IEEE PROJECT 802

LAN MAN STANDARDS COMMITTEE (LMSC)

SPONSOR POLICIES AND PROCEDURES

As approved YYYY

Last edited XXXXX
# TABLE OF CONTENTS

## 1. INTRODUCTION

1.1 IEEE Sponsor scope

1.2 Organization of the Sponsor

## 2. RESPONSIBILITIES OF THE SPONSOR

## 3. OFFICERS

3.1 Election or appointment of Sponsor officers

3.2 Temporary appointments to vacancies

3.3 Removal of officers

3.4 Responsibilities of officers

3.4.1 Chair

3.4.2 Vice Chair(s)

3.4.3 Recording Secretary

3.4.4 Treasurer

3.4.5 Executive Secretary

## 4. MEMBERSHIP

4.1 Voting membership

4.2 Review of membership

4.3 Voting membership roster

## 5. SUBGROUPS OF THE SPONSOR

5.1 Working Groups

5.1.1 Function

5.1.2 WG Officers

5.1.3 Deactivation of WG

5.2 LMSC Technical Advisory Groups (TAGs)

5.3 Study Groups

5.4 Balloting Group

5.4.1 Interest Categories
6. SESSIONS AND MEETINGS

6.1 Quorum

6.2 Conduct

6.3 Executive session

7. VOTE

7.1 Voting between meetings

7.2 Proxy voting

7.3 Voting Guidance

8. BALLOTING GROUP FOR A STANDARD

9. COMMUNICATIONS

9.1 Formal internal communication

9.2 External communication

9.3 Public statements for standards

9.3.1 Subgroup public statements

9.4 Informal communications

10. INTERPRETATIONS

11. APPEALS

11.1 Appeals pool

11.2 Appeal brief

11.3 Reply brief

11.4 Appeals Panel

11.5 Conduct of the Hearing

11.6 Appeals Panel Decision

11.7 Request for Re-hearing

11.8 Further Appeals

12. REVISION OF SPONSOR P&P
1. Introduction

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

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

- Expressing a position and its basis,
- Having that position considered, and
- Appealing if adversely affected.

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

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

- New York State Not-For-Profit Corporation Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws
- IEEE Policies
- IEEE Board of Directors Resolutions
- IEEE-SA Board of Governors Resolutions
- IEEE-SA Standards Board Bylaws
- IEEE-SA Standards Board Resolutions
- IEEE Computer Society (CS) Constitution
- IEEE CS Bylaws
- IEEE CS Policies and Procedures Manual (PPM), Section 10
- IEEE CS Board of Governors Resolutions
- IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)
- LMSC Policies and Procedures (LMSC P&P)
1.1 IEEE Sponsor scope

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

1.2 Organization of the Sponsor

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

2. Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

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

3. Officers

The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC EC serve respectively as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the Sponsor.
The officers and members shall organize the Sponsor, oversee compliance with these Operating Procedures, and submit proposed standards approved by the Sponsor balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers should read the training material available through IEEE Standards Development Online.

3.1 Election or appointment of Sponsor officers

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

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

LMSC Chair
The Chair is elected by the members of the Sponsor and confirmed by the Standards Activities Board.

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

LMSC Executive Secretary, Recording Secretary, and Treasurer
These positions are appointed by the LMSC Chair and confirmed by the Sponsor.

3.2 Temporary appointments to vacancies

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

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

3.4 Responsibilities of officers

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

3.4.1 Chair

The responsibilities of the Chair include:

- Leading the activity according to all of the relevant policies and procedures
- Forming Study Groups, as necessary
- Appointing a person or group with responsibility for interpretations of all approved standards
- Being objective
- Entertaining motions, but not making motions
- Not biasing discussions
- Delegating necessary functions
- Ensuring that all parties have the opportunity to express their views
- Setting goals and deadlines and endeavoring to adhere to them
- Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- Seeking consensus of the Sponsor as a means of resolving issues
- Prioritizing work to best serve the group and its goals
- Ensuring that the Sponsor and all subgroups comply with the IEEE-SA Patent Policy
- Chairing Sponsor and LMSC plenary meeting
- Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as required
- Placing motions to votes by Sponsor members
- Entertaining motions, but not make motions
- Prioritizing objectives to best serve the LMSC
- Taking other administrative actions as required for proper operation of the committee

3.4.2 Vice Chair(s)

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

The responsibilities of the Recording Secretary include:

- 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

3.4.4 **Treasurer**

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:

- 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*

3.4.5 **Executive Secretary**

The Executive Secretary shall:

- 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
e) Oversee maintenance of Sponsor Registration Database

4. Membership

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

Chairs of Active WG  
Chairs of the TAGs  
Officers as defined in Clause 3

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

Members Emeritus  
Chairs of Hibernating WGs  
Acting positions (prior to confirmation)

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

4.1 Voting membership

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

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

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

a) Statement of qualification based on technical expertise to fulfill the assignment  
b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and  
c) Recognition that the individual is expected to act in accordance with the conditions stated in subclause 7.3 Voting Guidance dealing with voting “as both a professional and as an individual expert.”
In case an election or appointment is not confirmed by the Sponsor, the person last holding the
position will continue to serve until confirmation of an election or appointment are achieved.
Should that person be unable or unwilling to serve, succession will proceed to the person who
would have succeeded just prior to the election or appointment. If no successor exists, the
position may be left vacant, or filled by temporary appointment by the Sponsor Chair.

4.2 Review of membership

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

4.3 Voting membership roster

The roster shall include the following:

a) Title of the Sponsor and its designation
b) Scope of the Sponsor
c) Officers: [name, email address, postal address, employer, affiliation]
d) Other voting members: [name, email address, postal address, employer, affiliation]

5. Subgroups of the Sponsor

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

5.1 Working Groups

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

5.1.1 Function

The function of the WG is to produce draft standards, recommended practices or guides. This
document must be within the scope of the LMSC, the scope of the WG as determined by the
Sponsor and an approved PAR or a PAR approved by the Sponsor that is under consideration by
the IEEE-SA Standards Board. After the approval of a WG’s standard, the WG is responsible to
revise and maintain its documents.
The WG should periodically review and confirm that the five criteria used to approve its PAR still reflect the state of the project. Should a WG need to modify the responses to the five criteria during development in order to accurately reflect the state of the project, the modified responses shall be submitted to the Sponsor for approval.

5.1.2 WG Officers

LMSC WG Chairs and Vice Chairs shall be elected by the WG and confirmed by the LMSC Sponsor. Terms shall end at the end of the first plenary session of the next even numbered year. Initial appointments and temporary appointments to fill vacancies due to resignations or removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of the next plenary session.

5.1.3 Deactivation of WG

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

5.1.3.1 Hibernation of a WG

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

5.1.3.1.1 Sponsor Representation

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

5.1.3.2 Disbanding a WG

After all standards, recommended practices, and Technical Reports for which a hibernating WG is responsible are withdrawn or transferred to another group or groups, a Sponsor electronic ballot of 30 days minimum duration will be conducted to determine whether the hibernating WG will be disbanded.
If the Sponsor electronic ballot on disbanding the group passes, the WG is disbanded. If the ballot fails, then the Sponsor Chair shall determine a future date when the disbanding of the group will be reballed.

### 5.2 LMSC Technical Advisory Groups (TAGs)

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

- A TAG may not write standards, but may write recommended practices and guides, and documents on specialty matters within the purview of the TAG.
- A TAG is established by the Sponsor at the request of one or more WG, or at the discretion of the Sponsor, to provide assistance within a technical topic area.
- The primary responsibility of a TAG is to provide assistance within its topical area as specifically requested by one or more of the WG and/or the Sponsor.
- Any document that is represented as the position of a TAG must have attained approval by vote of the TAG.
- Between plenary and interim meetings, the Chair of the TAG is empowered to schedule teleconference meetings to allow the TAG to conduct business as required, provided that the date and time of the teleconference and agenda are published on the TAG website and e-mail reflector at least 5 calendar days before the meeting.
- Votes on TAG documents other than recommended practices and guides may be conducted verbally during teleconference meetings if a majority of the TAG members are present.
- Votes on TAG documents other than recommended practices and guides may be conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.
- A TAG shall maintain an area on the LMSC web site to post the minutes, conference announcements, submissions, drafts, and output documents.
- A TAG shall maintain an e-mail distribution list of its members for making the announcements of teleconferences and availability of important information on the TAG’s web site pages.

### 5.3 Study Groups

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

- An Executive Committee Study Group (ECSG) is initiated by vote of the EC and the ECSG Chair is appointed and approved by the EC. The ECSG Chair has the same responsibilities as a WG Chair but does not have EC voting rights.
b) A Working Group Study Group (WGSG) is initiated by vote of the WG or TAG and approved by the EC. The WGSG Chair is appointed and approved by the WG or TAG.

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

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

5.4 Sponsor Balloting Group

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

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

5.4.1 Interest Categories

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

6. Sponsor Sessions and Meetings

The Sponsor may hold meetings and sessions as described in Robert’s Rules of Order. Sponsor meetings shall be held as decided by the Sponsor, the Chair, or by petition of five (5) or more members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source.
The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

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

6.1 Quorum

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

6.2 Conduct

Participants shall demonstrate respect and courtesy towards each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

6.3 Executive session

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

7. Sponsor Vote

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

These actions include

   a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
   b) Formation of a subgroup, including its scope and duties
   c) Disbandment of subgroups
d) Approval of minutes

e) Approval of public statements

f) Approval of change of the Sponsor scope

g) Approval of termination of the Sponsor

h) Approval of PARs and Draft standards for balloting

i) Other motions brought to the floor by members (when deemed in order by the chair)

7.1 Voting between meetings

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

7.2 Proxy voting

Proxy voting is not permitted within the Sponsor.

7.3 Voting Guidance

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

8. Balloting group for a standard

For approval of proposed standards, the Sponsor shall form a balloting group. This group shall be formed using the invitation process in accordance with the IEEE-SA Standards Board Operations Manual.

9. Communications

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.
9.1 Formal internal communication

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

9.2 External communication

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

9.3 Public statements for standards

All Sponsor public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

Sponsor public statements shall not be released without prior approval of the Sponsor. Sponsor public statements shall be identified in the first paragraph of the public statement as being specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair. Such statements shall not bear the IEEE, or the IEEE-SA logos.

9.3.1 Subgroup public statements

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

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

9.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, the Sponsor, or any subgroup of the sponsor.
10. Interpretations

The procedures stated in the IEEE-SA Standards Board Operations Manual shall be followed. Interpretations shall be approved by at least a two-thirds approval vote of a group determined by the Sponsor.

11. Appeals

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

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

11.1 Appeals pool

The appeals pool consists of:

a) Current members in good standing of the Sponsor who have attended both the opening and closing Sponsor meetings at two of the last four plenary sessions.

b) Former members of the Sponsor who are members in good standing of an active WG/TAG having qualified for member status through attendance.

c) Current WG/TAG Vice Chairs confirmed by the Sponsor who are members in good standing of an active WG/TAG having qualified for member status through attendance.

11.2 Appeal brief

The appellant shall file a written appeal brief with the Sponsor Recording Secretary within 30 days after the date of notification/occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns. Previous
efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the Sponsor Recording Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the Sponsor Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing (“hearing notice”) with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first Sponsor plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the Sponsor Recording Secretary.

11.3 Reply brief

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

11.4 Appeals Panel

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

11.5 Conduct of the Hearing

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

a) Significant new evidence has come to light; and
b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
c) Such evidence was provided by the appellant or appellee, as appropriate, to the other
dparties as soon as it became available.

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

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

### 11.6 Appeals Panel Decision

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

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

### 11.7 Request for Re-hearing

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

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

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

### 11.8 Further Appeals

Appeals and complaints concerning Sponsor decisions shall be referred to the Computer Society
SAB.
12. Revision of Sponsor P&P

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

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