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IEEE PROJECT 802
LAN MAN STANDARDS COMMITTEE (LMSC)
SPONSOR POLICIES AND PROCEDURES

As approved YYYYYYY
Last edited XXXXX

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1 **1. Introduction**

2
3 In today’s marketplace, standards development plays a critical role in product development and
4 market share. In the IEEE, the responsibility for how a standard originates and evolves is
5 managed by a [sponsor](#). It is essential in the management of a standard’s development to avoid
6 any actions by the Sponsor or the participants that result in a violation of procedures.

7
8 Adherence to the Operating Procedures in this Policies and Procedures (P&P) document is an
9 essential asset in determining the applicability of IEEE’s indemnification policy. These
10 Operating Procedures outline the orderly transaction of activities of the IEEE 802 LAN/MAN
11 Standards Committee (LMSC) and its Executive Committee which shall be referred to as the
12 ‘Sponsor’ throughout this document. For the development of standards, openness and due
13 process must apply, which means that any individual with a direct and material interest who
14 meets the requirements of these Operating Procedures has a right to participate by

- 15
- 16 a) Expressing a position and its basis,
- 17 b) Having that position considered, and
- 18 c) Appealing if adversely affected.
- 19

20 Due process allows for equity and fair play. In addition, due process requires openness and
21 balance (i.e., the standards development process should strive to have a balance of interests and
22 not to be dominated by any single interest category). However, for the IEEE Standards Sponsor
23 ballot, there shall be a balance of interests without dominance by any single interest category.

24
25 Participants engaged in the development of standards must comply with applicable federal, state,
26 and international laws. In addition, for standards matters, the latest versions of several
27 documents take precedence over this document in the following order:

- 28
- 29 [New York State Not-For-Profit Corporation Law](#)
- 30 [IEEE Certificate of Incorporation](#)
- 31 [IEEE Constitution](#)
- 32 [IEEE Bylaws](#)
- 33 [IEEE Policies](#)
- 34 IEEE Board of Directors Resolutions
- 35 [IEEE Standards Association Operations Manual](#)
- 36 IEEE-SA Board of Governors Resolutions
- 37 [IEEE-SA Standards Board Bylaws](#)
- 38 [IEEE-SA Standards Board Operations Manual](#)
- 39 IEEE-SA Standards Board Resolutions
- 40 [IEEE Computer Society \(CS\) Constitution](#)
- 41 [IEEE CS Bylaws](#)
- 42 [IEEE CS Policies and Procedures Manual \(PPM\), Section 10](#)
- 43 IEEE CS Board of Governors Resolutions
- 44 [IEEE CS Standards Activities Board Policies and Procedures \(SAB P&P\)](#)
- 45 [LMSC Policies and Procedures \(LMSC P&P\)](#)

1 LMSC/MAN Standards Committee Operations Manual

2
3 The latest edition of *Robert's Rules of Order (Revised)* is the recommended guide on questions
4 of parliamentary procedure not addressed in these procedures. . Other governance documents if
5 referenced or created within the Sponsor shall be subordinate to this document and should
6 clearly indicate so. When situations arise that are not covered by these P&P or the LMSC
7 Operations Manual the Sponsor Chair shall decide after considering WG P&P and other relevant
8 procedures. Questions of interpretation of these P&P shall be determined by the Sponsor Chair.
9

10 **1.1 IEEE Sponsor scope**

11
12 The scope of the LMSC is to develop and maintain networking standards and recommended
13 practices for local, metropolitan, and other area networks, using an open and accredited process,
14 and to enable and advocate them on a global basis.
15

16 **1.2 Organization of the Sponsor**

17
18 The Sponsor committee shall consist of officers (see clause 3) and other members.
19

20 **2. Responsibilities of the Sponsor**

21
22 The Sponsor shall be responsible for at least the following:
23

- 24 a) Evaluating project proposals and deciding whether or not to generate a PAR
25 b) Developing proposed IEEE standards and ensuring that they are within its scope
26 c) Initiating and overseeing ballots of proposed IEEE standards within its scope
27 d) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA*
28 *Standards Board Operations Manual*
29 e) Responding to requests for interpretations of the standards developed by the Sponsor
30 f) Acting on other matters requiring Sponsor effort, as provided in these procedures
31 g) Cooperating with other appropriate standards development organizations
32 h) Protecting against actions taken in the name of the Sponsor without proper authorization
33 i) Limiting distribution of the membership roster to appropriate parties
34

35 **3. Officers**

36
37 The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC
38 EC serve respectively as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and
39 Treasurer of the Sponsor.
40

1 The officers and members shall organize the Sponsor, oversee compliance with these Operating
2 Procedures, and submit proposed standards approved by the Sponsor balloting group (with
3 supporting documentation) for IEEE-SA Standards Board review and approval as IEEE
4 standards. Officers should read the training material available through [IEEE Standards](#)
5 [Development Online](#).
6

7 ***3.1 Election or appointment of Sponsor officers***

8
9 All appointed and elected positions become effective at the end of the plenary session where the
10 appointment/election occurs. Prior to the end of that plenary session, such persons filling
11 vacancies are considered ‘Acting’, and do not vote. Persons who are succeeding someone that
12 currently holds the position do not acquire any Sponsor rights until the close of the plenary
13 session.
14

15 The term for all officers of the Sponsor ends at close of the first plenary session of each even
16 numbered year. Unless otherwise restricted by these P&P individuals may be confirmed for a
17 subsequent term if reappointed or re-elected to the position. Officers appointed and affirmed
18 maintain their appointments until the next appointment opportunity unless they resign or are
19 removed for cause.
20

21 *LMSC Chair*

22 The Chair is elected by the members of the Sponsor and confirmed by the Standards Activities
23 Board.
24

25 *LMSC Vice Chair(s)*

26 The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs
27 must be confirmed by the Sponsor.
28

29 *LMSC Executive Secretary, Recording Secretary, and Treasurer*

30 These positions are appointed by the LMSC Chair and confirmed by the Sponsor.
31

32 ***3.2 Temporary appointments to vacancies***

33
34 If an office becomes vacant due to resignation, removal, lack of nomination at an election, or for
35 another reason, a temporary appointment shall be made by the Sponsor Chair for a period of up
36 to 12 months. An appointment or election for the vacated office shall be made in accordance
37 with requirements in Clause 3.1.
38

39 ***3.3 Removal of officers***

1 An officer may be removed by a two-thirds approval vote of the Sponsor. Grounds for removal
2 shall be included in any motion to remove an officer. The officer suggested for removal shall be
3 given an opportunity to make a rebuttal prior to the vote on the motion for removal.
4

5 **3.4 Responsibilities of officers**

6

7 The Sponsor Chair will ensure that those Sponsor members who are not Chairs of active WG
8 have specific areas of interest to cover in order to encourage a wider view to be taken than that
9 specifically covered by the Chairs of active WG.
10

11 **3.4.1 Chair**

12

13 The responsibilities of the Chair include:
14

- 15 a) Leading the activity according to all of the relevant policies and procedures
- 16 b) Forming Study Groups, as necessary
- 17 c) Appointing a person or group with responsibility for interpretations of all approved
18 standards
- 19 d) Being objective
- 20 e) Entertaining motions, but not making motions
- 21 f) Not biasing discussions
- 22 g) Delegating necessary functions
- 23 h) Ensuring that all parties have the opportunity to express their views
- 24 i) Setting goals and deadlines and endeavoring to adhere to them
- 25 j) Being knowledgeable in IEEE standards processes and parliamentary procedures and
26 ensuring that the processes and procedures are followed
- 27 k) Seeking consensus of the Sponsor as a means of resolving issues
- 28 l) Prioritizing work to best serve the group and its goals
- 29 m) Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#)
- 30 n) Chairing Sponsor and LMSC plenary meeting
- 31 o) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as
32 required
- 33 p) Placing motions to votes by Sponsor members
- 34 q) Entertaining motions, but not make motions
- 35 r) Prioritizing objectives to best serve the LMSC
- 36 s) Taking other administrative actions as required for proper operation of the committee
37

38 **3.4.2 Vice Chair(s)**

39

40 The 1st Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or
41 chooses to recuse him- or herself (e.g., to speak for or against a motion).
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5 **3.4.3 Recording Secretary**

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The responsibilities of the Recording Secretary include:

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- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 14 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Sponsor documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members of the Sponsor and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

23 **3.4.4 Treasurer**

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The Treasurer has the responsibility to assure compliance with SA financial policies and establish guidelines for efficient financial operation of the Sponsor.

The Sponsor Treasurer shall:

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- a) Maintain a budget
- b) Control all funds into and out of the Sponsor's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the [*IEEE Finance Operations Manual*](#)

34 **3.4.5 Executive Secretary**

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The Executive Secretary shall:

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- a) Oversee all activities related to Sponsor sponsored meeting facilities and services
- b) With the treasurer, ensure that Sponsor sponsored sessions are compliant with IEEE financial policies
- c) Present summaries of venue options to the Sponsor and sign approved proposals on behalf of 802
- d) Coordinate with CSP and Sponsor Chair on major decisions

1 e) Oversee maintenance of Sponsor Registration Database
2

3 **4. Membership**

4

5 Membership of the LMSC Sponsor is composed of the following voting members:
6

7 *Chairs of Active WG*

8 *Chairs of the TAGs*

9 *Officers as defined in Clause 3*
10

11 In addition, the LMSC Sponsor may include the following non-voting members:
12

13 *Members Emeritus*

14 *Chairs of Hibernating WGs*

15 *Acting positions (prior to confirmation)*
16

17 All members of the LMSC Sponsor shall be members or affiliates of The IEEE-SA and either the
18 IEEE or the IEEE Computer Society.
19

20 **4.1 Voting membership**

21

22 Members of the Sponsor obtain voting rights at the end of the plenary session where they are
23 first confirmed or elected by the Sponsor. If election / appointment and confirmation by the
24 Sponsor occur outside a plenary session, that member receives voting rights immediately upon
25 confirmation.
26

27 There are no specific attendance requirements to obtain or maintain voting membership on the
28 Sponsor. However a pattern of not attending meetings may be considered dereliction of duty and
29 result in removal for cause.
30

31 Any person to be confirmed by the Sponsor shall, prior to confirmation by the Sponsor, file with
32 the Recording Secretary a letter of endorsement from their supporting entity. This letter is to
33 document several key factors relative to their participation on the Sponsor and is to be signed by
34 both the Sponsor member and an individual who has management responsibility for the Sponsor
35 member. This letter shall contain at least the following:
36

- 37 a) Statement of qualification based on technical expertise to fulfill the assignment
- 38 b) Statement of support for providing necessary resources (e.g., time, travel expenses to
39 meetings), and
- 40 c) Recognition that the individual is expected to act in accordance with the conditions stated
41 in subclause 7.3 Voting Guidance dealing with voting “as both a professional and as an
42 individual expert.”
43

1 In case an election or appointment is not confirmed by the Sponsor, the person last holding the
2 position will continue to serve until confirmation of an election or appointment are achieved.
3 Should that person be unable or unwilling to serve, succession will proceed to the person who
4 would have succeeded just prior to the election or appointment. If no successor exists, the
5 position may be left vacant, or filled by temporary appointment by the Sponsor Chair.
6

7 **4.2 Review of membership**

8
9 The Sponsor Chair shall review the Sponsor voting membership list at least annually. Voting
10 Sponsor members are expected to fulfill the obligations of active participation as defined in
11 Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair
12 shall consider the matter for appropriate action, which may include termination of membership.
13

14 **4.3 Voting membership roster**

15
16 The roster shall include the following:

- 17 a) Title of the Sponsor and its designation
 - 18 b) Scope of the Sponsor
 - 19 c) Officers: [name, email address, postal address, employer, affiliation]
 - 20 d) Other voting members: [name, email address, postal address, employer, affiliation]
- 21
22

23 **5. Subgroups of the Sponsor**

24
25 The LMSC organization consists of the Executive Committee (Sponsor), Working Groups (WG),
26 Technical Advisory Groups (TAG), and Executive Committee Study Groups (ECSG).
27

28 **5.1 Working Groups**

29
30 If the IEEE-SA Standards Board approves a PAR, forwarded by the Sponsor, that assigns the
31 work to a new LMSC WG, that WG immediately comes into existence.
32

33 **5.1.1 Function**

34
35 The function of the WG is to produce draft standards, recommended practices or guides. This
36 document must be within the scope of the LMSC, the scope of the WG as determined by the
37 Sponsor and an approved PAR or a PAR approved by the Sponsor that is under consideration by
38 the IEEE-SA Standards Board. After the approval of a WG's standard, the WG is responsible to
39 revise and maintain its documents.
40

1 The WG should periodically review and confirm that the five criteria used to approve its PAR
2 still reflect the state of the project. Should a WG need to modify the responses to the five criteria
3 during development in order to accurately reflect the state of the project, the modified responses
4 shall be submitted to the Sponsor for approval.
5

6 **5.1.2 WG Officers**

7
8 LMSC WG Chairs and Vice Chairs shall be elected by the WG and confirmed by the LMSC
9 Sponsor. Terms shall end at the end of the first plenary session of the next even numbered year.
10

11 Initial appointments and temporary appointments to fill vacancies due to resignations or
12 removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of
13 the next plenary session.
14

15 **5.1.3 Deactivation of WG**

16
17 If the WG has produced standards or recommended practices, the WG should be hibernated. The
18 Sponsor may deactivate a WG if it has not produced standards or recommended practices.
19

20 **5.1.3.1 Hibernation of a WG**

21
22 A WG can be hibernated at the request of the WG chair and the approval of the Sponsor. The
23 hibernating WG can be returned to active status by the Sponsor.
24

25 5.1.3.1.1 Sponsor Representation

26
27 Hibernating WG Chairs become non-voting members of the Sponsor after their WG enters
28 hibernation. The LMSC Chair may appoint new non-voting hibernating WG chairs to replace
29 vacancies as soon as practical, subject to confirmation by the Sponsor at the next plenary
30 meeting. A non-voting Hibernating WG Chair of the Sponsor shall be recognized as a full
31 member of the Sponsor, having all rights and meeting privileges except the right of voting on
32 Sponsor motions.
33

34 **5.1.3.2 Disbanding a WG**

35
36 After all standards, recommended practices, and Technical Reports for which a hibernating WG
37 is responsible are withdrawn or transferred to another group or groups, a Sponsor electronic
38 ballot of 30 days minimum duration will be conducted to determine whether the hibernating WG
39 will be disbanded.
40

1 If the Sponsor electronic ballot on disbanding the group passes, the WG is disbanded. If the
2 ballot fails, then the Sponsor Chair shall determine a future date when the disbanding of the
3 group will be reballoted.
4

5 ***5.2 LMSC Technical Advisory Groups (TAGs)***

6
7 The function of a TAG is to provide assistance to WG and/or the Sponsor. The TAGs operate
8 under the same rules as the WG, with the following exceptions:
9

- 10 a) A TAG may not write standards, but may write recommended practices and guides, and
11 documents on specialty matters within the purview of the TAG.
- 12 b) A TAG is established by the Sponsor at the request of one or more WG, or at the
13 discretion of the Sponsor, to provide assistance within a technical topic area.
- 14 c) The primary responsibility of a TAG is to provide assistance within its topical area as
15 specifically requested by one or more of the WG and/or the Sponsor.
- 16 d) Any document that is represented as the position of a TAG must have attained approval
17 by vote of the TAG.
- 18 e) Between plenary and interim meetings, the Chair of the TAG is empowered to schedule
19 teleconference meetings to allow the TAG to conduct business as required, provided that
20 the date and time of the teleconference and agenda are published on the TAG website and
21 e-mail reflector at least 5 calendar days before the meeting.
- 22 f) Votes on TAG documents other than recommended practices and guides may be
23 conducted verbally during teleconference meetings if a majority of the TAG members are
24 present.
- 25 g) Votes on TAG documents other than recommended practices and guides may be
26 conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.
- 27 h) A TAG shall maintain an area on the LMSC web site to post the minutes, conference
28 announcements, submissions, drafts, and output documents.
- 29 i) A TAG shall maintain an e-mail distribution list of its members for making the
30 announcements of teleconferences and availability of important information on the
31 TAG's web site pages.
32

33 ***5.3 Study Groups***

34
35 Study groups are formed when enough interest has been identified for a particular area of study,
36 such as a new access method or modified use of an existing access method. Two types of Study
37 Groups are specified:
38

- 39 a) An Executive Committee Study Group (ECSG) is initiated by vote of the EC and the
40 ECSG Chair is appointed and approved by the EC. The ECSG Chair has the same
41 responsibilities as a WG Chair but does not have EC voting rights.
42

1 b) A Working Group Study Group (WGSG) is initiated by vote of the WG or TAG and
2 approved by the EC. The WGSG Chair is appointed and approved by the WG or TAG.
3

4 The Study Group shall have a defined task with specific output and a specific time frame
5 established within which it is allowed to study the subject. It is expected that the work effort to
6 develop a PAR will originate in an ECSG or WGSG. A Study Group shall report its
7 recommendations, shall have a limited lifetime, and is chartered plenary session-to-plenary
8 session. A study group is expected to submit a PAR to the EC for consideration within two
9 plenary sessions of it's initiation. After the Study Group recommendations have been accepted
10 by the parent body, the Study Group will be disbanded no later than the end of the next plenary
11 session.
12

13 The decision of whether to utilize an existing WG or TAG, or to establish a new WG or TAG to
14 carry out recommended work items shall be made by the EC with due consideration of advice
15 from the Study Group.
16

17 ***5.4 Sponsor Balloting Group***

18
19 IEEE Standards Sponsor Balloting Groups are created in the IEEE Standards Association
20 through the authorization of the LMSC Chair. Comments received during Sponsor Ballot are to
21 be considered in a manner consistent with IEEE-SA requirements under a process and as
22 determined by the WG.
23

24 Comment resolution meeting leaders are reminded that members of the Balloting Group are
25 interested parties with respect to comment resolution and shall be given the same notice for
26 comment resolution meetings that is given to the formulating group. The WG Chair or designee
27 shall ensure that the notification is sent to the Balloting Group.
28

29 **5.4.1 Interest Categories**

30
31 Interest Categories for Sponsor Ballots are determined on a per project/standard basis by the
32 responsible subgroup.
33

34 **6. Sponsor Sessions and Meetings**

35
36 The Sponsor may hold meetings and sessions as described in Robert's Rules of Order. Sponsor
37 meetings shall be held as decided by the Sponsor, the Chair, or by petition of five (5) or more
38 members, to conduct business, such as making assignments, receiving reports of work,
39 progressing draft standards, resolving differences among subgroups, and considering views and
40 objections from any source.
41

1 The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting.
2 The fee shall not be used to restrict participation by any interested parties.

3
4 Please note that all IEEE Standards development meetings are open to anyone who has a
5 material interest and wishes to attend. However, some meetings may occur in Executive Session
6 [see subclause 6.3].
7

8 **6.1 Quorum**

9

10 A quorum must be identified before the initiation of Sponsor business at a meeting, but if a
11 quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot,
12 as detailed in Clause 7.1. For Sponsors with less than 50 voting members, a quorum shall be
13 defined as a majority of the current total voting membership. For Sponsors with 50 or more
14 voting members, a quorum shall be defined as 10% of the current total voting membership or 26,
15 whichever is greater. Voting members who recuse themselves shall not be counted in the
16 equation to determine whether a quorum exists.
17

18 **6.2 Conduct**

19

20 Participants shall demonstrate respect and courtesy towards each other and shall allow each
21 participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE](#)
22 [Code of Ethics](#).
23

24 **6.3 Executive session**

25

26 Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other
27 appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive
28 Session.
29

30 **7. Sponsor Vote**

31

32 Approval of an action requires approval by at least a majority vote of the Sponsor of voting
33 members voting approve or disapprove. . Notification of the potential for action shall be included
34 on any distributed agendas for meetings.
35

36 These actions include
37

- 38 a) Adoption of new or revised Sponsor procedures, interest categories, or revisions
- 39 thereof
- 40 b) Formation of a subgroup, including its scope and duties
- 41 c) Disbandment of subgroups

- 1 d) Approval of minutes
- 2 e) Approval of public statements
- 3 f) Approval of change of the Sponsor scope
- 4 g) Approval of termination of the Sponsor
- 5 h) Approval of PARs and Draft standards for balloting
- 6 i) Other motions brought to the floor by members (when deemed in order by the chair)
- 7

8 ***7.1 Voting between meetings***

9
10 The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of
11 the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow
12 the rules of [IEEE Bylaw I-300.4\(4\)](#).

14 ***7.2 Proxy voting***

15
16 Proxy voting is not permitted within the Sponsor.
17

18 ***7.3 Voting Guidance***

19
20 It is expected that Sponsor members will vote as both professionals and as individual experts,
21 except under the Directed Position provisions of the LMSC P&P, and *not* as a member of any
22 affiliate block (organization, alliance, company, consortium, special interest group, etc.). If
23 substantive evidence is presented to the LMSC Chair that this provision is violated, the Sponsor
24 will meet to consider what, if any, action to take on the presented evidence up to and including
25 suspension of voting rights and removal from office.
26

27 **8. Balloting group for a standard**

28
29 For approval of proposed standards, the Sponsor shall form a balloting group. This group shall
30 be formed using the [invitation process](#) in accordance with the [IEEE-SA Standards Board](#)
31 [Operations Manual](#).
32

33 **9. Communications**

34
35 All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the
36 source of the correspondence.
37

1 **9.1 Formal internal communication**

2
3 If correspondence between subgroups involves issues or decisions (that is, non-routine matters)
4 affecting other subgroups, copies shall be sent to all affected subgroup chairs and subgroup
5 secretaries, and the Sponsor Chair.
6

7 **9.2 External communication**

8
9 Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform
10 individuals who raised such questions. All replies to inquiries shall be made through the Chair.
11

12 **9.3 Public statements for standards**

13
14 All Sponsor public communications shall comply with the [policies](#) of the [IEEE-SA Standards](#)
15 [Board Operations Manual](#).

16
17 Sponsor public statements shall not be released without prior approval of the Sponsor. Sponsor
18 public statements shall be [identified](#) in the first paragraph of the public statement as being
19 specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair.
20 Such statements shall not bear the IEEE, or the IEEE-SA logos.
21

22 **9.3.1 Subgroup public statements**

23
24 Subgroup public statements shall not be released without prior approval of the subgroup. Such
25 public statements also require approval of the Sponsor.
26

27 Subgroup public statements shall be [identified](#) in the first paragraph of the public statement as
28 being specifically the position of the subgroup. These statements shall be issued by the subgroup
29 chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the
30 IEEE, the IEEE-SA, or the Sponsor logos.
31
32
33

34 **9.4 Informal communications**

35
36 Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-
37 SA, the Sponsor, or any subgroup of the sponsor.
38

1 **10. Interpretations**

2
3 The [procedures](#) stated in the [IEEE-SA Standards Board Operations Manual](#) shall be followed.

4
5 Interpretations shall be approved by at least a two-thirds approval vote of a group determined by
6 the Sponsor.
7

8 **11. Appeals**

9
10 The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made
11 to ensure that impartial handling of complaints regarding any action or inaction on the part of the
12 Sponsor is performed in an identifiable manner. The appeals process shall be substantially
13 similar to the [appeals processes](#) of the IEEE-SA Standards Board. Appropriate attempts should
14 be made within Sponsor subgroups before taken to the Sponsor for resolution.
15

16 A significant attempt should be made to resolve concerns informally, since it is recognized that a
17 formal appeals process has a tendency to negatively, and sometimes permanently, affect the
18 goodwill and cooperative relationships between and among persons. If the informal attempts to
19 resolve a concern are unsuccessful and a formal complaint is filed, the following formal
20 procedure shall be invoked.
21

22 ***11.1 Appeals pool***

23
24 The appeals pool consists of:

- 25
26 a) Current members in good standing of the Sponsor who have attended both the
27 opening and closing Sponsor meetings at two of the last four plenary sessions.
28 b) Former members of the Sponsor who are members in good standing of an active
29 WG/TAG having qualified for member status through attendance.
30 c) Current WG/TAG Vice Chairs confirmed by the Sponsor who are members in good
31 standing of an active WG/TAG having qualified for member status through
32 attendance.
33
34
35

36 ***11.2 Appeal brief***

37
38 The appellant shall file a written appeal brief with the Sponsor Recording Secretary within 30
39 days after the date of notification/occurrence of an action or at any time with respect to inaction.
40 The appeal brief shall state the nature of the objection(s) including any resulting adverse effects,
41 the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at
42 issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous

1 efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall
2 include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the
3 appeal brief, the Sponsor Recording Secretary shall send the appellant a written acknowledgment
4 of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the Sponsor
5 Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice
6 of the time and location of the hearing (“hearing notice”) with the appeals panel. The hearing
7 with the appeals panel shall be scheduled at the location set for, and during the period of, the first
8 Sponsor plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of
9 the hearing notice by the Sponsor Recording Secretary.
10

11 ***11.3 Reply brief***

12
13 Within 45 days after receipt of the hearing notice, the appellee should send the appellant and
14 Sponsor Recording Secretary a written reply brief, specifically addressing each allegation of fact
15 in the appeal brief to the extent of the appellee’s knowledge. The appellee shall include complete
16 documentation supporting all statements contained in the reply brief.
17

18 ***11.4 Appeals Panel***

19
20 The Sponsor Chair shall appoint from the appeals pool an appeals panel consisting of a chair and
21 two other members of the panel who have not been directly involved in the matter in dispute, and
22 who will not be materially or directly affected by any decision made or to be made in the process
23 of resolving the dispute. At least two members shall be acceptable to the appellant and at least
24 two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals
25 panel within a reasonable amount of time, the whole matter shall be referred to the full Sponsor
26 for Consideration.
27

28 ***11.5 Conduct of the Hearing***

29
30 The hearing shall be open except under the most exceptional circumstances and at the discretion
31 of the Sponsor Chair. The appellant has the burden of demonstrating adverse effects, improper
32 actions or inaction, and the efficacy of the requested remedial action. The appellee has the
33 burden of demonstrating that the committee took all actions relative to the appeal in compliance
34 with its procedures and that the requested remedial action would be ineffective or detrimental.
35 Each party may adduce other pertinent arguments, and members of the appeals panel may
36 address questions to individuals before the panel. The appeals panel shall only consider
37 documentation included in the appeal brief and reply brief, unless
38

- 39 a) Significant new evidence has come to light; and
- 40 b) Such evidence reasonably was not available to the appellant or appellee, as appropriate,
41 at the time of filing; and

- 1 c) Such evidence was provided by the appellant or appellee, as appropriate, to the other
2 parties as soon as it became available.

3
4 This information shall be provided at least two weeks before the date of the appeals panel
5 hearing.

6
7 The rules contained in *Robert's Rules of Order Newly Revised (latest edition)* shall apply to
8 questions of parliamentary procedure for the hearing not covered herein.
9

10 ***11.6 Appeals Panel Decision***

11
12 The appeals panel shall render its decision in writing within 30 days of the hearing, stating
13 findings of fact and conclusions, with reasons there for, based on a preponderance of the
14 evidence. Consideration may be given to the following positions, among others, in formulating
15 the decision:

- 16
17 a) Finding for the appellant, remanding the action to the appellee, with a specific statement
18 of the issues and facts in regard to which fair and equitable action was not taken;
19 b) Finding against the appellant, with a specific statement of the facts that demonstrate fair
20 and equitable treatment of the appellant and the appellant's objections;
21 c) Finding that new, substantive evidence has been introduced, and remanding the entire
22 action to the appropriate group for reconsideration.
23

24 ***11.7 Request for Re-hearing***

25
26 The decision of the appeals panel shall become final 30 days after it is issued, unless one of the
27 parties files a written notice of request for re-hearing prior to that date with the Sponsor
28 Recording Secretary, in which case the decision of the appeals panel shall be stayed pending
29 review by the Sponsor at its next meeting. At that time, the Sponsor shall decide

- 30
31 a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
32 b) To direct the appeals panel to conduct a re-hearing.
33

34 Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.
35

36 ***11.8 Further Appeals***

37
38 Appeals and complaints concerning Sponsor decisions shall be referred to the Computer Society
39 SAB.
40

1 **12. Revision of Sponsor P&P**

2
3 The IEEE Standards Association Audit Committee (AudCom) has responsibility for reviewing
4 and recommending acceptance or non-acceptance of these P&P. A revised P&P shall not be in-
5 force until it is posted on the AudCom website as specified in the SA Standards Board
6 Operations Manual. Updates to P&P more than once a year are discouraged, and AudCom
7 reserves the right not to post revisions which occur less than a year after the prior revision.
8 After being approved by the sponsor, modified P&P should be sent to the AudCom secretary at
9 the first opportunity for consideration. P&P should clearly indicate on the cover page the date
10 they were approved by the Sponsor. AudCom shall review these P&P at least once every 5 years
11 for compliance with the Baseline P&P. The Sponsor bears the burden of periodically reviewing
12 the Baseline P&P for changes and revising the Sponsor P&P accordingly.

13
14 Revisions to these P&P shall be submitted to the sponsor no less than 30 day in advance of a
15 motion (or conclusion of an electronic ballot) to approve them. Amendments in response to
16 comments on the P&P are permitted. But insufficient time to consider complex amendments is a
17 valid reason to vote disapprove. A motion to revise the Sponsor P&P shall require a vote of
18 approve by at least two thirds of all members of the Sponsor.