

Summary of Changes to IEEE 802 LMSC Working Group Policies and Procedures

Clause 1

- Reformatted, split into different subclauses. Content is essentially the same.
- Newly added
 - 1.2: Attendees should behave nicely or else
 - 1.3 “None of the rules or requirements in these policies and procedures may be suspended.”
 - 1.6 Definitions and a pretty picture

Definitions for members

- A participant is an individual involved in the standards development process (see IEEE-SA Standards Board Bylaws Clause 5.2.1 on “Participation in IEEE standards development”). NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the Sponsor.
- A non-member is a participant who has not satisfied the criteria for membership defined in Clause 4.2.
- A member is a participant who has satisfied the criteria for membership defined in Clause 4.2. A member is eligible to be listed on the Sponsor roster.
- A non-voting member is a member who has not satisfied the criteria for voting membership defined in Clause 4.3.
- A voting member is a member who has satisfied the criteria for voting membership defined in Clause 4.3. A voting member can participate in Sponsor motions and any ballots of the Sponsor.

2.0

- b) Use the IEEE-SA Standards document template format [or the applicable template for standards jointly developed with, or adopted from, another international standards organization]. (should we delete the [])?
- j) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE-SA Privacy and data privacy policies.

3.0 Officers

- A person cannot be both Chair and Treasurer (as opposed to Chair and Secretary)
- All officers and “any person designated to manage the Sponsor ballot)” shall “be IEEE members of any grade, except Student grade, or IEEE Society affiliates, and also be members of IEEE-SA.”

3.x (Various)

- 3.2: Change from 6 month to 12 month max appointment.
- 3.3: Officer removal shall be done in Executive Section
- 3.4: Minor wording changes

3.4.1 Sponsor Chair

- n) Should we delete “and, in the case of a “Directed Position”, vote the will of the Working Group in accordance with the Directed Position Procedure (See “Procedure for establishing a directed position” subclause of the IEEE 802 LMSC OM [5]).”

3.4.3: Recording Secretary

- Add j) "The Secretary shall maintain the attendance record [and responses to letter ballots] for all members on the roster and display or announce the status of voting and non-voting members at the start of each meeting."
 - Delete "[...]"?

4.x Membership

- 4.1 Based on the definitions in the new baseline, “session attendance” is a new term for “participation credit”, which has a new definition.
- 4.2: Attendance at Meetings
 - New definitions of attendance, “credited attendance” and “session attendance”

4.3.1 Retaining Membership

- 4.3.1: By attendance
 - The Chair may “specially maintain” a member’s voting status that would otherwise be lost by these attendance rules. Reasons for such an action can include consideration of personal hardship, medical emergency, or outstanding contributions.
 - The Chair (or delegate) shall notify, by email, a voting member who loses his or her voting membership and indicate the cause for loss of voting membership. The Secretary will maintain the attendance record and responses to letter ballots for all members on the roster and display or announce the status of voting and non-voting members at the start of each meeting.

4.3.2: By ballot

- A voting member's obligation to respond to Working Group letter ballots (in which they are eligible to vote) is in addition to their obligation to attend Working Group meetings.
- A voting member that fails to return 2 of the last 3 Working Group letter ballots, excepting recirculation letter ballots, in which they are eligible to vote becomes a non-voting member. Their existing attendances do not count towards regaining voting membership.
- If a Working Group letter ballot closes within 14 days of a meeting, any changes to voting membership resulting from the ballot shall be delayed until after the meeting.
- The chair may “specially maintain” a member's voting status that would otherwise be lost by this WG letter ballot response rule. Reasons for such an action can include consideration of personal hardship, medical emergency, or outstanding contributions.

4.3.3: Review of membership

- The procedures for obtaining and retaining membership are specified in terms of meeting attendances, and Working Group letter ballots.
- The Chair and Secretary should apply these procedures in a timely fashion, evaluating membership status in time for the next meeting or Working Group letter ballot.
- The Chair shall, at least annually, review the status of any members that are specially maintained to validate that the reasons are still applicable

4.5 Membership Roster

- Small editorial changes
- Change to “unless everyone on the roster has submitted their written approval”
- Add to d) “affiliation, and status (e.g., voting member, non-voting member, etc.)”
- 4.6: Editorial changes

5.0 Subgroups

- Add introduction text
 - “The formation and disbandment of subgroups (e.g., Responsible Subcommittees, Executive committees (ExCom), Administrative committees (AdCom), ad hocs, PAR study groups, Working Groups, and other subgroups, such as writing groups) requires approval by a majority vote of the Sponsor as described in clause 7.1. Sponsor subgroups, other than Working Groups and their subgroups, operate under these Sponsor P&P.
 - The Sponsor shall outline all expectations with respect to how the subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup. The charge to the subgroup shall clearly state which activities are appropriate. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor.
 - The Chair of a subgroup may be appointed by the Sponsor Chair, or nominated and elected by the Sponsor committee, or nominated and elected by the subgroup. The Sponsor may remove an officer of any subgroup by a 2/3 vote.

New and not applicable

- 3.4.5 Responsible Subcommittee Chair
- 4.1 Attendance at Meeting
- 4.3.2 Request to the Sponsor Chair for Voting Membership
- 4.5 Ex-officio Voting Membership
- 4.6 Other Membership Classes
- 5.1 Executive Committee
- 5.2 Responsible Subcommittee

5.3 Working Groups - Individual

- Specifies that Sponsor ensures that the WG adopts procedures consistent with the SA baselines and reviews amendments.
- Specify that Sponsor Chair appoints initial Chair of WG, and that attendees at the first meeting gain voting rights.

PAR Development/Study Groups

- A study group is now “PAR Study Group”
- Rules have been rewritten, but should operate essentially the same way.
- Disbanding after completing work is different.
 - Do we want to add text to this? It is a “shall not be modified” subclause.
- Criteria for consideration is new, but is similar to our CSD process.

Other subgroups

- Additional text, but essentially the same.
- TAGs added as a new subclause, it is unknown how AudCom will respond to its addition.
- New subsections for assignments of PARs, Hibernation, and Disbanding WGs

6.0 and following

- 6.0 Meetings
 - Add “via electronic means”
 - Add different advance notices for electronic meetings (15 days for announcement, agenda 5 days)
- 6.2 Executive Session
 - Add descriptive text about how they are held and who is invited.
- 6.3 Meeting Fees
 - Add that the sponsor sets the meeting fees in consultation with the planners.
 - Add that everyone who attends a meeting pays the fee, unless waived.

6.4 Minutes

- Text updated on the contents of the minutes
 - Similar to our current WG P&P
 - Documents and reports presented shall have the source, URLs when possible.
- Add that the minutes do not include
 - Transcripts of detailed discussions
 - Attributions of comments

7.x Voting

- 7.1.1: Clarify PAR approval is for all PAR activities
- 7.1.2: Add “procedures,* interest categories, or revisions thereof”
- 7.2.1: Moving draft to sponsor ballot is “limited to conducting a procedural review.”
- 7.2.2: Changes to scope require that it remains in the scope of the sponsor.

8.x

- 8.1: subgroup secretaries are not required to be copied.
- 8.3: Clarify how to disclaim that an individual opinion is not official.
- 8.3.x: Rewritten to split into Sponsor and Sponsor Subgroup. Otherwise no substantive change.

Appeals (1)

- Text added that technical discussion occurs in the Sponsor subgroup.
- Procedural concerns can be appealed, after first bringing them to the appropriate body.
- Subclauses are merged.
- Initial step is to determine if an appeal panel should be formed.
- Various modifications to the process are made. None are substantial.