

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

As approved 11/14/08

Last Edited 11/19/2008

TABLE OF CONTENTS

TABLE OF CONTENTS	I
1. INTRODUCTION	1
1.1 Common Abbreviations -----	1
2. LMSC ORGANIZATION	2
3. SUBGROUPS CREATED BY THE SPONSOR	4
3.1 The IEEE 802 EC -----	4
3.1.1 Function -----	4
3.1.2 Voting Rules -----	4
3.1.3 Meetings -----	5
3.1.4 Revision of the LMSC OM -----	6
3.2 LMSC WGs -----	7
3.2.1 WG Officers -----	7
3.2.2 Membership -----	9
3.2.3 Operation of the WG -----	11
3.2.4 WG Financial Operations -----	15
3.3 Study Groups -----	18
3.3.1 Study Group Operation -----	18
3.3.2 Voting at Study Group Meetings -----	18
4. IEEE 802 SESSIONS	18
4.1 Plenary Sessions -----	19
4.1.1 IEEE 802 PLENARY -----	19
4.2 Interim Sessions -----	19
4.2.1 Interim Session Hosts -----	19
4.2.2 Interim Session Fees -----	20
4.2.3 Interim Session Financial Reporting -----	21
4.3 Registration Policy -----	21
5. VOTE	23
5.1 Voting Guidance -----	23
5.2 Procedure for Establishing a Directed Position -----	23
6. INTERPRETATIONS	24

7. NOTICE OF MEETINGS AND BALLOTS	24
8. POSITION STATEMENTS FOR STANDARDS	24
8.1 Procedure for Coordination with Other Standards Bodies -----	24
8.1.1 IEEE 802 communications -----	24
8.1.2 Sponsor subgroup communications -----	24
8.2 Procedure for Communication with Government Bodies -----	25
8.2.1 IEEE 802 Communications-----	25
8.2.2 Sponsor subgroup communications -----	25
9. STANDARDS PUBLICITY	26
10. USE OF LMSC FUNDS	26
11. PROCEDURE FOR PARS	27
11.1 IEEE-SA Standards Board Approval -----	27
11.2 LMSC Approval -----	27
11.3 Plenary Review-----	28
11.4 Chair responsibilities -----	29
11.5 Criteria for Standards Development (Five Criteria) -----	29
11.5.1 Broad Market Potential-----	29
11.5.2 Compatibility -----	29
11.5.3 Distinct Identity -----	29
11.5.4 Technical Feasibility-----	30
11.5.5 Economic Feasibility -----	30
11.6 Withdrawn PARs-----	30
12. POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS PUBLICATIONS	31
13. PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD	31
14. PROCEDURE FOR COEXISTENCE ASSURANCE	32

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.

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.

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

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

1.1 Common Abbreviations

The following abbreviations are commonly used throughout this OM.

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

SG: Study Group
TAG: Technical Advisory Group
WG: Working Group
WGSG: Working Group Study Group

2. LMSC Organization

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

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

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

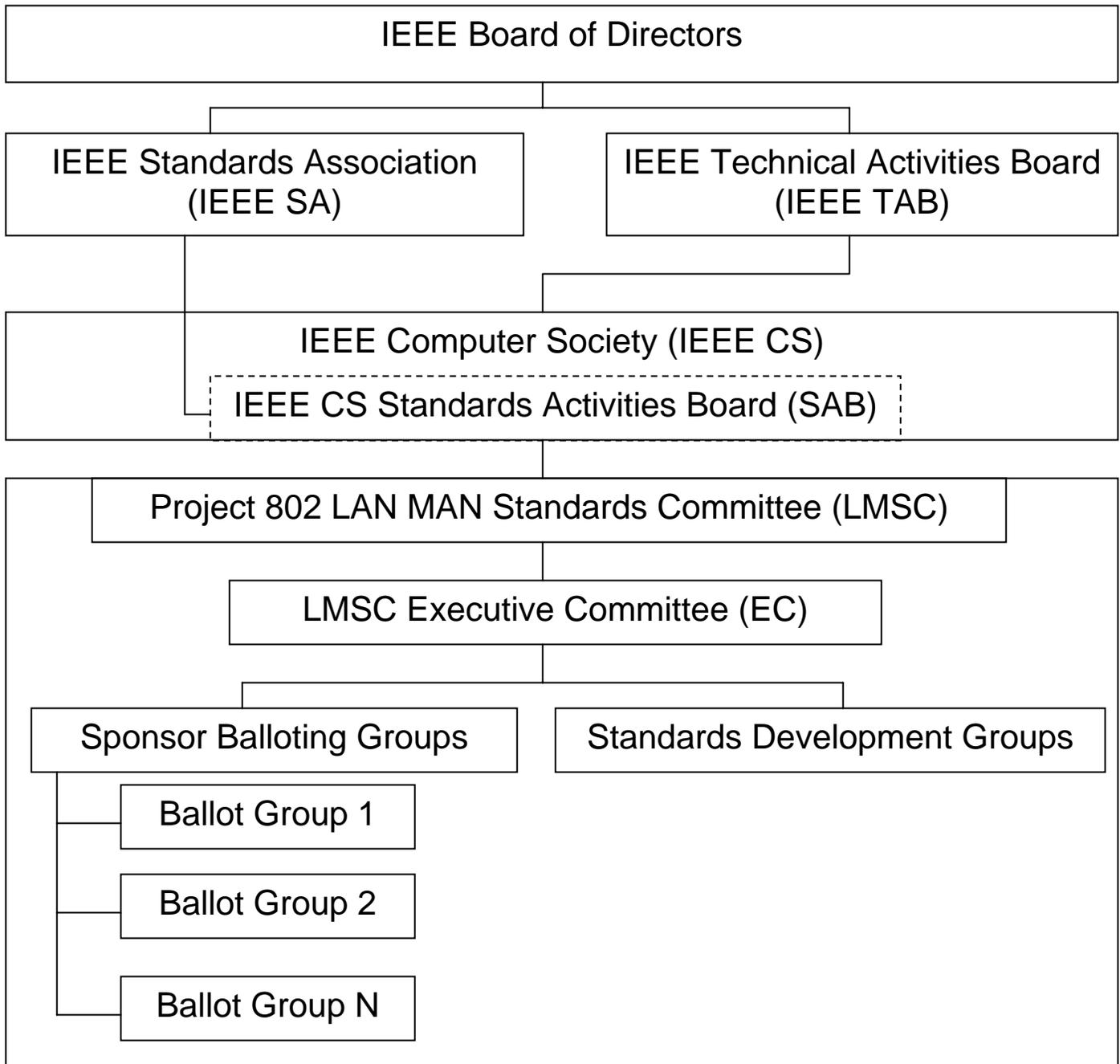


Figure 1 LMSC REPORTING RELATIONSHIPS

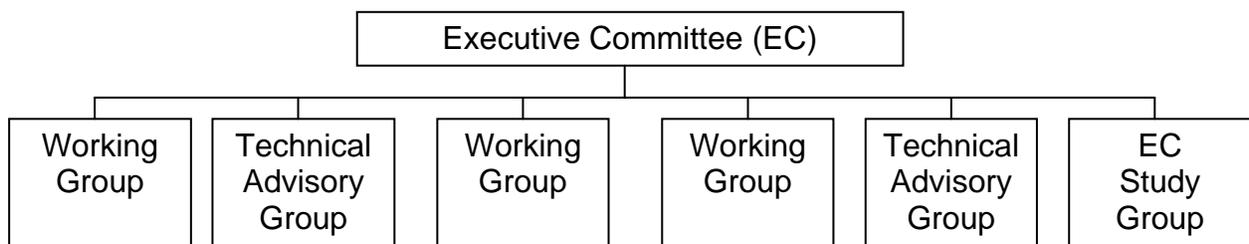


Figure 2 STANDARDS DEVELOPMENT GROUPS

3. Subgroups Created by the Sponsor

3.1 The IEEE 802 EC

The IEEE 802 EC functions as the Sponsor and the Executive Committee of IEEE 802. It shall be referred to throughout this document as the Sponsor. Members of the Sponsor and other IEEE 802 officers should read the training material available through [IEEE Standards Development Online](#).

3.1.1 Function

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

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

3.1.2 Voting Rules

3.1.2.1 Voting at Meetings

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

3.1.2.2 Electronic Balloting

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

who are not members of the Sponsor shall be considered. Commenters who are not members of the Sponsor are urged to seek a voting member of the Sponsor (normally their WG or TAG Chair) to include the viewpoint of the commenter in their vote.

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

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

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

3.1.3 Meetings

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

3.1.3.1 Procedure for Limiting the Length of the IEEE 802 Sponsor Meetings

- a) The reports from the WGs and TAGs should deal primarily with issues related to LMSC as a whole or inter-group coordination. Reports of those items that will be covered in the plenary meeting should be minimized.
- b) The maker of the motion, after the motion has been seconded, has up to five minutes to explain the motion and to answer questions about it.
- c) Each Sponsor member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
- d) The opening Sponsor meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on Monday morning and the closing Sponsor meeting shall start at 1:00 p.m. and shall end no later than 6:00 p.m. on Friday of the plenary session.
- e) If the Sponsor so modifies a WG's motion that the WG Chair believes the WG membership may no longer support the revised motion then the WG should be given the opportunity to reconsider what action it wishes to take and present it to the Sponsor at the next Sponsor meeting. This action can be accomplished by a Privileged Non-debatable

“Request to Defer Action” made by the affected WG Chair which will automatically cause all action on the motion to be deferred until the next regular Sponsor meeting.

3.1.4 Revision of the LMSC OM

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

3.1.4.1 Initiation of Proposed OM Revisions

Proposed changes shall be in written form and include:

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

Proposed changes may be created by:

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

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

3.1.4.2 Sponsor Action on Proposed Changes to this OM

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

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

3.1.4.3 Distribution and Sponsor Electronic Ballot

Sponsor ballots on OM Revisions shall be at least 30 days in duration and shall close at least 30 days before the opening of the next plenary session (to allow time for comment resolution). Distribution of ballots on OM revisions to the LMSC membership shall be accomplished as provided by subclause 3.1.2.2.

3.1.4.4 LMSC Approval

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

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

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

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

3.1.4.5 Editorial discretion

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

- Basic layout/formatting that does not change the meaning of any of the text
- Correction of spelling and punctuation
- Error in implementing approved changes

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

3.2 LMSC WGs

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

3.2.1 WG Officers

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

A WG may elect a new Chair at any plenary session, subject to confirmation by the IEEE 802 Sponsor. A motion to hold an election must be passed by 75% of the voting members of the WG present.

3.2.1.1 WG Chair

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

The Chair has the following responsibilities:

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

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

- q) To 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
- r) To ensure that any financial operations of the WG comply with the requirements of subclause 3.2.4 of this OM
- s) To 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 Procedure for Establishing a Directed Position)

- 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.

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

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

The procedure for hibernating a WG is described in subclause 5.1.3.1 in the LMSC P&P. Upon reactivation of a hibernated WG, 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.

3.2.2.2 Retention

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

3.2.2.3 Loss

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

3.2.2.4 Rights

The rights of the WG’s members include the following:

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

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

3.2.2.5 Meetings and Participation

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

3.2.3 Operation of the WG

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

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

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

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

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

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

3.2.3.1 Voting

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

3.2.3.1.1 Voting at Meeting

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

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

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

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

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

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

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

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

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

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

3.2.3.1.2 Voting by Letter Ballots

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

The WG Chair may vote in WG LB.

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

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

3.2.3.1.3 Voting on Draft Standards

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

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

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

The WG Chair determines if and how negative votes in an otherwise affirmative WG LB 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 WG LB on draft standards. 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 response time for a WG LB on a draft shall be at least thirty days. However, for recirculation ballots the response time shall be at least fifteen days.

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

3.2.3.2 WG Chair’s Responsibilities

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

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

The meeting minutes are to include:

- List of participants
- Next meeting schedule
- Agenda as revised at the start of the meeting
- 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.

- 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.
- d) Ensure that any financial operations of the WG comply with the requirements of subclause 3.2.4 of this OM.
- 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).
- g) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
- 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).
- i) Manage balloting of projects.

3.2.3.3 Removal of WG Chairs or Vice Chairs

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).

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

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.

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

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

3.2.3.4 Precedence of Operating Rules

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

3.2.3.5 Operation of Hibernating WGs

3.2.3.5.1 Core of Experts

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

3.2.3.5.2 Inquiries/Interpretations

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

3.2.4 WG Financial Operations

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

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

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

A WG subgroup shall not operate with treasury.

3.2.4.1 *WG Financial Operation with Treasury*

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

- a) The WG shall conduct its financial operations in compliance with all IEEE, IEEE-SA, and IEEE Computer Society rules that are applicable to the financial operations of standards committees. As of January 2005, the documents containing these rules include, but are not limited to, the following:
 - IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
 - IEEE Financial Operations Manual (FOM), Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
 - Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts
 - IEEE-SA Standards Board Operations Manual 5.3 Standards development meetings

- b) The WG shall have a Treasurer who is responsible to the WG Chair and Sponsor Treasurer for the operation of the WG treasury, for ensuring that the operation of the WG treasury and the WG financial accounts complies with this OM and follows prudent financial procedures. The WG Treasurer shall:
 - i) Maintain a budget
 - ii) Control all funds into and out of the WG's bank accounts
 - iii) Follow IEEE policies concerning standards meetings and finances
 - iv) Read the IEEE Finance Operations Manual

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

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

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

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

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

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

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

3.2.4.2 WG Financial Operation with Joint Treasury

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

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

3.3 Study Groups

3.3.1 Study Group Operation

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

3.3.2 Voting at Study Group Meetings

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

4. IEEE 802 SESSIONS

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

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

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.

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

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

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

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

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

4.2.2 Interim Session Fees

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

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

collected from attendees should be deposited in the bank account of one of the co-hosting WGs, as specified in the co-hosting agreement.

If a WG operating with treasury hosts or co-hosts an interim session for only itself, or several WGs operating with a single joint treasury host or co-host a joint interim session for only themselves, the collected fees, if any, may also be used to cover other operating expenses of the participating WG(s).

If a WG operating with treasury hosts or co-hosts a joint interim session for itself or its subgroups and organization units from other WG(s), or several WGs operating with a joint treasury host or co-host a joint interim session for themselves or their subgroups and organization units from other WGs, the collected fees, if any, may also be used to cover other operating expenses of the hosting WG(s) if, and only if, the fees for the session are agreed to by the Chair(s) of all of the WG(s) with an organization unit participating in the session. An “organization unit” of a WG is defined as the WG itself or any of its subgroups.

4.2.3 Interim Session Financial Reporting

A report is not required if the WG/TAG was not the Host of the session and the following requirements were met:

- a) The Host complied with the definition of a host in subclause 4.2.1 of this OM
- b) The Host complied with the definition of a host in subclause 4.2.1 of this OM
- c) The WG its subgroups and its officers had no financial responsibility for the session including any deficit or penalties
- d) The WG its subgroups and its officers did not handle or exercise any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties
- e) The WG, its subgroups and its officers did not exercise any decision authority over the disposition of any surplus funds from the session
- f) The WG, its subgroups and its officers had no control over or beneficial interest in any surplus funds from the session

In all other cases where fees were collected for interim sessions, a WG/TAG shall prepare and submit all financial reports required by IEEE, IEEE-SA, Computer Society and Sponsor regulations.

4.3 Registration Policy

In order for an individual to become registered for a given LMSC plenary or interim session of an LMSC subgroup, the individual shall:

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

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

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

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

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

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

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

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

5. Vote

5.1 Voting Guidance

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

5.2 Procedure for Establishing a Directed Position

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

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

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

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

6. Interpretations

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

7. Notice of Meetings and Ballots

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

8. Position Statements for Standards

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

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

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

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 Sponsor.

8.1 Procedure for Coordination with Other Standards Bodies

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

8.1.1 IEEE 802 communications

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

8.1.2 Sponsor subgroup communications

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

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

8.2 Procedure for Communication with Government Bodies

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

8.2.1 IEEE 802 Communications

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

8.2.2 Sponsor subgroup communications

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

9. Standards Publicity

Any publicity issued within LMSC shall be in compliance with subclause [5.1.5](#) of the *IEEE-SA Standards Board Operations Manual* and with item h) of 3.1.1.

10. Use of LMSC Funds

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

- Payment for the expenses of conducting LMSC hosted sessions and related meetings and for other LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:
 - meeting rooms
 - document reproduction
 - meeting administration
 - food and beverages
 - computer networking and Internet connectivity
 - goods and services needed for the efficient conduct of business
 - insurance
 - audits
- Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

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

Specific policies regarding the treasury are as follows:

- a) The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.
- b) The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.
- c) All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.
- d) All LMSC expenditures require the approval of the Sponsor with the sole exception that the Sponsor Chair, Vice Chairs, Secretaries, Treasurer, and each WG Chair whose group is not operating with treasury, may be reimbursed from the IEEE 802 treasury for up to \$200 of appropriate expenses incurred between IEEE 802 plenary sessions without specific approval of the Sponsor.

- e) The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC plenary sessions and to the Sponsor. The Treasurer will provide additional reports and participate in audits as required by IEEE rules.
- f) The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an LMSC plenary session.
- g) Sponsor approval of the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

11. Procedure for PARs

11.1 IEEE-SA Standards Board Approval

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

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

11.2 LMSC Approval

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

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

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

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

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

- Explanatory technical background material
- Expository remarks on the status of the development of the PAR (e.g., approved by WG, Draft pending WG approval at next meeting, etc.)

11.3 Plenary Review

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

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

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

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

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

11.4 Chair responsibilities

The WG Chair shall sign the copyright acknowledgment.

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

11.5 Criteria for Standards Development (Five Criteria)

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.

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

11.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation

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

11.5.5 Economic Feasibility

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

- a) Known cost factors, reliable data.
- b) Reasonable cost for performance.
- c) Consideration of installation costs.

11.6 Withdrawn PARs

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

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

12. Policy for Distribution of New IEEE LMSC Standards Publications

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

13. Procedure for Conditional Approval to Forward a Draft Standard

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

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

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

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

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

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

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

Conditions:

- a) Recirculation ballot is completed. Generally, the recirculation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
- b) After resolution of the recirculation ballot is completed, the approval percentage is at least 75% and there are no new valid DISAPPROVE votes.

- c) No technical changes, as determined by the WG Chair, were made as a result of the recirculation ballot.
- d) No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
- e) If the WG Chair determines that there is a new invalid DISAPPROVE comment or vote, the WG Chair shall promptly provide details to the Sponsor.
- f) The WG Chair shall immediately report the results of the ballot to the Sponsor including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the WG responses and the rationale for ruling any vote invalid.

14. Procedure for Coexistence Assurance

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

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

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

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

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