

IEEE 802 LMSC Policy and Procedure Revision Ballot
in response to
AudCom

From: Matthew Sherman, LMSC Vice Chair

To: LMSC Executive Committee

Date: 5/23/2007

Duration: Till June 24, 2007

Purpose: Address objections from IEEE SA AudCom concerning the current LMSC P&P

Rationale for proposed change:

The current LMSC P&P has been 'Not Accepted' by AudCom, and IEEE SA has requested that we modify our P&P in response to the objections expressed. The specific areas of concern included:

1. A better description of the rights of the participants and due process.
2. A clarification of the responsibilities of the Chair.
This should closely follow the definition in section 3.4 of the Baseline P&P.
3. The lack of requirement to act in accordance with the IEEE Code of Ethics.
This requirement for conduct should be added to the P&P.

Another issue identified was:

“the separation of the EC functions as the Sponsor and the Working Group leadership functions is not yet complete and confusing”

Finally AudCom seemed unsure which LMSC P&P sections corresponded to the material in sections 9.3-9.4 of the Model Sponsor P&P and proxy voting was not addressed.

The revisions to the LMSC P&P included in this document address these concerns and issues.

Editorial instructions are highlighted in Pink.

Proposed Changes:

Changes presented here are against the LMSC P&P Revised effective January 4, 2006

7.1.2 Membership

The officers of the Executive Committee by virtue of their office hold corresponding offices for the LAN MAN Standards Committee (LMSC) and are referred to by that title. Membership of the Executive Committee is composed of the following voting members:

LMSC Chair

The Chair is elected by the EC and confirmed by the Standards Activities Board. Duties include (but are not limited to) overseeing the activities of the LMSC, chairing EC and LMSC Plenary meetings, and representing the LMSC at CS SAB, SA Standard Board, and at other organizations as required.

LMSC Vice Chair(s)

The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs must be confirmed by the EC. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.

LMSC Executive Secretary, Recording Secretary, and Treasurer

These positions are appointed by the LMSC Chair and confirmed by the EC.

Chairs of Active Working Groups

Chairs of the Technical Advisory Groups (TAGs)

In addition, the Executive Committee includes the following non-voting members:

Chairs of Hibernating Working Groups

Appointed WG or TAG Chairs

Acting positions (prior to the close of the plenary ~~meeting-session~~ where appointed or elected)

All appointed and elected positions become effective at the end of the plenary session where the appointment/election occurs. Prior to the end of that plenary session, such persons filling vacancies are considered 'Acting', and do not vote. Persons who are succeeding someone that currently holds the position do not acquire any EC rights until the close of the plenary session. Membership is retained as in Working Groups (see **Error! Reference source not found. Error! Reference source not found.**). All members of the EC shall be members or affiliates of The IEEE-SA and either the IEEE or the IEEE Computer Society.

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

1 The 802 Chair will ensure that those EC members who are not Chairs of active Working Groups have
2 specific areas of interest to cover in order to encourage a wider view to be taken than that specifically
3 covered by the Chairs of active Working Groups.
4

5 Any person to be confirmed by the EC shall, prior to confirmation by the EC, file with the Recording
6 Secretary a letter of endorsement from their supporting entity (or themselves if self supporting). This
7 letter is to document several key factors relative to their participation on the EC and is to be signed by
8 both the executive committee member and an individual who has management responsibility for the EC
9 member. This letter shall contain at least the following:
10

- 11 a) Statement of qualification based on technical expertise to fulfill the assignment
- 12 b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings),
13 and
- 14 c) Recognition that the individual is expected to act in accordance with the conditions stated in
15 subclause **Error! Reference source not found. Error! Reference source not found.** dealing
16 with voting “as both a professional and as an individual expert.”
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18 In case an election or appointment is not confirmed by the EC, the person last holding the position will
19 continue to serve until confirmation of an election or appointment are achieved. Should that person be
20 unable or unwilling to serve, succession will proceed to the person who would have succeeded just prior
21 to the election or appointment. If no successor exists, the position may be left vacant, or filled by
22 temporary appointment by the EC Chair. Further responsibilities of LMSC officers are defined in the
23 following subclauses.
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25 7.1.2.1 LMSC Chair

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27 The LMSC Chair has the following responsibilities:

- 28 a) Decide which matters are procedural and technical
- 29 b) Decide procedural matters
- 30 c) Place technical issues to a vote by WG members
- 31 d) Lead the participants according to all of the relevant policies and procedures
- 32 e) Entertain motions, but not make motions
- 33 f) Delegate necessary functions as needed
- 34 g) Set goals and deadlines and adhere to them
- 35 h) Prioritize objectives to best serve the group and the goals
- 36 i) Seek consensus of the Sponsor if required as a means of resolving issues
37

38 The LMSC Chair also shall:

- 39 j) Be objective
- 40 k) Not bias discussions
- 41 l) Ensure that all parties have the opportunity to express their views
- 42 m) Be knowledgeable in IEEE standards processes and parliamentary procedures
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44 7.2.1.2 LMSC Recording Secretary

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46 The LMSC Recording Secretary shall:

- 47 a) Distribute a draft agenda at least 14 calendar days before meetings.
- 48 b) Record and publish minutes of each meeting within 60 calendar days of the end of meeting.

- c) Create and maintain the voting membership roster and submit to the IEEE Standards Department annually
- d) Be responsible for the management and distribution of Sponsor documentation
- e) Maintain lists of unresolved issues, action items, and assignments

7.2.1.2 LMSC Treasurer

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

- a) Maintain a budget
- b) Control all funds into and out of LMSC's bank accounts
- c) Follow IEEE policies concerning standards meetings and finances
- d) Read the IEEE Finance Operations Manual

7.2.2.1 WG Chair

The Chair has the following responsibilities:

- a) Decide which matters are procedural and technical
- b) Decide procedural matters
- c) Place technical issues to a vote by WG members
- d) Lead the participants according to all of the relevant policies and procedures
- e) Entertain motions, but not make motions
- f) Delegate necessary functions as needed
- g) Set goals and deadlines and adhere to them
- h) Prioritize objectives to best serve the group and the goals
- i) Seek consensus of the Sponsor if required as a means of resolving issues

The Chair also shall:

- j) Be objective
- k) Not bias discussions
- l) Ensure that all parties have the opportunity to express their views
- m) Be knowledgeable in IEEE standards processes and parliamentary procedures

7.2.2.2 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 (i.e., to give a technical opinion). ~~MI~~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.

7.2.2.3 WG Secretary

The Secretary shall:

- a) Distribute the agenda at least 14 calendar days before meetings.
- b) Record and publish minutes of each meeting within 60 calendar days of the end of meeting.

7.2.4.1 Chair's Function

~~The Chair of the Working Group decides procedural issues. The Working Group members and the Chair decide technical issues by vote. The Working Group Chair decides what is procedural and what is technical.~~

8.4 Conduct

It is expected that participants in LMSC activities shall behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute, in accordance with the IEEE Code of Ethics.

9.2 Proxy voting

Proxy voting is not permitted within LMSC.

12. Appeals

The LMSC recognizes the right of appeal. Both technical and procedural appeals may be made. 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 subclause 7.1.6.

10.2 External Communication

Except as detailed in section 10.5, inquiries to the LMSC from outside of LMSC should be directed to the Chair of LMSC, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the LMSC Chair.

10.3. Public statements for standards

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

10.4. Informal communications

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

Renumber the current P&P section 14 as section 10.5.

Renumber other P&P sections in accordance with these changes and adjust any cross references as required.