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| Project | **IEEE 802.21.1: Media Independent Services** **<http://www.ieee802.org/21/TG 21.1>**  |
| Title | **IEEE 802.21 Working Group Letter Ballot #11 Announcement** |
| DCN | **21-16-0058-00-0000\_LB11\_Instructions** |
| Date Submitted | **March 31, 2016** |
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| Re: | IEEE 802.21 WG Letter Ballot #11 for IEEE 802.21.1: Media Independent Services  |
| Abstract | This document announces and details the procedure for IEEE 802.21 Letter Ballot #11. |
| Purpose | To document the process of Letter Ballot #11  |
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**IEEE 802.21 Working Group Letter Ballot #11**

1. **Introduction**

This announcement opens IEEE 802.21 Letter Ballot #11 on the Motion:

**Motion: Should the IEEE P802.21.1™/D02 be forwarded to Sponsor Ballot?**

**Document Title: “Draft Standard for Local and metropolitan area networks**

**Part 21.1: Media Independent Services**

Ballot opening Date: **March 31, 2016 at 23:59 (11:59PM) Eastern Time, USA**

Ballot closing date: **April 30, 2016 at 23:59 (11:59PM) AOE (Anywhere On Earth)**

1. **Relevant Documents**

The IEEE P802.21.1™/D02 may be obtained from the private area of the 802.21 web site at:

<http://www.ieee802.org/21/private/802.21.1/LB11/>

(**Note**: Please use the PDF version for citing the page and line numbers)

Please use your 802.21 member username/password to access the private area of the 802.21 web site.

The Commentary file required to submit comments may be downloaded from:

<http://www.ieee802.org/21/private/802.21.1/LB11/>

1. **Procedure**
	1. **Voting**

802.21 Voting members MUST send a vote via e-mail in the following format:

Insert in the subject field of the return e-mail:

Vote-LB11-last name-first name-(Approve, Disapprove, Abstain)

(for example: Vote-LB11-Smith-John-Abstain)

Please send your vote to: sdas@appcomsci.com

 with a cc to: holee@etri.re.kr

* 1. **Disapprove Votes**

Disapprove votes MUST include specific “Technical Binding” comments on what must be done to the draft to change the vote to “Approve”.

* 1. **To submit comments**

If you wish to submit comments (with or without a vote), please use the excel spreadsheet available in Commentary file and use it to prepare your comments (see Section 2 ).

Please keep the explanation of comment separate from Suggested Remedy. All contributions should be in the form of an Excel file with the file name format as LB11\_Lastname\_Firstname.

1. **WG Letter Ballot Process**
	1. **Criteria for Approval**

**4.1.1 50% Return Rate**

The ballot will not be considered successful if less than 50% of the ballot group members return a vote. If this return rate has not been achieved by the specified closing date, the ballot may be extended by the WG Chair. If extended, the ballot may however be closed immediately when 50% return rate has been reached.

**4.1.2 75% Approval Rate**

The ballot will not be considered successful unless approved by at least 75% of the ballot group members voting “Approve” or “Disapprove”.

**4.1.3 Comment Resolution**

The WG shall attempt to resolve all comments collected in the ballot process. All substantive technical changes, and all unresolved negative votes, together with the reasons of the negative voter shall be subjected to a recirculation ballot of at least fifteen days.

**4.1.4 Failed ballots**

If the approval rate is less than 75%, the Working Group shall nevertheless proceed with comment resolution and then may offer “Disapprove” voters the opportunity to change their vote to “Approve”. If this process results in a 75% or higher approval rate, the approval criteria outlined in 4.1.2 shall be considered met.

If this process fails to achieve 75% approval rate, a new draft shall be prepared in accordance with the comment resolutions. A new Working Group Letter Ballot of the resulting draft shall be initiated by a vote of the WG or at the discretion of the WG Chair.

* 1. **Ballot Group**

The ballot group for LB#11 is provided in Table 1. It includes the individuals who are voting members of IEEE 802.21 or contributed significantly to the development of this specification as of the start of the Letter Ballot. Except to remedy errors, this membership list, the Ballot Group shall not change through the course of Letter Ballot #11, including its resulting recirculation ballots, *even as the WG membership changes*. That is once a draft has achieved at least 75% approval any and all re-circulations shall use the same ballot group as that ballot group when the draft first achieved at least 75% approval.

* 1. **Obligation of WG members to participate in Ballot**

The IEEE 802.21 Membership procedures which are in accordance with the IEEE Project 802 LMSC Operating Rules, specify that WG membership shall be lost if two consecutive, or two out of any three consecutive, WG Letter Ballots for which the member was eligible are not returned or are returned with an abstention other than for “lack of technical expertise”. Note that participation in the initial round of the ballot is required to fulfill this obligation and to assist the WG in meeting the 50% return rate requirement.

* 1. **Ballot Results**

The ballot results will be posted to the IEEE 802.21 web site.

 Table 1: List of Members for Letter Ballot #11

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| Chan AnthonyChaplin ClintChen LidongChoi Jin Seek Corujo Daniel Das Subir Delgado Antonio De la Oliva  | Hanatani YoshikazuHong Yong-GeunJeong Peter Sangkwon Khatibi FarrokhLee Hyeong Ho Lynch MichaelOhba Yoshihiro Park Hyunho  | Randall Karen Shimizu YusukeTakazoe TomokiUnagami Yuji Masuda Yoichi Teramoto Keiichi Ogura Naoki |