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**IEEE PROJECT 802**  
**LAN / MAN STANDARDS COMMITTEE (LMSC)**  
**OPERATIONS MANUAL**

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# 1. Introduction

The IEEE Project 802 (IEEE 802) LAN / MAN Standards Committee (LMSC) is the standards sponsor organization and focal point for IEEE Local and Metropolitan Area Network Standards Sponsor activities. It shall be referred to throughout this document as IEEE 802. The LMSC Executive Committee (EC) acts on behalf of IEEE 802, as a sponsor as defined and required by IEEE Standards Association (SA) governance. The IEEE EC shall be referred to throughout this document as the Sponsor. When a signature is required on behalf of the Sponsor, the Sponsor Chair provides that signature when authorized by the Sponsor.

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The operation of the IEEE 802 is subject to regulations contained in a number of documents, including this Operations Manual (OM). The regulating documents are identified in the following list and are given in their order of precedence from highest to lowest. If any two documents in this list contain conflicting regulations, the conflict shall be resolved in favor of the document of higher precedence. Note that the IEEE 802 P&P references other precedence documents.

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IEEE 802 Policies and Procedures (IEEE 802 P&P)  
IEEE 802 Operations Manual (IEEE 802 OM)  
Working Group/Technical Advisory Group Policies and Procedures (WG/TAG P&Ps)  
LMSC Chairs Guide

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*Robert's Rules of Order Newly Revised* (latest edition) is the recommended guide for parliamentary procedures, not covered in the documents identified above.

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## 1.1 Common Abbreviations

The following abbreviations are commonly used throughout this OM.

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CS:	IEEE Computer Society
EC:	<u>IEEE 802 Executive Committee</u>
ECSG:	Executive Committee Study Group
IEEE:	Institute of Electrical and Electronics Engineers
<u>IEEE 802</u>	<u>The IEEE Project 802 LAN / MAN Standards Committee</u>
<u>IEEE CS SAB:</u>	IEEE CS Standards Activities Board
IEEE-SA:	IEEE Standards Association
<u>IEEE-SA SB:</u>	<u>IEEE Standards Association Standards Board</u>
IEEE TAB:	IEEE Technical Activities Board
LAN:	Local Area Network
<u>LB:</u>	<u>Letter Ballot</u>
LMSC:	LAN / MAN Standards Committee
MAN:	Metropolitan Area Network
PAR:	Project Authorization Request
P&P:	Policies and Procedures

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- 1 | SG: Study Group
- 2 | TAG: Technical Advisory Group
- 3 | WG: Working Group
- 4 | WGS: Working Group Study Group

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5 | **2. LMSC Organization**

6  
 7 | The LMSC has grown significantly from the original IEEE Project 802 that was its origin, but  
 8 | because of its roots and the family of standards it has developed; it is also widely known as  
 9 | “IEEE 802”. The terms “LMSC” and “LMSC Standards” will be used in this OM.

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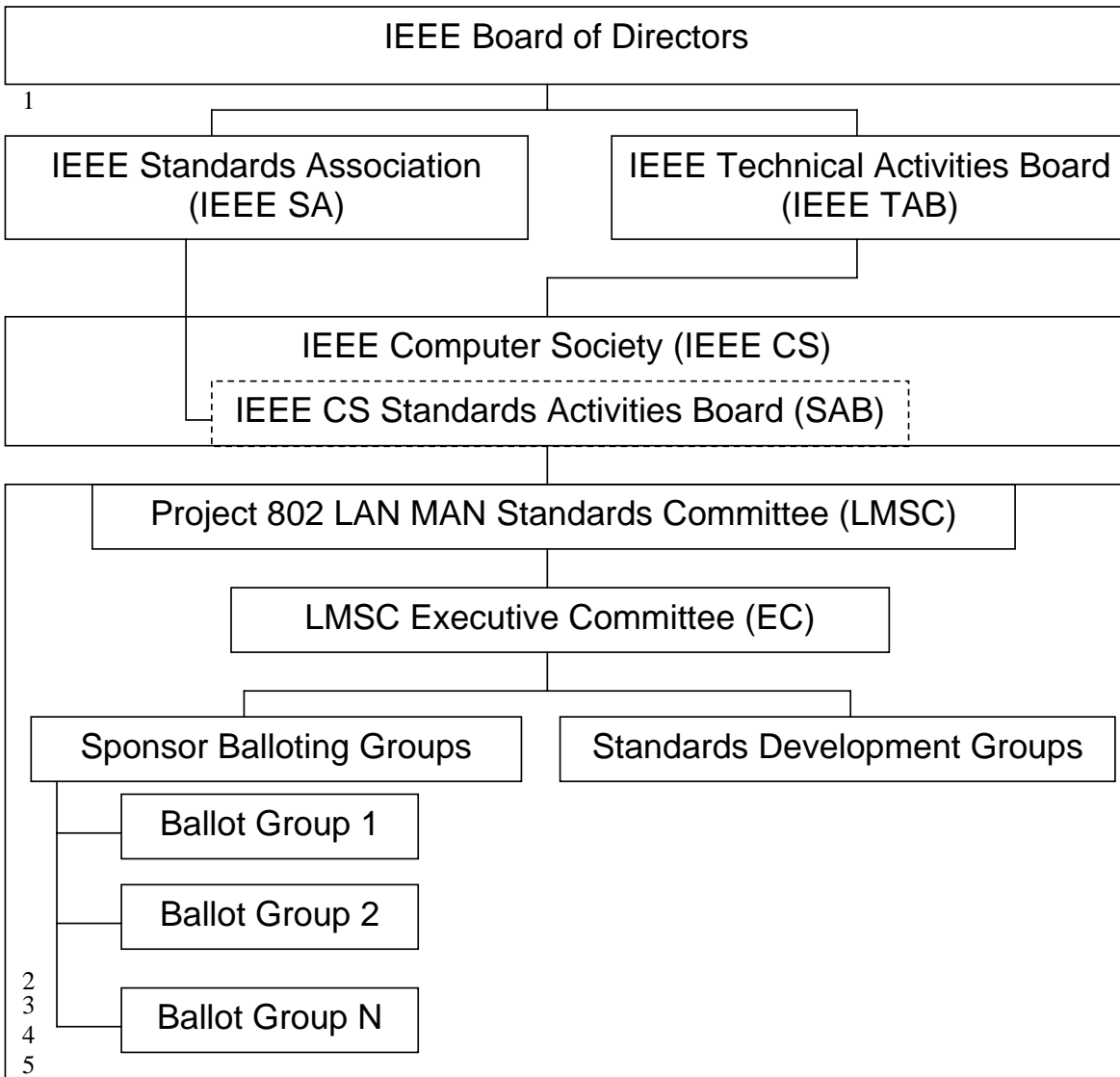
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 11 | The IEEE 802 Executive Committee (EC) operates as a sponsor within the IEEE Standards  
 12 | Association and is normally referred to as the ‘Sponsor’ throughout this document, IEEE 802 has  
 13 | reporting requirements to the Standards Activity Board (SAB) of the IEEE Computer Society  
 14 | (see Figure 1). IEEE 802 is governed by the IEEE 802 EC and IEEE 802 governance is designed  
 15 | to minimize overlap and conflict between standards and to promote commonality and  
 16 | compatibility among the family of IEEE 802 standards. IEEE 802 standards and recommended  
 17 | practices are developed within a Working Group (WG) or Technical Advisory Group (TAG) (see  
 18 | Figure 2).

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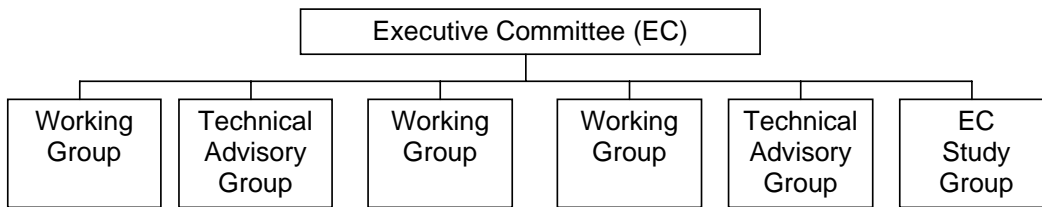
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 20 | Further details of the organization and officers of the LMSC are provided in clause 4 of this  
 21 | document.

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6 **Figure 1 LMSC REPORTING RELATIONSHIPS**



**Figure 2 STANDARDS DEVELOPMENT GROUPS**

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1 **3. Subgroups Created by the Sponsor**

2 **3.1 The IEEE 802 EC**

3  
4 The IEEE 802 EC functions as the Sponsor and the Executive Committee of IEEE 802. It shall  
5 be referred to throughout this document as the Sponsor. Members of the Sponsor and other  
6 IEEE 802 officers should read the training material available through IEEE Standards  
7 Development Online.  
8

9 **3.1.1 Function**

10  
11 The function of the Sponsor is to oversee the operation of IEEE 802, in the following ways:

- 12
- 13 a) Charter SGs, WGs, and TAGs.
- 14 b) Provide procedural and, if necessary, technical guidance to the WGs and TAGs as it  
15 relates to their charters.
- 16 c) Oversee WG and TAG operations to ensure that it is within the scope of Project 802, and  
17 its established charter.
- 18 d) Examine and approve WG draft standards for Sponsor ballot and submission to RevCom,  
19 and for conformance with the approved PAR and Five Criteria documents.
- 20 e) Consider complaints of WG and TAG.
- 21 g) Approve press releases and other external communications.
- 22 h) Manage LMSC logistics, e.g., concurrent WG and TAG meetings, finances, etc.
- 23 i) Oversee formation of Sponsor ballot groups and Sponsor ballot process.  
24

25 **3.1.2 Voting Rules**

26  
27 **3.1.2.1 Voting at Meetings**

28 Only members of the Sponsor with voting rights are counted in the approval rate calculation in  
29 determining the approval threshold for any Sponsor vote. Unless specified otherwise in the  
30 LMSC P&P or this OM, all Sponsor votes are in addition subject to the following provisions:  
31 The Chair may vote only if his vote can change the outcome. Votes on disciplinary matters  
32 concerning Sponsor members shall meet or exceed a 2/3 approval threshold. For other matters,  
33 votes shall meet the approval thresholds in Robert's Rules.  
34

35 **3.1.2.2 Electronic Balloting**

36  
37 At times, it may become necessary for the Sponsor to render a decision that cannot be made prior  
38 to the close of one plenary but must be made prior to the opening of the following plenary. Such  
39 decisions may be made using electronic balloting. Provision shall be made for the LMSC  
40 membership to observe and comment on Sponsor electronic ballots. All comments from those

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- Deleted: Executive Committee (EC).
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- Deleted: b) . Appoint the initial Chairs of the WG and TAG. (The Chairs of WG and TAG are elected by the WG and TAG members themselves.)¶  
c
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- Deleted: e
- Deleted: Examine and approve WG draft standards for proper submission to Sponsor ballot group (see subclause 5.1); not for technical content
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- Deleted: members and the resolutions of the plenary, WG, and TAG.
- Deleted: g) Manage the Functional Requirements and other LMSC issues.¶
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- Deleted: Handle
- Deleted: organization matters
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- Deleted: <#>Voting at Meetings¶  
¶ The following actions have exceptional voting requirements:¶  
¶ <#>Approval of PARs and Drafts (... [2])
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1 | who are not members of the Sponsor shall be considered. Commenters who are not members of  
2 | the Sponsor are urged to seek a voting member of the Sponsor (normally their WG or TAG  
3 | Chair) to include the viewpoint of the commenter in their vote.

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5 | The LMSC Chair, or a Sponsor member designated by the Chair (usually a Vice Chair), shall  
6 | determine the duration of the ballot, issue the ballot by e-mail and tally the votes after the ballot  
7 | is closed. Sponsor voting members shall return their vote and comments by e-mail.

9 | The minimum duration of an electronic ballot shall be 10 days. For urgent matters once  
10 | sufficient response is received to clearly decide a matter, the Ballot may be closed early. This  
11 | allows a decision to be reach in less than 10 days. Ballots where the possibility of an early close  
12 | exists must be clearly marked accordingly. Otherwise, the tally of votes shall not be made until  
13 | at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.

15 | The affirmative vote of a majority of all members of the Sponsor with voting rights is required  
16 | for an electronic ballot to pass except when specified otherwise by the LMSC P&P or this OM.  
17 | If at the end of the ballot insufficient votes have been received to pass the ballot, the ballot fails.  
18 | The motion and tally of any email votes since the last EC meeting shall be included in the  
19 | minutes of the next EC meeting.

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### 21 | 3.1.3 Meetings

23 | Sponsor meetings are open to observers. However, some meetings may occur in Executive  
24 | Session [see subclause 6.3 of the LMSC Policies and Procedures]. An open discussion or  
25 | acknowledgement of a request to participate in a particular discussion is determined by the  
26 | Chair.

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#### 28 | 3.1.3.1 Procedure for Limiting the Length of the IEEE 802 Sponsor Meetings

30 | a) The reports from the WGs and TAGs should deal primarily with issues related to LMSC  
31 | as a whole or inter-group coordination. Reports of those items that will be covered in the  
32 | plenary meeting should be minimized.

33 | b) The maker of the motion, after the motion has been seconded, has up to five minutes to  
34 | explain the motion and to answer questions about it.

35 | c) Each Sponsor member has two minutes of uninterrupted time to state an opinion about  
36 | the motion. It is not necessary that all two minutes be used.

37 | d) The opening Sponsor meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on  
38 | Monday morning and the closing Sponsor meeting shall start at 1:00 p.m. and shall end  
39 | no later than 6:00 p.m. on Friday of the plenary session.

40 | e) If the Sponsor so modifies a WG's motion that the WG Chair believes the WG  
41 | membership may no longer support the revised motion then the WG should be given the  
42 | opportunity to reconsider what action it wishes to take and present it to the Sponsor at the  
43 | next Sponsor meeting. This action can be accomplished by a Privileged Non-debatable

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- Deleted: <#>Motions needing concurrence of the WG will be tabled for review at the next EC meeting.¶
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1 “Request to Defer Action” made by the affected WG Chair which will automatically  
2 cause all action on the motion to be deferred until the next regular ~~Sponsor~~ meeting.

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### 4 3.1.4 Revision of the LMSC OM

5  
6 This OM may be revised as described in the following subclauses.

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#### 8 3.1.4.1 Initiation of Proposed OM Revisions

9  
10 *Proposed changes shall be in written form and include:*

- 11 a) The objective of the proposed change.
- 12 b) The specific text of the proposed change and the rationale for the chosen text.

13  
14  
15 *Proposed changes may be created by:*

- 16 a) Any active WG. A proposal shall require the affirmative vote of at least three fourths of  
17 the WG members present when the vote is taken. Quorum requirements shall be as  
18 specified in subclause 3.2.3.1 (Voting).
- 19 b) Any Sponsor Member.

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20  
21  
22 Writers of proposed changes are encouraged to seek the advice of experienced members of the  
23 Sponsor to help form the wording in a manner appropriate for and consistent with this OM.

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#### 24 3.1.4.2 Sponsor Action on Proposed Changes to this OM

25  
26 The proposed OM revision shall be presented at a Sponsor meeting in conjunction with a plenary  
27 session.

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28  
29 Approval for Distribution and Sponsor electronic ballot shall require the affirmative vote of at  
30 least two-thirds of Sponsor members with voting rights who vote to approve or disapprove, and  
31 will result in the distribution of the proposal and an Sponsor electronic ballot on the OM  
32 revision.

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#### 34 3.1.4.3 Distribution and Sponsor Electronic Ballot

35  
36 Sponsor ballots on OM Revisions shall be at least 30 days in duration and shall close at least 30  
37 days before the opening of the next plenary session (to allow time for comment resolution).

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38 Distribution of ballots on OM revisions to the LMSC membership shall be accomplished as  
39 provided by subclause 3.1.2.2.

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1 **3.1.4.4 LMSC Approval**

2  
3 After distribution of a proposed OM Revision and an Sponsor electronic ballot has been  
4 conducted, the Sponsor member designated in accordance with subclause 3.1.2.2, shall tabulate  
5 the ballot results, attempt to resolve the comments, and present the comments and proposed  
6 resolution at an Sponsor meeting in conjunction with a plenary session.

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7  
8 LMSC approval of the revised text of the proposed OM revision shall require the affirmative  
9 vote of at least two-thirds of all Sponsor members with voting rights (regardless of whether they  
10 are present). The vote shall be taken at a plenary closing Sponsor meeting. LMSC approval will  
11 result in the change becoming effective at the end of plenary session during which approval is  
12 voted.

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13  
14 If LMSC approval is not achieved, the proposed revision is rejected, and may not be considered  
15 again until a future session.

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16  
17 An up-to-date LMSC OM should be maintained on the [IEEE 802 website](#).

18  
19 **3.1.4.5 Editorial discretion**

20  
21 In some circumstances minor revisions may be made to the LMSC OM without a revision ballot.  
22 These circumstances include

- 23
- 24 • Basic layout/formatting that does not change the meaning of any of the text
- 25 • Correction of spelling and punctuation
- 26 • Error in implementing approved changes
- 27

28 All other LMSC OM revisions shall be balloted in accordance with the process defined in  
29 subclause 3.1.4. If any voting member of the Sponsor protests an editorial change of the OM  
30 within 30 days of its release (the date of notice on the Sponsor reflector constitutes the release  
31 date), that editorial change will be without effect.

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32 **3.2 LMSC WG<sub>s</sub>**

33  
34 These rules apply to both TAGs as well as WGs unless noted otherwise in this OM.

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35 **3.2.1 WG Officers**

36  
37 An individual who has served as Chair or Vice Chair of a given WG for a total of five terms or  
38 part-terms in that office may not run for election to that office again, unless the WG has passed a  
39 motion, one plenary in advance of the election, permitting that individual to stand for re-election.  
40 For this motion to pass, 75% or greater approval of the voting membership present in the  
41 meeting is needed.

Deleted: An individual who has served as Chair or Vice Chair of a given WG for a total of more than eight years in that office may not run for election to that office again, unless the question of allowing that individual to run for election again is approved by a 75% vote of the WG one plenary in advance of that election.  
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1 A WG may elect a new Chair at any plenary session, subject to confirmation by the IEEE 802  
2 Sponsor. A motion to hold an election must be passed by 75% of the voting members of the WG  
3 present.  
4

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### 5 3.2.1.1 WG Chair

6  
7 The main responsibility of the WG Chair is to enable the WG to operate in an orderly fashion,  
8 produce a draft standard, recommended practice, or guide, or to revise an existing document.  
9

10 The Chair has the following responsibilities:

- 12 a) To lead the activity according to all of the relevant policies and procedures
- 13 b) To decide which matters are procedural and which matters are technical
- 14 c) To decide procedural matters or defer them to a majority vote by the WG
- 15 d) To place issues to a vote by WG members
- 16 e) To preside over WG meetings and activities of the WG according to all of the relevant  
17 policies and procedures
- 18 f) To entertain motions, but not make motions
- 19 g) To delegate necessary functions as needed
- 20 h) To set goals and deadlines and endeavor to adhere to them
- 21 i) To prioritize objectives to best serve the group and the goals
- 22 j) To seek consensus of the Sponsor if required as a means of resolving issues
- 23 k) To be objective
- 24 l) To not bias discussions
- 25 m) To ensure that all parties have the opportunity to express their views
- 26 n) To be knowledgeable in IEEE standards processes and parliamentary procedures
- 27 o) To call meetings and issue a notice for each meeting at least four weeks prior to the  
28 meeting
- 29 p) To issue meeting minutes and important requested documents to members of the WG, the  
30 Sponsor, and liaison groups The meeting minutes are to include:
  - 31 • List of participants and their affiliations
  - 32 • Next meeting schedule
  - 33 • Agenda as revised at the start of the meeting
  - 34 • Voting record (Resolution, Mover / Second, Numeric results)

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35  
36 Minutes shall be made available within 45 days of the meeting to the attendees of the  
37 meeting, all members, and all liaisons.

- 38 q) To maintain liaison with other organizations at the direction of the Sponsor or at the  
39 discretion of the WG Chair with the approval of the Sponsor
- 40 r) To ensure that any financial operations of the WG comply with the requirements of  
41 subclause 3.2.4 of this OM
- 42 s) To speak on behalf of the WG to the Sponsor and, in the case of a "Directed Position",  
43 vote the will of the WG in accordance with the Directed Position Procedure of this OM  
44 (See subclause 5.1 Procedure for Establishing a Directed Position)

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- t) To establish WG rules beyond the WG rules set down by the Sponsor. These rules must be written and all WG members must be aware of them
- u) To assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
- v) To determine if the WG is dominated by an organization and, if so, treat that organizations' vote as one (with the approval of the Sponsor)
- w) To manage balloting of projects

### 3.2.1.2 WG Vice Chair

The 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. If more than one Vice Chair exists, one Vice Chair shall be designated the First Vice Chair and assume the Vice Chair responsibilities identified here.

### 3.2.1.3 WG Secretary

The Secretary shall record and publish minutes of each meeting within 30 calendar days of the end of the meeting.

## 3.2.2 Membership

Membership belongs to the individual, not an organization, and may not be transferred.

Members of the sponsor are ex officio members of all WGs and TAGs.

### 3.2.2.1 Establishment

All persons participating in the initial meeting of the WG become members of the WG. Thereafter, membership in a WG is established by participating in the meetings of the WG at two out of the last four plenary sessions, and (optionally) a letter of intent to the Chair of the WG. Participation is defined as at least 75% presence at a meeting. Membership starts at the third plenary session attended by the participant. One duly constituted interim WG or Task Group meeting may be substituted for the WG meetings at one of the two plenary sessions (See subclause 3.2.2.5).

Attendees of the WG who have not achieved member status are known as observers. Liaisons are those designated individuals who provide liaison with other working groups or standards bodies.

Although not a requirement for membership in the WG, participants are encouraged to join the IEEE, IEEE Standards Association (IEEE-SA) and the IEEE Computer Society. Membership in the IEEE SA will also allow participants to join the sponsor level ballot group.

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1 WG members shall participate in the consensus process in a manner consistent with their  
2 professional expert opinion as individuals, and not as organizational representatives.

3  
4 Membership may be declared at the discretion of the WG Chair (e.g., for contributors by  
5 correspondence or other significant contributions to the WG).

6  
7 The procedure for hibernating a WG is described in subclause 5.1.3.1 in the LMSC P&P. Upon  
8 reactivation of a hibernated WG, if at least 50% of the most recent membership roster attends the  
9 plenary session where the WG is reactivated, the membership shall be comprised of that roster,  
10 and the normal rules for gaining and losing membership will apply. If less than 50% of the  
11 membership attends, the procedure for developing membership in a new WG shall be followed.  
12  
13

### 14 3.2.2.2 Retention

15  
16 Membership is retained by participating in at least two of the last four plenary session meetings.  
17 One duly constituted interim WG or task group meeting may be substituted for one of the two  
18 plenary meetings.  
19

### 20 3.2.2.3 Loss

21  
22 Excepting recirculation letter ballots membership may be lost if two of the last three WG letter  
23 ballots are not returned, or are returned with an abstention for other than “lack of technical  
24 expertise.” This rule may be excused by the WG Chair if the individual is otherwise an active  
25 participant. If lost per this subclause, membershi is re-established as if the person were a new  
26 candidate member.  
27

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### 28 3.2.2.4 Rights

29  
30 The rights of the WG's members include the following:

- 31  
32 a) To receive a notice of the next meeting  
33 b) To receive a copy of the minutes  
34 c) To vote at meetings if and only if present  
35 d) To vote in WG Letter Ballots  
36 e) To examine all Working Draft documents  
37 f) To lodge complaints about WG operation with the Sponsor  
38 g) To petition the Sponsor in writing  
39

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40 Members of WG/TAG's are members of IEEE 802. A petition signed by two-thirds of the  
41 membership of IEEE 802 forces the Sponsor to implement the resolution if allowed by  
42 applicable governance.  
43

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1 **3.2.2.5 Meetings and Participation**

2  
3 WG meetings are open to anyone who has complied with the registration requirements (if any)  
4 for the meeting. Only members have the right to participate in the discussions. The privilege of  
5 observers to participate in discussions may be granted by the WG Chair.  
6

7 **3.2.3 Operation of the WG**

8  
9 The operation of the WG has to be balanced between democratic procedures that reflect the  
10 desires of the WG members and the WG Chair’s responsibility to produce a standard,  
11 recommended practice, or guide in a reasonable amount of time. *Robert’s Rules of Order Newly*  
12 *Revised* (latest edition) is the recommended guide for parliamentary procedures.

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13  
14 If, in the course of standards development, any WG utilizes a standard developed or under  
15 development by another organization within Project 802, by another IEEE group, or by an  
16 external organization, the WG should reference that standard and not duplicate it.

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17  
18 If a standard cannot be utilized as is and modifications or extensions to the standard are  
19 necessary, the WG should:

- 20  
21 a) Define the requirements for such changes,  
22 b) Make these requirements known to the other organization, and  
23 c) Solicit that organization for the necessary changes.  
24

25 Only if the required changes cannot be obtained from the other organization, can the WG, with  
26 the approval of the Sponsor, develop these changes itself. Even in the latter case, the WG should  
27 seek the concurrence of the other organization by joint meetings, joint voting rights, or other  
28 mechanisms on the changes being made.

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29  
30 Working Groups are cautioned that incorporation of material from other standards may require  
31 copyright releases and additional letters of assurance.  
32

33 **3.2.3.1 Voting**

34  
35 There are two types of votes in the WG. These are votes at meetings and votes by letter ballot.  
36

37 **3.2.3.1.1 Voting at Meeting**

38  
39 A technical vote is carried by a 75% approval of those members voting “Approve” and “Do Not  
40 Approve”. At the discretion of the Chair, non-technical matters may be decided by votes of the  
41 WG. Approval thresholds on Non-technical votes are as defined in Robert’s Rules of Order  
42 Newly Revised (latest edition). No quorum is required at meetings held in conjunction with the  
43 plenary session since the plenary session time and place is established well in advance.

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1 No quorum is required for any WG meeting publicly announced at least 45 days in advance. A  
2 quorum is required at other WG meetings.

3  
4 The WG Chair may vote at meetings. A quorum is at least 33% of the WG members.

5  
6 Any matter regarding the establishment or modification of a PAR or that would make a non-  
7 editorial change to a draft standard shall be a technical issue.

8  
9 A roll call vote may be held at the discretion of the chair.

10  
11 In addition, a roll call vote may be called for by any member of the group, at any time from when  
12 the question has been put until the vote tally is completed. The call does not require a second, and  
13 cannot be debated, amended, or have any other subsidiary motion applied to it.

14  
15 Upon a call for a roll call vote, the chair shall proceed according to these three options.

- 16  
17 a) The chair may hold the vote  
18 b) The chair may hold a vote on the question of whether to hold a roll call vote. This vote  
19 shall achieve greater than 25% of the members voting Yes to pass. The 25% is counted  
20 by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not  
21 subject to a roll call vote.  
22 c) The chair may refuse the request for a roll call vote if this privilege is being abused by  
23 members repeatedly calling for a roll call vote. The chair shall allow both the majority  
24 and minority reasonable and fair use of the roll call vote.

25  
26 Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For  
27 each roll call vote, the minutes shall include each member's name, their vote and the final result  
28 of the vote. For each call for a roll call vote, the minutes shall include:

- 29  
30 i. The name of the requestor of the roll call vote.  
31 ii. The decision of the chair on the request and, when applicable, the results of the vote on  
32 whether to hold the roll call or the reasons of the chair for denying the roll call vote.  
33

34 3.2.3.1.2 Voting by Letter Ballots

35  
36 Matters not decided by voting at meetings may be decided by a WG Letter Ballot (LB) at the  
37 discretion of the WG Chair.

38  
39 The WG Chair may vote in WG LB.

40  
41 Unless otherwise noted in the Sponsor P&P or this OM, approval of motions decided by WG LB  
42 requires the same approval levels required in meetings. For a motion to be approved by WG LB,  
43 at least 50% of the members at the time the WG LB is announced shall respond to the WG LB.  
44

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¶  
The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group must be ratified by a letter ballot. Other matters may also be decided by a letter ballot at the discretion of the WG Chair. The WG Chair may vote in letter ballots.¶

¶  
The ballot shall contain three choices:¶

<#>Approve. (May attach non-binding comments.)¶

<#>Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to "Approve".)¶

<#>Abstain. (Must include reasons for abstention.)¶

¶  
To forward a draft standard or a revised standard to the EC for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the WG. A 75 percent approval of the WG confirmation letter ballot is necessary with at least 50 percent of the members voting. The 75 percent figure is computed only from the "Approve" and "Do Not Approve" votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require EC approval.¶

¶  
The WG Chair determines if and how negative votes in an otherwise affirmative letter ballot are to be resolved. Normally, the WG meets to resolve the negatives or assigns the task to a ballot resolution group.¶

¶  
There is a recirculation requirement. For guidance on the recirculation process see subclause 5.4.3.2 Resolution of comments, objections, and negative votes in the *IEEE-SA Standards Board Operations Manual*.¶

¶  
The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days. However, for recirculation ballots, and for letter ... [3]

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Deleted: without obtaining the floor, at any time after the question has been put, even after the vote has been announced and another has the floor and it is called for before another motion has been made

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1 WG LB shall be conducted by electronic means. The response time shall be at least ten days  
2 unless otherwise noted in this OM.

3 3.2.3.1.3 Voting on Draft Standards

4  
5 The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group shall  
6 be ratified by a WG LB. Extra conditions exists WG LB on draft standards. The WG LB shall  
7 contain three choices:

- 8
- 9 • Approve. (May attach non-binding comments.)
- 10 • Do Not Approve. (Shall attach specific comments on what shall be done to the draft to  
11 change the vote to “Approve”.)
- 12 • Abstain. (Shall include reasons for abstention.)
- 13

14 To forward a draft standard or a revised standard to the Sponsor for approval for Sponsor Ballot  
15 Group voting, a 75 percent approval of the WG LB is necessary with at least 50 percent of the  
16 WG members voting, to forward the draft to Sponsor Ballot, or to RevCom. The 75 percent  
17 figure is computed only from the “Approve” and “Do Not Approve” votes. Revised drafts  
18 approved in subsequent WG LB for forwarding to the Sponsor Ballot Group do not require  
19 Sponsor approval for forwarding.

20  
21 The WG Chair determines if and how negative votes in an otherwise affirmative WG LB are to  
22 be resolved. Normally, the WG meets to resolve the negatives or assigns the task to a ballot  
23 resolution group.

24  
25 There is a recirculation requirement for WG LB on draft standards. For guidance on the  
26 recirculation process see subclause 5.4.3.2 Resolution of comments, objections, and negative  
27 votes in the *IEEE-SA Standards Board Operations Manual*.

28  
29 The response time for a WG LB on a draft shall be at least thirty days. However, for  
30 recirculation ballots the response time shall be at least fifteen days.

31  
32 Submission of a draft standard or a revised standard to the Sponsor shall be accompanied by any  
33 outstanding negative votes and a statement of why these unresolved negative votes could not be  
34 resolved.

35  
36  
37  
38  
39 **3.2.3.2 WG Chair’s Responsibilities**

40  
41 The main responsibility of the WG Chair is to enable the WG to operate in an orderly fashion,  
42 produce a draft standard, recommended practice, or guide, or to revise or amend an existing  
43 document. The WG Chair’s responsibilities include:  
44

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- 1 a) Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.
- 2 b) Issue meeting minutes and important requested documents to members of the WG, the
- 3 Sponsor, and liaison groups.

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The meeting minutes are to include:

- 6 • List of participants
- 7 • Next meeting schedule
- 8 • Agenda as revised at the start of the meeting
- 9 • Voting record (Resolution, Mover / Second, Numeric results as appropriate)

Minutes shall be made available within 45 days of the meeting to the attendees of the meeting, all members, and all liaisons.

- 13 c) Maintain liaison with other organizations at the direction of the Sponsor or at the discretion of the WG Chair with the approval of the Sponsor.
- 14 d) Ensure that any financial operations of the WG comply with the requirements of subclause 3.2.4 of this OM.
- 15 e) Speak on behalf of the WG to the Sponsor and, in the case of a “Directed Position”, vote the will of the WG in accordance with the Directed Position Procedure of this OM (See subclause 5.1).
- 16 g) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
- 17 h) Determine if the WG is dominated by an organization and, if so, treat that organizations’ vote as one (with the approval of the Sponsor).
- 18 i) Manage balloting of projects.

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25 **3.2.3.3 Removal of WG Chairs or Vice Chairs**

27 The procedures specified in subclause 3.2.1 are to be followed under normal circumstances. If a WG feels it is being inappropriately led or significantly misrepresented by its Chair or a Vice Chair and is unable to resolve the issue internal to the WG, then it is the responsibility of that WG to make and pass (75% of voting members present required) a motion to that effect and so notify the Sponsor with the recommended action and all supporting rationale in written form. The process for removal of committee Chairs, Vice Chairs, and other officers is prescribed in the SAB P&P subclause 4.8.3.1, Removal of Chairs and Vice Chairs, is included here with relative terminology (e.g., subsidiary committee) translated to LMSC terms (e.g., WG).

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36 The Sponsor may remove the Chair or a Vice Chair of a WG for cause.

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38 The Chair of the Sponsor shall give the individual subject to removal a minimum of thirty (30) days written mail notice, with proof of delivery, of a meeting of the Sponsor at which the removal is to be decided. The individual subject to removal shall have the opportunity to confront the evidence for removal, and to argue in his or her behalf.

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43 In the clear and documented case of gross misconduct, the Chair of the Sponsor may suspend the Chair of a WG, with the concurrence of the IEEE Computer Society VP of Standards. A meeting

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1 | or teleconference of the Sponsor shall be convened as soon as practical, but in no case later than  
2 | thirty (30) days, to review the suspension as provided for above.

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### 4 | 3.2.3.4 Precedence of Operating Rules

6 | If WG operation conflicts with the LMSC P&P or this OM, then the LMSC P&P or OM shall  
7 | take precedence.

### 9 | 3.2.3.5 Operation of Hibernating WGs,

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#### 10 | 3.2.3.5.1 Core of Experts

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If at least 50% of the most recent membership roster attends the plenary session where the WG is reactivated, the membership shall be comprised of that roster, and the normal rules for gaining and losing membership will apply. If less than 50% of the membership attends, the procedure for developing membership in a new WG shall be followed.¶

12 | The chair of a hibernating WG shall maintain a list of experts that are available to answer  
13 | questions and provide clarification about the standards and/or recommended practices generated  
14 | by the WG.

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#### 16 | 3.2.3.5.2 Inquiries/Interpretations

18 | Inquiries and requests for interpretations concerning the standards and recommended practices of  
19 | a hibernating WG shall be directed to the chair of the hibernating WG. The chair shall attempt to  
20 | resolve the inquiry or interpretation using the core of experts, as necessary. If the chair is unable  
21 | to resolve the inquiry or interpretation, the chair may petition the Sponsor to reactivate the WG.

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### 23 | 3.2.4 WG Financial Operations

25 | A WG may wish or need to conduct financial operations in order for it to host interim sessions  
26 | for itself or one or more of its sub groups or to acquire goods and/or services that it requires for  
27 | its operation.

29 | A WG that claims any beneficial interest in or control over any funds or financial accounts  
30 | whose aggregate value is \$500 or more is determined to have a treasury and said to be "operating  
31 | with treasury".

33 | A WG may operate with treasury only if it requests permission and is granted permission by the  
34 | Sponsor to operate with treasury and thereafter complies with the rules of this subclause. The  
35 | WG request to operate with treasury shall be supported by a motion that has been approved by  
36 | the WG. The WG may, again by WG approved motion, surrender Sponsor granted permission to  
37 | operate with treasury. The Sponsor may withdraw permission for a WG to operate with treasury  
38 | for cause.

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40 | A WG subgroup shall not operate with treasury.

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1 **3.2.4.1 WG Financial Operation with Treasury**

2 The financial operations of a WG operating with treasury shall comply with the following rules.

3  
4 a) The WG shall conduct its financial operations in compliance with all IEEE, IEEE-SA,  
5 and IEEE Computer Society rules that are applicable to the financial operations of  
6 standards committees. As of January 2005, the documents containing these rules include,  
7 but are not limited to, the following:

- 8
- 9 • IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with
- 10 Exclusive Rights
- 11 • IEEE Financial Operations Manual (FOM), Sections FOM.3 Asset/Liability
- 12 Management and FOM.8 Contract and Purchasing Orders
- 13 • Computer Society Policies and Procedures Manual, Section 16.7.1 Checking
- 14 Accounts
- 15 • IEEE-SA Standards Board Operations Manual 5.3 Standards development
- 16 meetings
- 17

18 b) The WG shall have a Treasurer who is responsible to the WG Chair and Sponsor  
19 Treasurer for the operation of the WG treasury, for ensuring that the operation of the WG  
20 treasury and the WG financial accounts complies with this OM and follows prudent financial  
21 procedures. The WG Treasurer shall:

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- 22 i) Maintain a budget
- 23 ii) Control all funds into and out of the WG's bank accounts
- 24 iii) Follow IEEE policies concerning standards meetings and finances
- 25 iv) Read the IEEE Finance Operations Manual
- 26

27 c) The WG shall have an Executive Committee (WG EC) comprised of, at minimum, the  
28 WG Chair, Vice Chairs, Secretaries, and Treasurer. The WG Chair shall be the Chair of  
29 the WG EC.

30 d) The WG shall open and maintain a WG bank account whose title shall begin with "IEEE"  
31 followed by the numerical identity of the WG (e.g., IEEE 802.1). The LMSC Chair shall  
32 be an authorized signer for the account. The LMSC Treasurer shall be notified within 30  
33 days of the bank, account number, account title, and authorized signers for the account  
34 when the account is opened and whenever any of these items change.

35 e) The WG may open and maintain one or more WG merchant accounts for the settlement  
36 of credit card transactions. The title of each merchant account shall begin with "IEEE"  
37 followed by the numerical identity of the WG (e.g., IEEE 802.1). Each WG merchant  
38 account shall be linked to the WG bank account. The LMSC Treasurer shall be notified  
39 within 30 days of each merchant account, account number, and account title when the  
40 account is opened and whenever any of these items change.

41 f) All funds collected and/or received by a WG shall be deposited in the WG bank account.

42 g) All funds retained by a WG shall be held in the WG bank account or in IEEE approved  
43 investments.

44 h) The WG may disburse and/or retain funds as appropriate to pay approved expenses and  
45 maintain an approved operating reserve.

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- 1 i) Signature authority for any WG financial account is restricted to those IEEE, IEEE-SA,  
2 and Computer Society officers and/or staff that are required to have signature authority  
3 by IEEE, IEEE-SA, and Computer Society regulations; to LMSC officers and to the  
4 officers of the WG owning the account, with the sole exception that, at most, two other  
5 individuals may be granted signature authority for the WG bank account for the sole  
6 purpose of assisting the WG in conducting its financial operations, provided that each  
7 such individual has provided agreements, indemnity, and/or bonding satisfactory to the  
8 IEEE. The granting of signature authority to any individual other than the WG Treasurer  
9 and those required by IEEE, IEEE-SA, Computer Society, or LMSC regulations shall be  
10 by motion that is approved by the WG.
- 11 j) The WG shall prepare and maintain its own accounting and financial records.
- 12 k) The WG Treasurer shall prepare for each WG plenary session a financial report that  
13 summarizes all of the WG financial activity since the last such report. The report shall be  
14 submitted to the LMSC Treasurer before the opening of the session, shall be presented to  
15 WG membership at the opening plenary meeting of the session, and shall be included in  
16 the session minutes. The format and minimum content of the report shall be as specified  
17 by the LMSC Treasurer.
- 18 l) The WG Treasurer shall prepare and submit an audit package for each calendar year  
19 during any portion of which the WG operated with treasury, as required by IEEE  
20 regulations. The package shall contain all material required by IEEE Audit Operations  
21 for an IEEE audit and shall be submitted to the IEEE for audit or to the LMSC Chair for  
22 local audit, as required by IEEE audit regulations. If the package is submitted to the  
23 IEEE, a summary of the WG's financial operations for the audit year shall be submitted  
24 to the LMSC Chair at the same time that the audit package is submitted to the IEEE. The  
25 format and minimum content of the summary shall be as specified by the LMSC  
26 Treasurer.
- 27 m) The maximum and minimum size of the WG operating reserve may be set by the  
28 Sponsor.
- 29 n) All WG expenditures require the approval of the WG EC, with the sole exception that  
30 each WG EC member may be reimbursed from the WG treasury for up to \$200 of WG  
31 expenses incurred between WG sessions without specific approval of the WG EC.
- 32 o) The location, date, and fees for each interim session hosted or co-hosted by the WG  
33 require the approval of the WG EC.
- 34 p) For each interim session hosted or co-hosted by the WG, all reasonable and appropriate  
35 direct expenses for goods and/or services for the session that are provided under  
36 contract(s) and/or agreement(s) that are exclusively for that interim session are approved  
37 when the WG EC approves the location, date, and fees for the session.
- 38 q) Any contract and/or agreement to which the WG is a party, whose total value is greater  
39 than \$5000 and that is not for goods and/or services exclusively for a single interim  
40 session hosted or co-hosted by the WG, requires the approval of the WG EC and the  
41 Sponsor before execution.
- 42 r) The WG shall maintain an inventory of each item of equipment that it purchases that has  
43 a useful life of greater than 6 months and purchase price of greater than \$50. A copy of  
44 the inventory shall be provided to the LMSC Treasurer during December of each year.  
45

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1 **3.2.4.2 WG Financial Operation with Joint Treasury**

2  
3 Two or more WGs with the approval of the Sponsor, may operate with a single joint treasury.  
4 WGs that operate with a joint treasury shall have no other treasury. The merger of separate WG  
5 treasuries into a joint treasury or the splitting of a joint treasury into separate WG treasuries  
6 requires approval of the Sponsor. Each such action shall be supported by a motion from each of  
7 the involved WGs that requests the action and that has been approved by the WG.

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8  
9 The operation of a joint treasury is subject to the same rules as a WG operating with treasury  
10 with the following exception: The Executive Committee over seeing the joint treasury shall be a  
11 Joint Executive Committee that is the union of the Executive Committees of the WGs operating  
12 with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive  
13 Committee and shall be the Chair of one of the participating WGs.

14  
15 **3.3 Study Groups**

16  
17 **3.3.1 Study Group Operation**

18  
19 Progress of each Study Group shall be presented at the closing Sponsor meeting of each IEEE  
20 802 plenary by the appropriate WG, TAG, or ECSG Chair. Study Groups may elect officers  
21 other than the Chair, if necessary, and will follow the general operating procedures for WGs  
22 specified in subclauses 3.2.2.5 and 3.2.3. Because of the limited time duration of a Study Group,  
23 no letter ballots are permitted.

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24  
25 **3.3.2 Voting at Study Group Meetings**

26  
27 Any person attending a Study Group meeting may vote on all motions (including recommending  
28 approval of a PAR). A vote is carried by 75% of those present and voting “Approve” or  
29 “Disapprove.”

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30 **4. IEEE 802 SESSIONS**

31  
32 There is no membership requirement for attendance at an IEEE 802 plenary session or an interim  
33 session of an IEEE 802 subgroup; they are open forums. However, anyone who attends any  
34 portion of a technical meeting that is part of an IEEE 802 plenary session or an interim session of  
35 an IEEE 802 subgroup is obligated to comply with the registration requirements for the session.

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36  
37 For the purposes of this OM, a “technical meeting” is defined as, but is not limited to, any  
38 meeting of a IEEE 802 WG, TAG, ECSG, any of their subgroups, or any call for interest at an  
39 LMSC session.

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## 4.1 Plenary Sessions

Plenary sessions are the primary LMSC sessions. All active IEEE 802 WGs hold their plenary sessions during LMSC plenary sessions.

IEEE 802 may collect fees, usually a registration fee, from all attendees of any portion of any technical meeting that is a part of an IEEE 802 plenary session to cover the expenses of the plenary session and the expenses of operating IEEE 802.

### 4.1.1 IEEE 802 PLENARY

The IEEE802 plenary session consists of the opening IEEE 802 plenary meeting. Sponsor meetings and WG meetings. The plenary session may also offer tutorial programs. If tutorials are offered on Monday, other meetings of 802 subgroups shall not be scheduled to overlap with the time of the tutorial programs. The plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the plenary meeting is information dissemination. The Sponsor Chair sets the agenda for IEEE 802 opening plenary meetings.

Each WG, TAG, and ECSG Chair shall provide a status report to the Sponsor Recording Secretary no later than one week after the conclusion of the closing EC meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than two weeks after the close of the plenary session.

The plenary meeting is conducted by the Sponsor Chair or a designated delegate.

## 4.2 Interim Sessions

In addition to plenary sessions, IEEE 802 WGs and WG subgroup may hold interim sessions. An interim session may be for a single WG or WG subgroup or it may be a joint interim session for any combination of WGs and subgroups.

Interim sessions shall have as goals: 1) Reasonable notification (>30 days) in addition to any announcement given at a Plenary session, and 2) Few last minute shifts in location (<< 1 per year).

### 4.2.1 Interim Session Hosts

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the financial and logistical planning, and preparation for and execution of the session.

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Deleted: a) . Status reports from the WG and TAG.¶  
b) . Liaison communications to 802 as a whole from other standards organizations such as ASC X3, ECMA, etc.¶  
c) . Reports on schedules for future Plenary and WG meetings.¶  
d) . Announcements and general news.¶

¶ The main objective of the opening plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the WG and ECSG. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.¶

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1 An interim session or joint interim session may be hosted by the Sponsor, an IEEE 802 WG  
2 operating with treasury, several LMSC WGs operating with a joint treasury, or a non-IEEE 802  
3 entity. WGs and WG subgroups not authorized to operate with treasury and shall not host an  
4 interim session.

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6 Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by  
7 any combination of WGs operating with treasury, WGs operating with a joint treasury, and a  
8 non-IEEE 802 entities. Each of the entities co-hosting an interim session (Co-hosts) shall have  
9 approved a written agreement stating the responsibilities and liabilities of each Co-host and the  
10 disposition of any surplus funds before any financial commitments are made for the co-hosted  
11 session. When an interim session is co-hosted, the term Host means all of the Co-hosts as a  
12 single entity.

14 The Host may contract with meeting planners and/or other entities to assist it in hosting the  
15 session.

17 The responsibilities, authorities, and liabilities of a Host are defined in the following list.

- 19 a) The Host is solely responsible for the finances and the logistical planning, preparation for  
20 and execution of the session.
- 21 b) The Host will consult and coordinate with the Chair(s) of the WG(s) or WG subgroup(s)  
22 participating in the session on the financial and logistical planning, and preparation for  
23 and execution of the session.
- 24 c) The Host is solely responsible for all contracts and agreements that are for goods and/or  
25 services exclusively for the session.
- 26 d) The Host is solely responsible for collecting the fees, if any, from attendees and for  
27 paying the session expenses including any penalties.
- 28 e) The Host is solely responsible for any session deficit and the disposition of any session  
29 surplus funds.

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### 31 4.2.2 Interim Session Fees

33 The Host of an interim session may collect fees from all attendees of any part of any technical  
34 meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the  
35 direct expenses of the session and, in some cases, may also be used to cover other WG operating  
36 expenses. The “direct expenses” of a session are those expenses, including penalties, that are  
37 incurred for goods and/or services that are completely consumed by the planning, preparation for  
38 and/or execution of the session.

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40 If a WG operating with treasury, or several WGs operating with a joint treasury, are the Host of  
41 an interim or joint interim session, any fees collected from attendees should be deposited  
42 respectively in the WG treasury or joint treasury. If several WGs operating with treasury and/or  
43 several groups of WGs operating with joint treasury co-host a joint interim session, any fees

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- 1 a) Have complied with the registration requirements for all previously attended LMSC
- 2 plenary sessions and interim sessions of LMSC subgroups, including payment of any
- 3 required registration fees, and
- 4 b) Have completed a valid registration for the session in question, including payment of any
- 5 required registration fee.

6  
7 An individual who attends any portion of a technical meeting that is part of an LMSC plenary  
8 session or an interim session of an LMSC subgroup is obligated to comply with the registration  
9 requirements for that session.

10  
11 An individual who attends any portion of a technical meeting that is part of an LMSC plenary  
12 session or an interim session of an LMSC subgroup but does not comply with the registration  
13 requirements for that session, and further has not complied with those requirements within 60  
14 days after the end of the session, including payment of any required registration fees, shall be  
15 subject to the following sanctions:

- 16
- 17 i) No participation credit will be granted for said session.
- 18 ii) Any participation credit acquired before said session toward membership in any LMSC
- 19 group is revoked.
- 20 iii) Membership in any 802 group is terminated.
- 21 iv) No participation credit will be granted for attendance at any subsequent LMSC session
- 22 until the individual has complied with the registration requirements for all previously
- 23 attended 802 sessions by the start of said subsequent session.

24  
25 An individual who has lost membership in an LMSC group due to failure to comply with the  
26 registration requirements for an LMSC plenary or interim session of an LMSC subgroup may  
27 again earn membership in an LMSC group as follows:

28  
29 First, comply with the registration requirements for all LMSC plenary and interim sessions  
30 previously attended by the individual. An individual may not be granted membership in any  
31 LMSC group until this requirement is fulfilled.

32  
33 Second, acquire the participation credit required for group membership as required for an  
34 individual that had never previously attended an LMSC session.

35  
36 The interpretation and implementation of the registration policy for LMSC plenary sessions and  
37 LMSC hosted interim sessions shall be the responsibility of the LMSC Treasurer and the LMSC  
38 Executive Secretary. Unless otherwise specified in WG, TAG, or ECSG P&Ps, the interpretation  
39 and implementation of the registration policy for interim sessions of IEEE 802 subgroups not  
40 hosted by the LMSC shall be the responsibility of the Chair and Treasurer (if any) of the LMSC  
41 subgroup(s) holding the session.

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## 43 5. Vote

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1 **5.1 Voting Guidance**

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2  
3 It is expected that Sponsor members will vote as both professionals and as individual experts,  
4 except under the Directed Position (See 5.2) provisions of the Sponsor P&P, and not as a  
5 member of any affiliate block (organization, alliance, company, consortium, special interest  
6 group, etc.). If substantive evidence is presented to the Sponsor Chair that this provision is  
7 violated, the Sponsor will meet to consider what, if any, action to take on the presented evidence  
8 up to and including suspension of the Sponsor members' voting rights and/or removal from  
9 office.

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11 **5.2 Procedure for Establishing a Directed Position**

12  
13 Members of the Sponsor have a responsibility to act in the best interest of the LMSC as a whole.  
14 WG Chairs have a responsibility to represent their WGs on the Sponsor. At times these  
15 responsibilities are in conflict with each other.

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16  
17 Decisions of a WG may be of such a nature that the WG members deem it necessary to "Direct"  
18 the WG Chair to vote a specific way on Sponsor motions related to a WG decision. When  
19 directed, through the process described below, the WG Chair shall vote as mandated by the WG  
20 resolution for the specified subject on any formal vote(s) in the Sponsor. It would be anticipated  
21 that the use of a directed (i.e., instructed) vote is an exceptional situation and hence used  
22 infrequently, e.g., critical PAR votes, formation of new WGs and Study Groups.

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23  
24 WG developed positions are not to be considered as automatic "Directed Positions." After a WG  
25 motion has been passed that establishes the WG's position, a separate Directed Position (75%  
26 required to pass per subclause 3.2.3.1 Voting) motion is required to make that WG Position a  
27 Directed Position. A Directed Position motion applies only to a specific, bounded, WG issue that  
28 is to be brought before the Sponsor. Directed Position motions may not be combined, nor may  
29 any procedure be adopted that diminishes the extraordinary nature of establishing a "Directed  
30 Position."

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31  
32 The WG Chair, however, has the freedom to express other views in an attempt to persuade  
33 members of the Sponsor to consider them, however, such views shall be identified as distinct  
34 from and not the formal WG Directed Position. The WG Chair is required to disclose to the WG  
35 his/her intent to offer a position contrary to a Directed Position. When presenting a Directed  
36 Position to the Sponsor, the WG Chair is obligated to present and support the WG's Directed  
37 Position Motion with voting results, along with pros and cons behind the motion.

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39 **6. Interpretations**

40  
41 Interpretations shall be approved by at least a 75% approval vote of the Sponsor subgroup that  
42 generated the document being interpreted, or a group determined by the Sponsor if such a  
43 subgroup does not exist.

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1 **7. Notice of Meetings and Ballots**

2  
3 The WG Chair or designee shall ensure that notification of WG meetings and ballots are issued  
4 to both the members of Ballot Groups, as well as, those working on the comment resolutions.  
5  
6

7 **8. Position Statements for Standards**

8  
9 All external communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board*  
10 *Operations Manual*.

11 Incoming liaison letters to Sponsor members shall be forwarded to the Sponsor Chair and, as  
12 applicable, the relevant Sponsor subgroup chair.

13 Informal communications shall not imply that they are a formal position of the IEEE 802 or of  
14 the Sponsor subgroup.

15 Proposed communications that need to be issued by other IEEE entities shall be forwarded to the  
16 IEEE-SA Standards Board Secretary for further processing upon approval by the Sponsor.  
17  
18  
19  
20

Deleted: <#>Appeals¶  
¶  
The LMSC recognizes the right of appeal. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction within LMSC is performed in an identifiable manner. Appeals are achieved either using processes defined in WG/TAG P&P, or as defined in clause 11 of the LMSC P&P.¶  
¶  
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21 **8.1 *Procedure for Coordination with Other Standards Bodies***

22  
23 These procedures apply to communications with other standards bodies or similar entities.  
24

25 **8.1.1 IEEE 802 communications**

- 26  
27 • Communications from the LMSC to external standards bodies shall not be released  
28 without prior approval by the Sponsor. Such approval indicates that the communication  
29 represents the position of IEEE 802.  
30 • All communications by IEEE 802 with external standards bodies shall be issued by the  
31 LMSC Chair and shall be copied to the Sponsor.  
32

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33 **8.1.2 Sponsor subgroup communications**

- 34  
35 • Sponsor subgroup communications with external standards bodies that are not  
36 "Information Only" should be copied to affected members of the Sponsor.  
37 • Sponsor subgroup communications with external standards bodies shall not imply that  
38 they represent the position of IEEE or IEEE 802. They shall be issued by the Sponsor  
39 subgroup Chair(s) and the Sponsor Chair shall be included in the distribution list.  
40

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1 Sponsor members receiving incoming liaison letters from external standards bodies shall forward  
2 a copy to the Sponsor Chair, and, as applicable, the relevant Sponsor subgroup Chair.

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## 5 8.2 Procedure for Communication with Government Bodies

6  
7 These procedures apply to communications with government and intergovernmental bodies. All  
8 interactions with the ITU will be treated as interactions with an intergovernmental body.  
9

### 10 8.2.1 IEEE 802 Communications

- 11 • IEEE 802 communications to government bodies shall not be released without prior  
12 approval by 2/3 of the Sponsor.
- 13 • All IEEE 802 communications to government bodies shall be issued by the LMSC Chair  
14 as the view of IEEE 802 (stated in the first paragraph of the statement). Such  
15 communications shall be copied to the Sponsor and the IEEE-SA Standards Board  
16 Secretary and shall be posted on the IEEE 802 web site. The IEEE 802 web site shall  
17 state that all such position statements shall expire five years after issue.  
18  
19

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Deleted: Incoming liaison letters to EC members shall be forwarded to the LMSC Chair and, as applicable, the relevant WG or TAG Chair.¶

¶ Informal communications shall not imply that they are a formal position of the IEEE 802 or of the WG or TAG.¶

¶ Proposed communications that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further processing upon approval by the EC.¶

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### 20 8.2.2 Sponsor subgroup communications

- 21 • Sponsor subgroup communications with government bodies shall not be released without  
22 prior approval by 75% of the Sponsor subgroup. Such communications may proceed  
23 unless blocked by a Sponsor vote. For statements not presented for review in a sponsor  
24 meeting, Sponsor members shall have a review period of at least five days; if, during that  
25 time, a motion to block it is made, release of the statement will be withheld until a letter  
26 ballot of the Sponsor is held to determine if it is approved.  
27
- 28 • Sponsor subgroup communications shall be identified in the first paragraph as the view of  
29 only the Sponsor subgroup and shall be issued by the Sponsor subgroup(s) Chair(s) and  
30 shall include the Sponsor Chair in the distribution. Such statements shall not bear the  
31 IEEE, the IEEE-SA, or IEEE 802 logos.  
32

## 33 9. Standards Publicity

34  
35 Any publicity issued within LMSC shall be in compliance with subclause 5.1.5 of the *IEEE-SA*  
36 *Standards Board Operations Manual* and with item h) of 3.1.1.  
37

## 38 10. Use of LMSC Funds

1 The purpose of the LMSC treasury is to allow the LMSC to collect and disburse funds for  
2 activities that are appropriate to the orderly development of IEEE 802 standards. Use of such  
3 funds includes:

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- 4
- 5 • Payment for the expenses of conducting LMSC hosted sessions and related meetings and  
6 for other LMSC operating expenses. Such expenses include, but are not limited to, the  
7 expenses for:
  - 8 ○ meeting rooms
  - 9 ○ document reproduction
  - 10 ○ meeting administration
  - 11 ○ food and beverages
  - 12 ○ computer networking and Internet connectivity
  - 13 ○ goods and services needed for the efficient conduct of business
  - 14 ○ insurance
  - 15 ○ audits
- 16
- 17 • Reimbursement to individuals for appropriate expenses not covered by other sources,  
18 such as corporations, other IEEE organizations, etc.

19  
20 The primary source of funds for the LMSC is the registration fees collected from attendees of  
21 LMSC hosted sessions.

22  
23 Specific policies regarding the treasury are as follows:

- 24
- 25 a) The LMSC shall open and maintain an LMSC bank account that will be administered by  
26 the LMSC Treasurer.
- 27 b) The LMSC may open merchant accounts as required for the processing of credit card  
28 charges. Such accounts shall be administered by the LMSC Treasurer.
- 29 c) All funds received by the LMSC shall be promptly deposited in the LMSC bank account.  
30 All funds retained by the LMSC shall be held in the LMSC bank account or, if  
31 appropriate, in investments approved by the IEEE.
- 32 d) All LMSC expenditures require the approval of the Sponsor with the sole exception that  
33 the Sponsor, Chair, Vice Chairs, Secretaries, Treasurer, and each WG Chair whose group  
34 is not operating with treasury, may be reimbursed from the IEEE 802 treasury for up to  
35 \$200 of appropriate expenses incurred between IEEE 802 plenary sessions without  
36 specific approval of the Sponsor.
- 37 e) The Treasurer will provide reports about LMSC finances to the LMSC membership at  
38 large at LMSC plenary sessions and to the Sponsor. The Treasurer will provide additional  
39 reports and participate in audits as required by IEEE rules.
- 40 f) The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on  
41 hand) sufficient for paying the worst-case expenses of canceling an LMSC plenary  
42 session.

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1 | g) Sponsor approval of the site for an LMSC hosted session constitutes authority for the  
2 | Treasurer to pay all ordinary expenses for that session and any extraordinary expenses  
3 | presented as part of the meeting site proposal.  
4 |

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## 5 | 11. Procedure for PARs

6 |

### 7 | 11.1 IEEE-SA Standards Board Approval

8 |

9 | Any standards activity whose aim is to produce a Standard, Recommended Practice, or Guide  
10 | shall submit a PAR to the IEEE-SA Standards Board within six months of beginning work.

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- 12 | • Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request  
13 | (PAR) and PAR Form. (See <http://standards.ieee.org/guides/par/index.html>.)
  - 15 | • Add pages, as necessary, of more detailed information than is on the PAR form about the  
16 | Scope, Purpose, and Coordination of the proposed project, but include summary text  
17 | under Scope and Purpose.
- 18 |  
19 |  
20 |

### 21 | 11.2 LMSC Approval

22 |

23 | Submit proposed PAR and, if applicable, responses to the five criteria per 11.5 below to the  
24 | Sponsor for approval prior to sending outside of LMSC.

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26 | Approval is contingent on inclusion of responses describing how the proposed PAR meets  
27 | **the five criteria** and a work plan for the development of managed object definitions, either  
28 | as part of the PAR or as a part of an additional PAR. PARs which introduce no new  
29 | functionality are exempt from the requirement to provide responses to the five Criteria.  
30 | Examples of such PARs are: Protocol Implementation Conformance Statements (PICS),  
31 | Managed Object Conformance Statements (MOCS), PARs to correct errors, and PARs to  
32 | consolidate documents.  
33 |

34 | Complete PARs shall be circulated via the Sponsor email reflector to all Sponsor members no  
35 | less than 30 days prior to the day of the Opening Sponsor meeting of an LMSC plenary session.

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37 | At the discretion of the LMSC Chair, PARs for ordinary items (e.g., Maintenance PARs) and  
38 | PAR changes essential to the orderly conduct of business (e.g., division of existing work items or  
39 | name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the  
40 | Sponsor agenda if delivered to Sponsor members 48 hours in advance.  
41 |

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1 | Delivery may be assumed if sent by e-mail one full working day prior to the deadline. All PARs  
2 | must be accompanied by supporting documentation, which must include:

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- 3 |
- 4 | • Explanatory technical background material
- 5 |
- 6 | • Expository remarks on the status of the development of the PAR (e.g., approved by WG,  
7 | Draft pending WG approval at next meeting, etc.)
- 8 |

### 9 | 11.3 Plenary Review

10 |

11 | In order to ensure wide consideration by IEEE 802 members, PARs for significant new work  
12 | (those that will result in a new Standard/Recommended Practice/Guide or an addition to an  
13 | existing one) shall pass through the following process during the IEEE 802 plenary session week  
14 | in which Sponsor approval is sought:

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16 | Prior to the start of the IEEE 802 session, draft PARs and 5 criteria under consideration for  
17 | approval by the Sponsor shall be available at a publicly accessible URL and an email sent  
18 | to the Sponsor reflector should contain the URLs required for viewing the PAR and  
19 | associated documentation. WG chairs should inform their WGs of the PARs that have been  
20 | circulated to the Sponsor. Once approved / disapproved by the Sponsor, PARs and  
21 | supporting material should be removed from the public URL. Supporting material shall be  
22 | available in sufficient detail for members of other WGs to understand if they have an  
23 | interest in the proposed PAR (i.e., if they would like to contribute to/participate in the  
24 | proposed work, or identify if there is conflict with existing or anticipated work in their  
25 | current WG).

Deleted: The PAR must be presented in summary at the opening plenary meeting to the general 802 membership.

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26 |

27 | It is highly recommended that a tutorial be given at a previous plenary session for major  
28 | new work items.

29 |

30 | WGs, other than the proposing WG, shall express concerns to the proposing WG as soon as  
31 | possible and shall submit comments to the proposing WG and the Sponsor by e-mail not  
32 | later than 5:00 p.m. on Tuesday of the plenary session.

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33 |

34 | The proposing WG shall post a response to commenting WG and to the Sponsor together  
35 | with a Final PAR on a public website and circulate the relevant URL on the Sponsor  
36 | reflector not later than 5:00 p.m. on Wednesday of the plenary session. It will be assumed  
37 | that insufficient coordination and/or inter-WG consideration had occurred prior to the  
38 | submission of the PAR if this deadline is not met, and the proposed PAR will not be  
39 | considered by the Sponsor at the closing Sponsor meeting.

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### 41 | 11.4 Chair responsibilities

42 |

43 | The WG Chair shall sign the copyright acknowledgment.

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The ~~Sponsor~~, Chair (or the Chair's delegate) shall implement the NesCom procedures required to formally submit PARs to NesCom.

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Deleted: , as Sponsor, submit the PAR to the following:

- a) Chair, CS Standards Activities Board
- b) IEEE-SA Standards Board New Standards Committee (NesCom) Administrator

## 11.5 Criteria for Standards Development (Five Criteria)

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### 11.5.1 Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.
- c) Balanced costs (LAN versus attached stations).

### 11.5.2 Compatibility

IEEE 802 defines a family of standards. All standards should be in conformance with the IEEE 802.1 Architecture, Management, and Interworking documents as follows: IEEE 802. Overview and Architecture, IEEE 802.1D, IEEE 802.1Q, and parts of IEEE 802.1F. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with IEEE 802.1.

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Each standard in the IEEE 802 family of standards shall include a definition of managed objects that are compatible with systems management standards.

### 11.5.3 Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) Substantially different from other IEEE 802 standards.
- b) One unique solution per problem (not two solutions to a problem).
- c) Easy for the document reader to select the relevant specification.

### 11.5.4 Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.

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- 1 b) Proven technology, reasonable testing.
- 2 c) Confidence in reliability.
- 3

4 **11.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation**

- 5
- 6 • A WG proposing a wireless project is required to demonstrate coexistence through the
- 7 preparation of a Coexistence Assurance (CA) document unless it is not applicable.
- 8 • The WG will create a CA document as part of the WG balloting process.
- 9 • If the WG elects not to create a CA document, it will explain to the Sponsor the reason
- 10 the CA document is not applicable.
- 11

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12 **11.5.5 Economic Feasibility**

13  
14 For a project to be authorized, it shall be able to show economic feasibility (so far as can  
15 reasonably be estimated) for its intended applications. At a minimum, the proposed project shall  
16 show:

- 17
- 18 a) Known cost factors, reliable data.
- 19 b) Reasonable cost for performance.
- 20 c) Consideration of installation costs.
- 21

22 **11.6 Withdrawn PARs**

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23  
24 Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in  
25 consultation with the WG shall consider whether the most current draft has content that should  
26 be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is  
27 placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to  
28 the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific  
29 date of the withdrawal and the rationale for the withdrawal.

30  
31 The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a  
32 period of 3 years after the time of withdrawal, after which it shall be removed from the list.

34 **12. Policy for Distribution of New IEEE LMSC Standards Publications**

35  
36 CD-ROMs containing all IEEE 802 standards will be distributed on an annual basis to registered  
37 attendees.

39 **13. Procedure for Conditional Approval to Forward a Draft Standard**

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1 This procedure is to be used when approval to forward a draft standard to sponsor ballot or to  
2 RevCom is conditional on successful completion of a WG or sponsor recirculation ballot,  
3 respectively.

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5 Seeking conditional approval is only appropriate when ballot resolution efforts have been  
6 substantially completed and the approval ratio is sufficient.

8 The conditional approval expires at the opening of the next plenary.

10 Agenda Items and motions requesting conditional approval to forward when the prior ballot has  
11 closed shall be accompanied by:

- 13 • Date the ballot closed
- 14 • Vote tally including Approve, Disapprove and Abstain votes
- 15 • Comments that support the remaining disapprove votes and WG responses.
- 16 • Schedule for recirculation ballot and resolution meeting.

18 Where a voter has accepted some comment resolutions and rejected others, only the comments of  
19 which the voter has not accepted resolution should be presented.

21 When conditional forwarding to sponsor ballot has been approved, the conditions shall be met  
22 before initiating sponsor ballot. When conditional forwarding to RevCom has been approved by  
23 the Sponsor, the submittal may be forwarded to RevCom before the conditions have been  
24 fulfilled in order to meet the submittal requirements for the next RevCom meeting. However, the  
25 submittal shall be withdrawn from the RevCom agenda if the conditions have not been met one  
26 week before the RevCom meeting.

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30 Conditions:

- 32 a) Recirculation ballot is completed. Generally, the recirculation ballot and resolution  
33 should occur in accordance with the schedule presented at the time of conditional  
34 approval.
- 35 b) After resolution of the recirculation ballot is completed, the approval percentage is at  
36 least 75% and there are no new valid DISAPPROVE votes.
- 37 c) No technical changes, as determined by the WG Chair, were made as a result of the  
38 recirculation ballot.
- 39 d) No new valid DISAPPROVE comments on new issues that are not resolved to the  
40 satisfaction of the submitter from existing DISAPPROVE voters.
- 41 e) If the WG Chair determines that there is a new invalid DISAPPROVE comment or vote,  
42 the WG Chair shall promptly provide details to the Sponsor.
- 43 f) The WG Chair shall immediately report the results of the ballot to the Sponsor including:  
44 the date the ballot closed, vote tally and comments associated with any remaining

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1 disapproves (valid and invalid), the WG responses and the rationale for ruling any vote  
2 invalid.  
3

#### 4 **14. Procedure for Coexistence Assurance**

5  
6 If indicated in the five criteria, the wireless WG shall produce a coexistence assurance (CA)  
7 document in the process of preparing for WG letter ballot and Sponsor ballot. The CA document  
8 shall accompany the draft on all wireless WG letter ballots.  
9

10 The CA document shall address coexistence with all relevant approved 802 wireless standards  
11 specifying devices for unlicensed operation. The WG should consider other specifications in  
12 their identified target band(s) in the CA document.  
13

14 The 802.19 TAG shall have one vote in WG letter ballots that include CA documents. As part of  
15 its ballot comments, the 802.19 TAG will verify the CA methodology was applied appropriately  
16 and reported correctly.  
17

18 The ballot group makes the determination on whether the coexistence necessary for the standard  
19 or amendment has been met.  
20

21 A representative of the 802.19 TAG should vote in all wireless Sponsor ballots that are in the  
22 scope of the 802.19 coexistence TAG.  
23

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1 Editing Guidance (not part of formal P&P or OM)

2  
3 The LMSC or IEEE 802 should be referred to consistently as IEEE 802, and is the summation of  
4 all subgroups that make up IEEE 802 / LMSC.

5  
6 The IEEE 802 EC should normally be referenced as the Sponsor (with a capital S).  
7 The plural of WG / SG / TAG / ECSG is indicated by adding an 's' (e.g. WGs).

8  
9 In general if a rule is applicable to both WGs and TAGs the term 'WGs' should be used rather  
10 than 'WGs/TAGs' or 'WGs and TAGs' since WG rules apply by reference to TAGs as well.

11  
12 The term 'subgroup' should be used rather than 'sub group'

13  
14 I need to figure out how to address the fact that WG are not subgroups of the EC, but rather of  
15 IEEE 802. However the EC is the sponsor, so the section titled subgroups of the sponsor is  
16 misleading.

17  
18 Don't use period at the ends of items in lists.

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### *Voting at Meetings*

The following actions have exceptional voting requirements:

Approval of PARS and Drafts for forwarding to IEEE-SA shall require approval by a majority of EC members present with voting rights.

In the absence or incapacity of a WG Chair, the EC Chair may recognize a WG VC to act as the WG chair at an EC meeting.

#### Voting by Letter Ballots

The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group must be ratified by a letter ballot. Other matters may also be decided by a letter ballot at the discretion of the WG Chair. The WG Chair may vote in letter ballots.

The ballot shall contain three choices:

Approve. (May attach non-binding comments.)

Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to “Approve”.)

Abstain. (Must include reasons for abstention.)

To forward a draft standard or a revised standard to the EC for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the WG. A 75 percent approval of the WG confirmation letter ballot is necessary with at least 50 percent of the members voting. The 75 percent figure is computed only from the “Approve” and “Do Not Approve” votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require EC approval.

The WG Chair determines if and how negative votes in an otherwise affirmative letter ballot are to be resolved. Normally, the WG meets to resolve the negatives or assigns the task to a ballot resolution group.

There is a recirculation requirement. For guidance on the recirculation process see subclause 5.4.3.2 Resolution of comments, objections, and negative votes in the *IEEE-SA Standards Board Operations Manual*.

The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days. However, for recirculation ballots, and for letter ballots not related to the submission of draft standards, the response time shall be at least fifteen days.

Submission of a draft standard or a revised standard to the EC must be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

#### Roll Call Votes

- a) Status reports from the WG and TAG.
- b) Liaison communications to 802 as a whole from other standards organizations such as ASC X3, ECMA, etc.
- c) Reports on schedules for future Pplenary and WG meetings.
- d) Announcements and general news.

The main objective of the opening plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the WG and ECSG. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

At most 10 minutes should be taken by each WG for this material.

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