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

As approved [XXXX11/14/2008](#)

Last edited [17/186/20091/19/2008](#)

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23

24 **Prologue**

25

26

1 Sections of this document with grey highlighting are dictated by AudCom and shall not be
2 changed by the IEEE 802 Executive Committee, or other sponsors.

1 **1. Introduction**

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

7
8 Adherence to these Operating Procedures is an essential asset in determining the applicability of
9 IEEE’s indemnification policy.

10
11 These Operating Procedures outline the orderly transaction of activities of the IEEE 802 LAN /
12 MAN Standards Committee (LMSC) Executive Committee which shall be referred to as the
13 ‘Sponsor’ throughout this document. For the development of standards, openness and due
14 process must apply, which means that any individual with a direct and material interest who
15 meets the requirements of these Operating Procedures has a right to participate by

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

19
20 Due process allows for equity and fair play. In addition, due process requires openness and
21 balance (i.e., the standards development process should strive to have a balance of interests and
22 not to be dominated by any single interest category). However, for the IEEE Standards Sponsor
23 ballot, there shall be a balance of interests without dominance by any single interest category.

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

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

1
2 *Robert's Rules of Order (Revised)* is the recommended guide on questions of parliamentary
3 procedure not addressed in these procedures.
4

5 **1.1 IEEE Sponsor scope**

6
7 The scope of the LMSC is to develop and maintain networking standards and recommended
8 practices for local, metropolitan, and other area networks, using an open and accredited process,
9 and to advocate them on a global basis.
10

11 **1.2 Organization of the Sponsor**

12
13 The Sponsor committee shall consist of officers (see clause 3) and other members.
14

15 **2. Responsibilities of the Sponsor**

16
17 The Sponsor shall be responsible for at least the following:
18

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

32 **3. Officers**

33
34 The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC
35 EC serve, respectively, as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and
36 Treasurer of the Sponsor.
37

38 The officers and members shall organize the Sponsor, oversee compliance with these Operating
39 Procedures, and submit proposed standards approved by the Sponsor balloting group (with
40 supporting documentation) for IEEE-SA Standards Board review and approval as IEEE

1 standards. Officers should read the training material available through [IEEE Standards](#)
2 [Development Online](#).
3

4 **3.1 Election or appointment of Sponsor officers**

5
6 All appointed and elected positions become effective at the end of the plenary session where the
7 appointment/election occurs. A plenary session is as defined in the IEEE 802 Operation Manual,
8 subclause 4.1. Prior to the end of that plenary session, persons that have been appointed/elected
9 during the session are considered 'Acting', and do not vote. Persons who are succeeding
10 someone that currently holds the position do not acquire any Sponsor rights until the close of the
11 plenary session.
12

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

19 *LMSC Chair*

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

23 *LMSC Vice Chair(s)*

24 The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs are
25 confirmed by the Sponsor.
26

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

28 These positions are appointed by the LMSC Chair and confirmed by the Sponsor.
29

30 **3.2 Temporary appointments to vacancies**

31
32 If an office, other than the Chair, becomes vacant due to resignation, removal, or for another
33 reason, a temporary appointment shall be made by the Sponsor Chair. An appointment or
34 election for the vacated office shall be made in accordance with requirements in Clause 3.1.
35

36 **3.3 Removal of officers**

37
38 An officer may be removed by a two-thirds approval vote of the Sponsor. Grounds for removal
39 shall be included in any motion to remove an officer. The officer suggested for removal shall be
40 given an opportunity to make a rebuttal prior to the vote on the motion for removal.
41

1 **3.4 Responsibilities of officers**

2
3 The Sponsor Chair shall ensure that those Sponsor members who are not Chairs of active WGs
4 have specific areas of interest to cover in order to encourage a wider view to be taken than that
5 specifically covered by the Chairs of active WGs.
6

7 **3.4.1 Chair**

8
9 The responsibilities of the Chair include:

- 10
11 a) Leading the activity according to all of the relevant policies and procedures
12 b) Forming Study Groups, as necessary
13 c) Appointing a person or group with responsibility for interpretations of all approved
14 standards
15 d) Being objective
16 e) Entertaining motions, but not making motions
17 f) Not biasing discussions
18 g) Delegating necessary functions
19 h) Ensuring that all parties have the opportunity to express their views
20 i) Setting goals and deadlines and endeavoring to adhere to them
21 j) Being knowledgeable in IEEE standards processes and parliamentary procedures and
22 ensuring that the processes and procedures are followed
23 k) Seeking consensus of the Sponsor as a means of resolving issues
24 l) Prioritizing work to best serve the group and its goals
25 m) Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#)
26 n) Chairing Sponsor and LMSC plenary meetings
27 o) Representing the LMSC at SAB, IEEE-SA Standard Board, and other organizations as
28 required
29 p) Placing motions for votes by Sponsor members
30 q) Supervise the operation of subgroups of the Sponsor
31 r) Prioritizing objectives to best serve the Sponsor and its subgroups
32 s) Taking other administrative actions as required for proper operation of the committee
33 t) Ensuring that Sponsor members who are not Chairs of active WGs have specific areas of
34 interest to cover
35

36 **3.4.2 Vice Chair(s)**

37
38 The vice chair(s) are to assist the Sponsor Chair in the responsibilities delegated to them. The 1st
39 Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or
40 chooses to recuse him- or herself (e.g., to speak for or against a motion).
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3.4.3 Recording Secretary

The responsibilities of the Recording Secretary include:

- a) Distributing the agenda at least 15 calendar days before the meeting
- b) Recording minutes of each meeting and publishing them within 30 calendar days of the end of the meeting
- c) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- d) Being responsible for the management and distribution of Sponsor documentation
- e) Maintaining lists of unresolved issues, action items, and assignments
- f) Recording attendance of all attendees
- g) Maintaining a current list of the names of the voting members of the Sponsor and distributing it to the members upon request
- h) Forwarding all changes to the roster of voting members to the Chair
- i) Maintaining the IEEE 802 website

20 **3.4.4 Treasurer**

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

23 The Sponsor Treasurer shall:

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

28 **3.4.5 Executive Secretary**

29 The Executive Secretary shall:

- 30 a) Oversee all activities related to Sponsor sponsored meeting facilities and services
- 31 b) With the treasurer, ensure that Sponsor sponsored sessions are compliant with IEEE financial policies
- 32 c) Present summaries of venue options to the Sponsor and sign approved proposals on behalf of 802
- 33 d) Coordinate with CSP (Conference Service Providers) and Sponsor Chair on major decisions
- 34 e) Oversee maintenance of Sponsor Registration Database

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4. Membership

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

- Chairs of Active WGs*
- 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 5.1 of the IEEE 802 Operations Manual dealing with voting “as both a professional and as an individual expert.”

1 If an election or appointment is not confirmed by the Sponsor, the person last holding the
2 position will continue to serve until confirmation of an election or appointment is achieved.
3 Should that person be unable or unwilling to serve, the position may be left vacant, or filled by
4 temporary appointment by the Sponsor Chair.
5

6 **4.2 Review of membership**

7
8 The Sponsor Chair shall review the Sponsor voting membership list at least annually. Voting
9 Sponsor members are expected to fulfill the obligations of active participation as defined in
10 Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair
11 shall consider the matter for appropriate action, which may include termination of membership.
12

13 **4.3 Voting membership roster**

14
15 The roster shall include the following:

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

22 **5. Subgroups of the Sponsor**

23
24 The LMSC organization consists of the Executive Committee (Sponsor), Working Groups
25 (WGs), Technical Advisory Groups (TAGs), and Executive Committee Study Groups (ECSGs).
26

27 **5.1 Working Groups**

28
29 Prior to the Sponsor forwarding a PAR to the IEEE-SA Standards Board for approval, the
30 Sponsor determines whether the PAR, should it be approved, is to be assigned to an existing
31 Working Group or a new Working Group. If the IEEE-SA Standards Board approves the PAR,
32 and it is a PAR that the Sponsor has determined should be assigned to a new LMSC WG, that
33 WG immediately comes into existence.

Comment [MJS1]: Some subsections have been removed or modified to reflect the creation of a generic P&P applicable to all IEEE 802 WG. The general philosophy is actions of the sponsor concerning WG belong here, while actions of the WG belong in the WG P&P.

34 **5.1.1 Function**

35
36 ~~The function of a WG is to produce draft standards, recommended practices, or guides. Each~~
37 ~~draft document produced must be within the scope of IEEE 802 and the scope of the WG as~~
38 ~~determined by the Sponsor. It must also be within the scope of an approved PAR. After the~~
39 ~~approval of a draft by the IEEE SA Standards Board, the WG is responsible for any revision and~~
40 ~~maintenance actions.~~

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1
2 The WG shall periodically review and confirm that the response to the five criteria (See
3 subclause 5.2 if the IEEE 802 Operations Manual) used to approve its PAR(s) still reflect the
4 state of the project(s) to which they relate. Should a WG need to modify the responses to the five
5 criteria during a projects' development in order to accurately reflect the state of the project, the
6 modified responses shall be submitted to the Sponsor for approval.

Comment [mjs2]: Moved in modified form to Clause 5 of the WG P&P.

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8 **5.1.2 WG Officers**

9
10 IEEE 802 WG Chairs and Vice Chairs shall be elected by the WG and confirmed by the Sponsor.
11 All confirmed positions become effective at the end of the plenary session where the
12 appointment/election occurs. Prior to the end of that plenary session, such persons filling
13 vacancies are considered 'Acting', and do not vote. Persons who are succeeding someone that
14 currently holds the position do not acquire any Sponsor rights until the close of the plenary
15 session. The term for all WG Chairs and Vice Chairs ends at close of the first plenary session of
16 each even numbered year. Unless otherwise restricted by these P&P individuals may be
17 confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed
18 and affirmed maintain their appointments until the next appointment opportunity unless they
19 resign or are removed for cause.

Comment [mjs3]: Already in subclause 6.2 of baseline WG P&P.

20
21 Initial appointments and temporary appointments to fill vacancies due to resignations or
22 removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of
23 the next plenary session.

Comment [mjs4]: Moved in modified form to Clause 6.3 of the WG P&P.

Comment [mjs5]: Already covered in Cluase 6.2 of WG P&P.

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25 **5.1.3.1.1 Deactivation of WGs**

26
27 If a WG has no active PARs, and is not actively developing a new PAR, then it should be
28 considered to either be placed in hibernation (if it has developed standards or recommended
29 practices in the past that are still current), or disbanded (if it has no current standards or
30 recommended practices)

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31 **5.1.3.1.1.1 Hibernation of a WG**

32
33 A WG can be hibernated at the request of the WG chair and the approval of the Sponsor. The
34 hibernating WG can be returned to active status by the Sponsor in order for the working group to
35 develop a new PAR.

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37 **5.1.3.1.1.1.1 Sponsor Representation**

38
39 Hibernating WG Chairs become non-voting members of the Sponsor after their WG enters
40 hibernation. The LMSC Chair may appoint new non-voting hibernating WG chairs to replace
41 vacancies as soon as practical, subject to confirmation by the Sponsor at the next plenary
42 meeting. A non-voting Hibernating WG Chair of the Sponsor shall be recognized as a full

1 member of the Sponsor, having all rights and meeting privileges except the right of voting on
2 Sponsor motions.
3

4 5.1.3.25.1.1.2 Disbanding a WG

5
6 After all standards, recommended practices, and Technical Reports for which a hibernating WG
7 is responsible are withdrawn or transferred to another group or groups, a Sponsor electronic
8 ballot of 30 days minimum duration shall be conducted to determine whether the hibernating
9 WG is to be disbanded.

10
11 If the Sponsor electronic ballot on disbanding the group passes, the WG is disbanded. If the
12 ballot fails, then the Sponsor Chair shall determine a future date when the disbanding of the
13 group may be reballoted.
14

15 **5.2 LMSC Technical Advisory Groups (TAGs)**

16
17 TAGs are a special form of standing committee. The function of a TAG is to provide assistance
18 to WG and/or the Sponsor. The TAGs operate under the same rules as the WG, with the
19 following exceptions:
20

- 21 a) A TAG shall not write standards, ~~but may write~~ recommended practices ~~or~~ guides, but
22 may write ~~and~~ documents on specialty matters within the purview of the TAG.
- 23 b) A TAG is established by the Sponsor at the request of one or more WGs, or at the
24 discretion of the Sponsor.
- 25 c) The primary responsibility of a TAG is to provide assistance within its topical area as
26 specifically requested by one or more of the WGs and/or the Sponsor.
- 27 d) A document can only be represented as the position of a TAG if it has attained approval
28 by a vote of the TAG. Such votes are considered to be technical votes, and require
29 approval by 75% or more to pass.
- 30 e) Between plenary and interim meetings, the Chair of a TAG is empowered to schedule
31 teleconference meetings to allow the TAG to conduct business as required, provided that
32 the date and time of the teleconference and agenda are published on the TAG website and
33 e-mail reflector at least 5 calendar days before the meeting.
- 34 f) Votes on TAG documents ~~other than recommended practices and guides~~ may be
35 conducted verbally during teleconference meetings if a majority of the TAG members are
36 present.
- 37 g) Votes on TAG documents ~~other than recommended practices and guides~~ may be
38 conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.
- 39 h) A TAG shall maintain an area on the LMSC web site to post the minutes, conference
40 announcements, submissions, drafts, and output documents.
- 41 i) A TAG shall maintain an e-mail distribution list of its members for making the
42 announcements of teleconferences and availability of important information on the
43 TAG's web site pages.
44

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Comment [MJS6]: This subclause was modified so that TAGs may no longer write standards of any kind (including recommended practices).

1 **5.3 Study Groups**

2
3 Study groups are formed when enough interest has been identified for a particular area of study,
4 such as a new access method or modified use of an existing access method. Two types of Study
5 Groups are specified:

- 6
7 a) An Executive Committee Study Group (ECSG) is initiated by vote of the Sponsor (EC),
8 and the ECSG Chair is appointed by the Sponsor Chair and is approved by the Sponsor.
9 The ECSG Chair has the same responsibilities as a WG Chair but does not have Sponsor
10 voting rights.
11
12 b) A Working Group Study Group (WGSG) is initiated by vote of the WG and approved by
13 the EC. The WGSG Chair is appointed and approved by the WG. WGSGs may also be
14 formed by TAGs.
15

16 The Study Group shall have a defined task with specific output and a specific time frame
17 established within which it is allowed to study the subject. It is expected that the work effort to
18 develop a PAR will originate in an ECSG or WGSG. A Study Group shall report its
19 recommendations, shall have a limited lifetime, and is chartered plenary session-to-plenary
20 session. A study group is expected to submit a PAR to the EC for consideration by the 2nd
21 plenary session after its initiation. After the Study Group recommendations have been accepted
22 by the parent body, the Study Group will be disbanded no later than the end of the next plenary
23 session.
24

25 The decision of whether to utilize an existing WG, or to establish a new WG to carry out
26 recommended work items shall be made by the EC with due consideration of advice from the
27 Study Group.
28

29 **6. Sponsor Sessions and Meetings**

30
31 The Sponsor and its subgroups may charge a meeting fee to cover services needed for the
32 conduct of meetings and sessions. The fee shall not be used to restrict participation by any
33 interested parties.
34

35 Please note that all IEEE Standards development meetings are open to anyone who has a
36 material interest and wishes to attend. However, some meetings may occur in Executive Session
37 [see subclause 6.3].
38

39 **6.1 Quorum**

40
41 A quorum must be identified before the initiation of Sponsor business at a meeting, but if a
42 quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot,
43 as detailed in Clause 7.1. For Sponsors with less than 50 voting members, a quorum shall be

1 defined as a majority of the current total voting membership. For Sponsors with 50 or more
2 voting members, a quorum shall be defined as 50% of the current total voting membership or 26,
3 whichever is greater. Voting members who recuse themselves shall not be counted in the
4 equation to determine whether a quorum exists.
5

6 **6.2 Conduct**

7
8 Participants shall demonstrate respect and courtesy towards each other and shall allow each
9 participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE](#)
10 [Code of Ethics](#).
11

12 **6.3 Executive session**

13
14 Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other
15 appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive
16 Session.
17

18 **7. Sponsor Vote**

19
20 Approval of an action requires approval by at least a majority vote of the Sponsor of voting
21 members voting approve or disapprove. Notification of the potential for action shall be included
22 on any distributed agendas for meetings.
23

24 These actions include

- 25
- 26 a) Adoption of new or revised Sponsor procedures, interest categories, or revisions
27 thereof
- 28 b) Formation of a subgroup, including its scope and duties
- 29 c) Disbandment of subgroups
- 30 d) Approval of minutes
- 31 e) Approval of public statements
- 32 f) Approval of change of the Sponsor scope
- 33 g) Approval of termination of the Sponsor
- 34 h) Approval of draft standards for balloting
- 35 i) Approval to forward PARS to IEEE-SA NesCom
- 36 j) Apporval to forward draft standards to IEEE-SA RevCom
- 37 k) Other motions brought to the floor by members (when deemed in order by the chair)
38
39

40 **7.1 Voting between meetings**

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

5 **7.2 Proxy voting**

6
7 Proxy voting is not permitted within the Sponsor.
8

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

10
11 For approval of proposed standards, the Sponsor shall form a balloting group. This group shall
12 be formed using the [invitation process](#) in accordance with the [IEEE-SA Standards Board](#)
13 [Operations Manual](#).
14

15 **9. Communications**

16
17 All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the
18 source of the correspondence.
19

20 **9.1 Formal internal communication**

21
22 If correspondence between subgroups involves issues or decisions (that is, non-routine matters)
23 affecting other subgroups, copies shall be sent to all affected subgroup chairs and subgroup
24 secretaries, and the Sponsor Chair.
25

26 **9.2 External communication**

27
28 Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform
29 individuals who raised such questions. All replies to inquiries shall be made through the Chair.
30

31 **9.3 Public statements for standards**

32
33 All Sponsor public communications shall comply with the [policies](#) of the [IEEE-SA Standards](#)
34 [Board Operations Manual](#).
35

36 Sponsor public statements shall not be released without prior approval of the Sponsor. Sponsor
37 public statements shall be [identified](#) in the first paragraph of the public statement as being

1 specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair.
2 Such statements shall not bear the IEEE, or the IEEE-SA logos.
3

4 **9.3.1 Subgroup public statements**

5
6 Subgroup public statements shall not be released without prior approval of the subgroup. Such
7 public statements also require approval of the Sponsor.
8

9 Subgroup public statements shall be [identified](#) in the first paragraph of the public statement as
10 being specifically the position of the subgroup. These statements shall be issued by the subgroup
11 chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the
12 IEEE, the IEEE-SA, or the Sponsor logos.
13
14
15

16 **9.4 Informal communications**

17
18 Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-
19 SA, the Sponsor, or any subgroup of the sponsor.
20

21 **10. Interpretations**

22
23 The [procedures](#) stated in the [IEEE-SA Standards Board Operations Manual](#) shall be followed.
24

25 Interpretations shall be approved by at least a two-thirds approval vote of a group determined by
26 the Sponsor.
27

28 **11. Appeals**

29
30 The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made
31 to ensure that impartial handling of complaints regarding any action or inaction on the part of the
32 Sponsor is performed in an identifiable manner. The appeals process shall be substantially
33 similar to the [appeals processes](#) of the IEEE-SA Standards Board. Appropriate attempts should
34 be made within Sponsor subgroups before an appeal is taken to the Sponsor for resolution.
35

36 A significant attempt should be made to resolve concerns informally, since it is recognized that a
37 formal appeals process has a tendency to negatively, and sometimes permanently, affect the
38 goodwill and cooperative relationships between and among persons. If the informal attempts to
39 resolve a concern are unsuccessful and a formal complaint is filed, the following formal
40 procedure shall be invoked.
41

1 **11.1 Appeals pool**

2
3 The appeals pool consists of:

- 4
5 a) Current members in good standing of the Sponsor who have attended both the
6 opening and closing Sponsor meetings at two of the last four plenary sessions.
7 b) Former members of the Sponsor who are WG members in good standing of an active
8 WG having qualified for member status through attendance.
9 c) Current WG Vice Chairs confirmed by the Sponsor who are WG members in good
10 standing of an active WG having qualified for member status through attendance.

11
12
13
14 **11.2 Appeal brief**

15
16 The appellant shall file a written appeal brief with the Sponsor Recording Secretary within 30
17 days after the date of notification/occurrence of an action or at any time with respect to inaction.
18 The appeal brief shall state the nature of the objection(s) including any resulting adverse effects,
19 the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at
20 issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous
21 efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall
22 include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the
23 appeal brief, the Sponsor Recording Secretary shall send the appellant a written acknowledgment
24 of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the Sponsor
25 Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice
26 of the time and location of the hearing ("hearing notice") with the appeals panel. The hearing
27 with the appeals panel shall be scheduled at the location set for, and during the period of, the first
28 Sponsor plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of
29 the hearing notice by the Sponsor Recording Secretary.
30

31 **11.3 Reply brief**

32
33 Within 45 days after receipt of the hearing notice, the appellee should send the appellant and
34 Sponsor Recording Secretary a written reply brief, specifically addressing each allegation of fact
35 in the appeal brief to the extent of the appellee's knowledge. The appellee shall include complete
36 documentation supporting all statements contained in the reply brief.
37

38 **11.4 Appeals Panel**

39
40 The Sponsor Chair shall appoint from the appeals pool an appeals panel consisting of a chair and
41 two other members of the panel who have not been directly involved in the matter in dispute, and
42 who will not be materially or directly affected by any decision made or to be made in the process

1 of resolving the dispute. At least two members shall be acceptable to the appellant and at least
2 two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals
3 panel within a reasonable amount of time, the whole matter shall be referred to the full Sponsor
4 for consideration.
5

6 ***11.5 Conduct of the Hearing***

7
8 The hearing shall be open except under the most exceptional circumstances and at the discretion
9 of the Sponsor Chair. The appellant has the burden of demonstrating adverse effects, improper
10 actions or inaction, and the efficacy of the requested remedial action. The appellee has the
11 burden of demonstrating that the committee took all actions relative to the appeal in compliance
12 with its procedures and that the requested remedial action would be ineffective or detrimental.
13 Each party may adduce other pertinent arguments, and members of the appeals panel may
14 address questions to individuals before the panel. The appeals panel shall only consider
15 documentation included in the appeal brief and reply brief, unless
16

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

22
23 This information shall be provided at least two weeks before the date of the appeals panel
24 hearing.
25

26 The rules contained in *Robert's Rules of Order Newly Revised (latest edition)* shall apply to
27 questions of parliamentary procedure for the hearing not covered herein.
28

29 ***11.6 Appeals Panel Decision***

30
31 The appeals panel shall render its decision in writing within 30 days of the hearing, stating
32 findings of fact and conclusions, with reasons there for, based on a preponderance of the
33 evidence. Consideration may be given to the following positions, among others, in formulating
34 the decision:
35

- 36 a) Finding for the appellant, remanding the action to the appellee, with a specific statement
37 of the issues and facts in regard to which fair and equitable action was not taken;
- 38 b) Finding against the appellant, with a specific statement of the facts that demonstrate fair
39 and equitable treatment of the appellant and the appellant's objections;
- 40 c) Finding that new, substantive evidence has been introduced, and remanding the entire
41 action to the appropriate group for reconsideration.
42

1 **11.7 Request for Re-hearing**

2
3 The decision of the appeals panel shall become final 30 days after it is issued, unless one of the
4 parties files a written notice of request for re-hearing prior to that date with the Sponsor
5 Recording Secretary, in which case the decision of the appeals panel shall be stayed pending
6 review by the Sponsor at its next meeting. At that time, the Sponsor shall decide

- 7
8 a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
9 b) To direct the appeals panel to conduct a re-hearing.

10
11 Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.
12

13 **11.8 Further Appeals**

14
15 Appeals and complaints concerning Sponsor decisions shall be referred to the Computer Society
16 SAB.
17

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

19
20 Revisions to these P&P shall be submitted by a Sponsor member to the sponsor no less than 30
21 day in advance of a ~~motion (or conclusion of an electronic ballot)~~ Sponsor Vote to approve them.
22 The Sponsor member proposing the revision may modify the proposed P&P revision during the
23 30 days prior to a Sponsor Vote (in response to comments). Amendments in response to
24 comments on the P&P are permitted.—Insufficient time to consider complex
25 modificationsamendments is a valid reason to vote disapprove. A motion to revise the Sponsor
26 P&P shall require a vote of approve by at least two thirds of all members of the Sponsor.
27
28
29
30