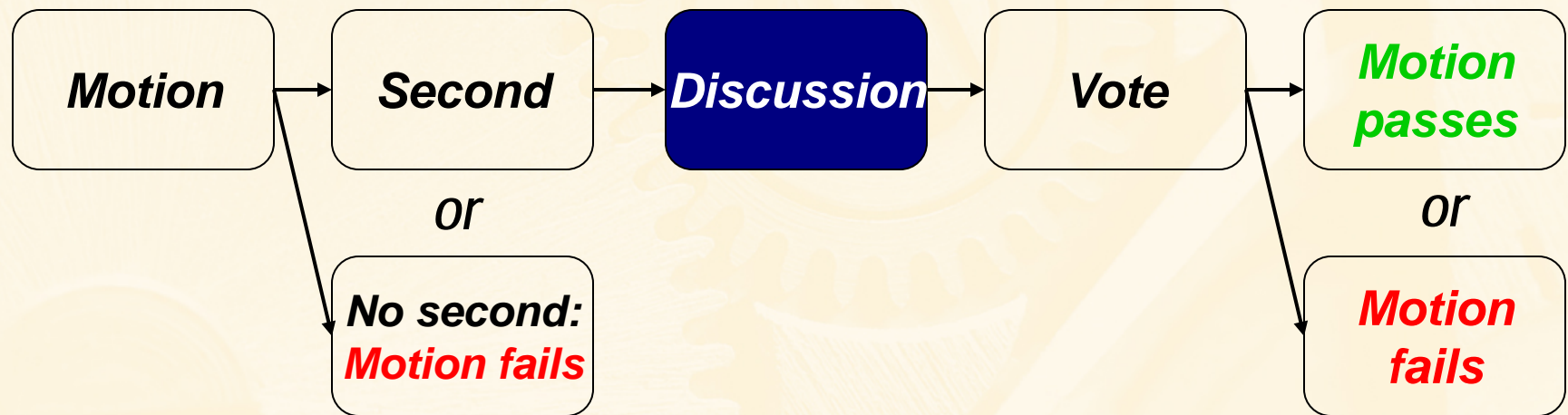
## Motion & Second Process



- To *second* a motion shows formal support for the motion, and puts it before the committee for discussion and voting
  - Second a motion by saying “I second the motion”, “Second”, or by raising your hand when the meeting chair calls for a second.
  - The motion and the second should come from different voting interests
  - If no one seconds a motion, the motion **fails** without discussion or voting

# Voting in Meetings

## Motion & Second Process

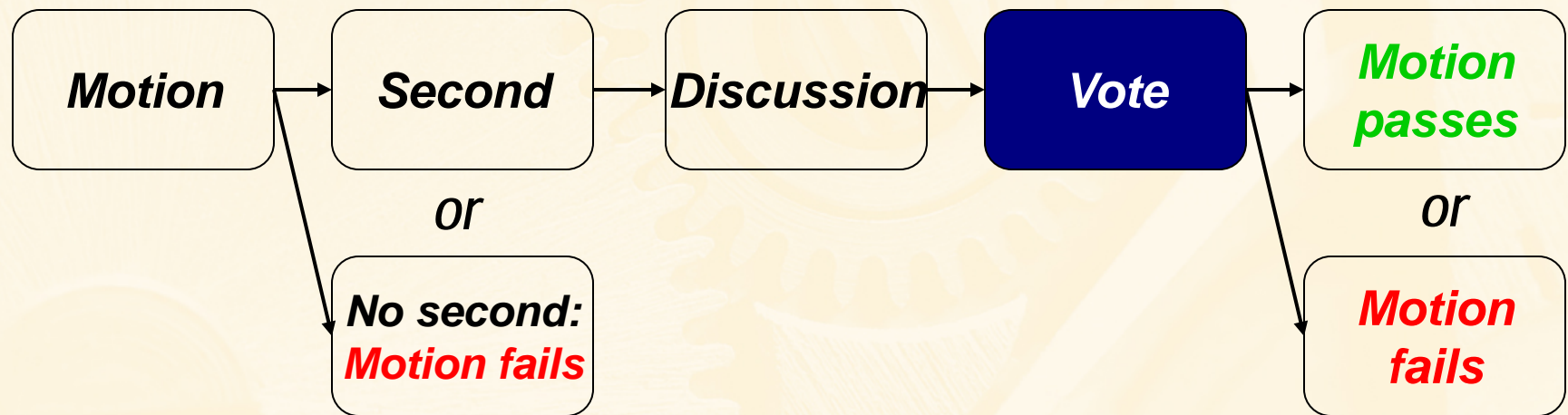


- During *discussion* of the motion, both the merit and wording of the motion can be discussed
  - A motion can be amended or withdrawn as a result of the discussion before a vote is taken



# Voting in Meetings

## Motion & Second Process

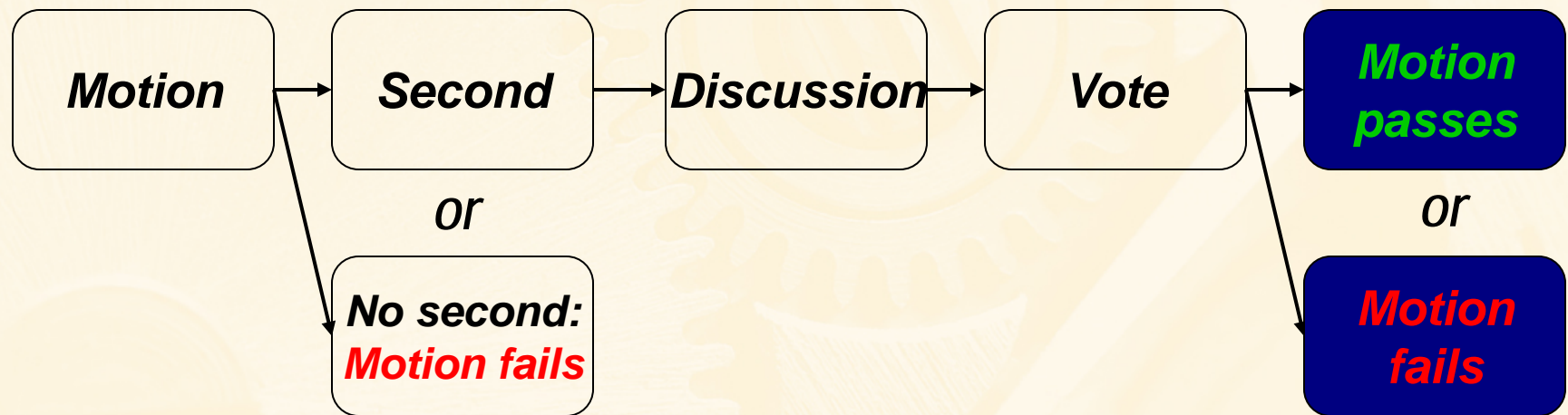


- After discussion is concluded, the attendees *vote* on the motion. Votes are usually indicated by raising hands.
  - **Special case: Recorded vote by interest**
    - May be requested by any attendee
    - Record the name of each voting interest and how its representative votes on the proposal

**NOTE:** *Presiding co-chairs usually do not vote.*

# Voting in Meetings

## Motion & Second Process



- If the motion receives enough votes in favor (usually a simple majority), it *passes*. Otherwise, it fails.
  - Votes that require special percentages:
    - Negative is Persuasive or Related: more than 1/3 in favor
    - Negative is Not Persuasive or Not Related: at least 2/3 in favor
    - Approval of a Related Information section or an independently published Auxiliary Information document : at least 2/3 in favor

# Acronyms and Abbreviations

<b>A&amp;R</b>	<b>Audits and Reviews</b>
<b>BOD</b>	<b>Board of Directors</b>
<b>CER</b>	<b>Committee Express Report</b>
<b>EU</b>	<b>Europe</b>
<b>GCS</b>	<b>Global Coordinating Subcommittee</b>
<b>ISC</b>	<b>International Standards Committee</b>
<b>ITF</b>	<b>International Task Force</b>
<b>JA</b>	<b>Japan</b>
<b>NA</b>	<b>North America</b>



# Acronyms and Abbreviations

<b>PG</b>	<b>SEMI Standards Procedure Guide</b>
<b>REGS</b>	<b>SEMI Standards Regulations</b>
<b>RSC</b>	<b>Regional Standards Committee</b>
<b>SC</b>	<b>Subcommittee</b>
<b>SEMI</b>	<b>Semiconductor Equipment and Materials International</b>
<b>SNARF</b>	<b>Standards New Activity Report Form</b>
<b>TC</b>	<b>Technical Committee</b>
<b>TF</b>	<b>Task Force</b>
<b>TFOF</b>	<b>Task Force Organization Form</b>

# お問合せ

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