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

As approved YYYYYYY  
Last Edited XXXXXXX

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# 1. Introduction

The IEEE Project 802 (IEEE P802) LAN MAN Standards Committee (LMSC) is the standards sponsor organization and focal point for IEEE Local and Metropolitan Area Network Standards Sponsor activities. The LMSC Executive Committee acts on behalf of LMSC as the Sponsor.

The operation of the LMSC 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 LMSC P&P references other precedence documents.

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

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

## 1.1 Common Abbreviations

The following abbreviations are commonly used throughout these P&P.

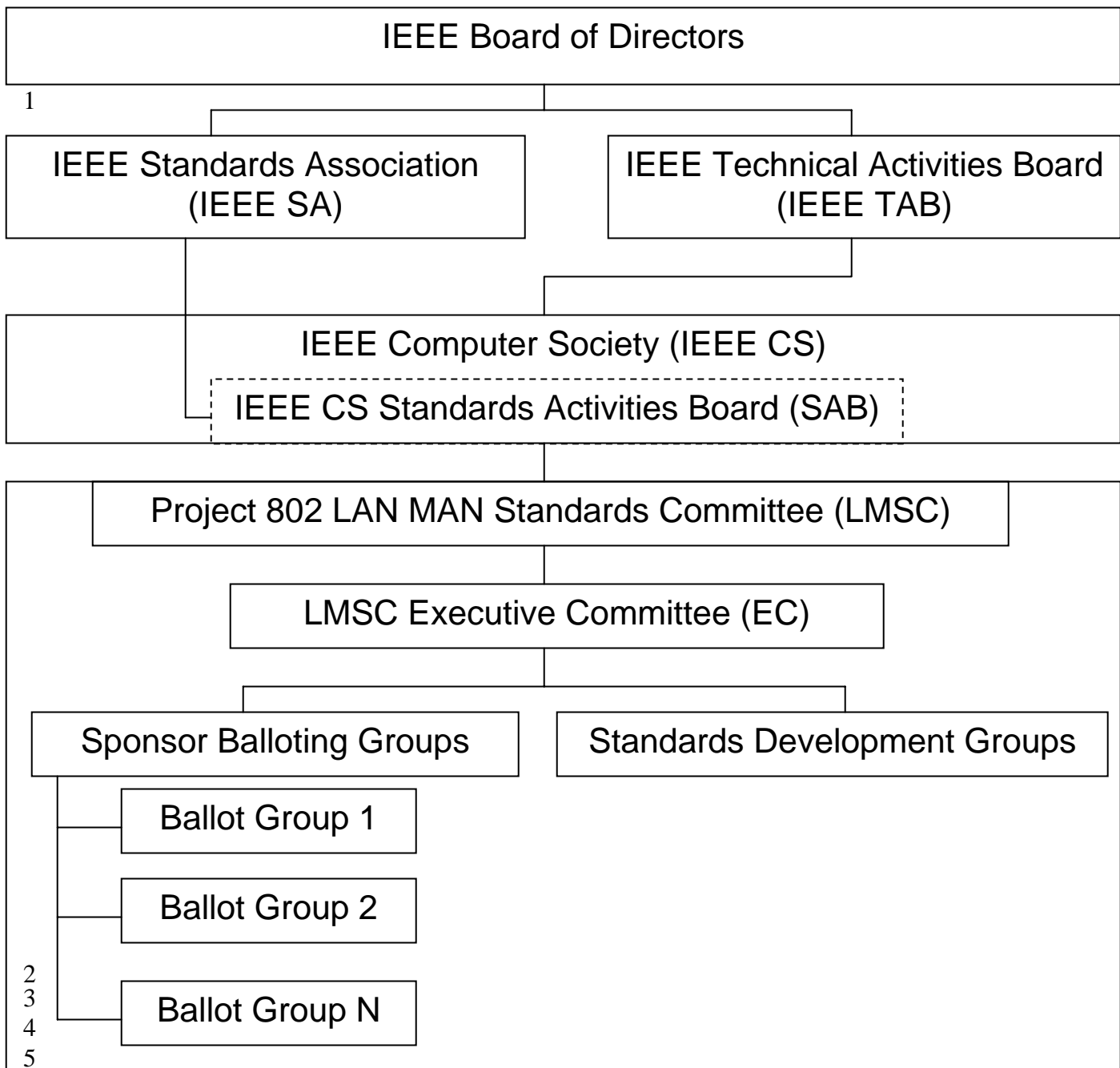
CS:	IEEE Computer Society
EC:	LMSC Executive Committee
ECSG:	Executive Committee Study Group(s)
IEEE:	Institute of Electrical and Electronics Engineers
SAB:	IEEE CS Standards Activities Board
IEEE-SA:	IEEE Standards Association
IEEE TAB:	IEEE Technical Activities Board
LAN:	Local Area Network
LMSC:	LAN/MAN Standards Committee
MAN:	Metropolitan Area Network
PAR:	Project Authorization Request
P&P:	Policies and Procedures
PAN:	Personal Area Network
RAN:	Regional Area Network
SG:	Study Group(s)
TAG:	Technical Advisory Group(s)
WG:	Working Group(s)
WGS:	Working Group Study Group(s)

1 **2. LMSC Organization**

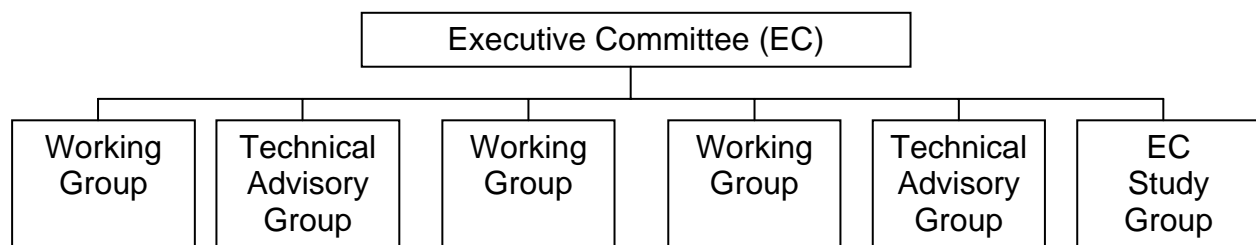
2  
3 The LMSC has grown significantly from the original IEEE Project 802 that was its origin, but  
4 because of its roots and the family of standards it has developed; it is also widely known as  
5 “IEEE 802”. The terms “LMSC” and “LMSC Standards” will be used in these P&P.

6  
7 LMSC operates as a sponsor within the IEEE Standards Association, and LMSC has reporting  
8 requirements to the Standards Activity Board (SAB) of the IEEE Computer Society (see Figure  
9 1). LMSC is governed by an Executive Committee (EC) and LMSC governance is designed to  
10 minimize overlap and conflict between standards and to promote commonality and compatibility  
11 among the family of LMSC standards. LMSC standards are developed within a Working Group  
12 (WG) or Technical Advisory Group (TAG) (see Figure 2).

13  
14 Further details of the organization and officers of the LMSC are provided in clause 4 of this  
15 document.



**Figure 1 LMSC REPORTING RELATIONSHIPS**



**Figure 2 STANDARDS DEVELOPMENT GROUPS**

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

2 **3.1 LMSC Executive Committee**

3  
4 The LMSC Executive Committee functions as the Sponsor and the Executive Committee of the  
5 standards developing organization. It shall be referred throughout this document as the Executive  
6 Committee (EC).

7 **3.1.1 Function**

8  
9 The function of the EC is to oversee the operation of the LMSC in the following ways:

- 10
- 11 a) Charter the SG, WG, and TAG.
- 12 b) Appoint the initial Chairs of the WG and TAG. (The Chairs of WG and TAG are elected
- 13 by the WG and TAG members themselves.)
- 14 c) Provide procedural and, if necessary, technical guidance to the WG and TAG as it relates
- 15 to their charters.
- 16 d) Oversee WG and TAG operation to ensure that it is within the scope of Project 802, and
- 17 its established charter.
- 18 e) Examine and approve WG draft standards for proper submission to Sponsor ballot group
- 19 (see subclause 5.1); not for technical content.
- 20 f) Consider complaints of WG and TAG members and the resolutions of the plenary, WG,
- 21 and TAG.
- 22 g) Manage the Functional Requirements and other LMSC issues.
- 23 h) Handle press releases and other external organization matters.
- 24 i) Manage LMSC logistics, i.e., concurrent WG and TAG meetings, finances, etc.
- 25 j) Oversee formation of Sponsor ballot groups and Sponsor ballot process.
- 26

27 **3.1.2 Voting Rules**

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

35 **3.1.2.1 Voting at Meetings**

36  
37 The following actions have exceptional voting requirements:  
38  
39 • Approval of PARs and Drafts for forwarding to IEEE-SA shall require approval by a  
40 majority of EC members present with voting rights.  
41

1 In the absence or incapacity of a WG Chair, the EC Chair may recognize a WG VC to act as the  
2 WG chair at an EC meeting.  
3

### 4 **3.1.2.2 *Electronic Balloting***

5  
6 At times, it may become necessary for the EC to render a decision that cannot be made prior to  
7 the close of one plenary but must be made prior to the opening of the following plenary. Such  
8 decisions may be made using electronic balloting. Provision shall be made for the LMSC  
9 membership to observe and comment on EC electronic ballots. All comments from those who  
10 are not members of the EC shall be considered. Commenters who are not members of the EC are  
11 urged to seek an EC voting member (normally their WG or TAG Chair) to include the viewpoint  
12 of the commenter in their vote.  
13

14 The LMSC Chair, or an EC member designated by the Chair (usually a Vice Chair), shall  
15 determine the duration of the ballot, issue the ballot by e-mail and tally the votes after the ballot  
16 is closed. EC voting members shall return their vote and comments by e-mail.  
17

18 The minimum duration of an electronic ballot shall normally be 10 days. For urgent matters once  
19 sufficient response is received to clearly decide a matter, the Ballot may be closed early. This  
20 allows a decision to be reach in less than 10 days. Ballots where the possibility of an early close  
21 exists must be clearly marked accordingly. Otherwise, the tally of votes shall not be made until  
22 at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.  
23

24 The affirmative vote of a majority of all members of the EC with voting rights is required for an  
25 electronic ballot to pass except when specified otherwise by the LMSC P&P or this OM. If at the  
26 end of the ballot insufficient votes have been received to pass the ballot, the ballot fails.  
27

### 28 **3.1.3 Meetings**

29  
30 EC meetings are open to observers. An open discussion or acknowledgement of a request to  
31 participate in a particular discussion is determined by the Chair.  
32

#### 33 **3.1.3.1 *Procedure for Limiting the Length of the IEEE LSMC EC Meetings***

- 34
- 35 a) The reports from the WG and TAGs should deal primarily with issues related to LMSC  
36 as a whole or inter-group coordination. Reports of those items that will be covered in the  
37 plenary meeting should be minimized.
  - 38 b) Roberts Rules of Order shall be used in EC meetings. Issues brought before the EC for  
39 resolution by vote should be phrased as a motion and distributed, if possible, to the EC  
40 members before the meeting.
  - 41 c) The maker of the motion, after the motion has been seconded, has up to five minutes to  
42 explain the motion and to answer questions about it.



- 1 d) Each EC member has two minutes of uninterrupted time to state an opinion about the
- 2 motion. It is not necessary that all two minutes be used.
- 3 e) Motions needing concurrence of the WG will be tabled for review at the next EC
- 4 meeting.
- 5 f) The opening EC meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on
- 6 Monday morning and the closing EC meeting shall start at 1:00 p.m. and shall end no
- 7 later than 6:00 p.m. on Friday of the plenary session.
- 8 g) If the EC so modifies a WG's motion that the WG Chair believes the WG membership
- 9 may no longer support the revised motion then the WG should be given the opportunity
- 10 to reconsider what action it wishes to take and present it to the EC at the next EC
- 11 meeting. This action can be accomplished by a Privileged Non-debatable "Request to
- 12 Defer Action" made by the affected WG Chair which will automatically cause all action
- 13 on the motion to be deferred until the end of the next regular EC meeting.
- 14

15 **3.1.4 Revision of the LMSC OM**

16  
17 This OM may be revised as described in this subclause.  
18

19 ***3.1.4.1 Initiation of Proposed OM Revisions***

20  
21 *Proposed changes shall be in written form and include:*

- 22
- 23 a) The objective of the proposed change.
- 24 b) The specific text of the proposed change and the rationale for the chosen text.
- 25

26 *Proposed changes may be created by:*

- 27
- 28 a) Any active WG or TAG. A proposal shall require the affirmative vote of at least three
- 29 fourths of the members present when the vote is taken. Quorum requirements shall be as
- 30 specified in subclause 3.2.3.1 (Voting).
- 31 b) Any EC Member.
- 32

33 Writers of proposed changes are encouraged to seek the advice of experienced members of the

34 EC to help form the wording in a manner appropriate for and consistent with this OM

35 ***3.1.4.2 EC Action on Proposed Changes to this OM***

36  
37 The proposed OM revision shall be presented at an EC meeting in conjunction with a plenary

38 session.

39  
40 Approval for Distribution and EC Ballot shall require the affirmative vote of at least two-thirds

41 of Committee members with voting rights who vote to approve or disapprove and will result in

42 the distribution of the proposal and an EC electronic ballot on the OM revision.

43

1 **3.1.4.3 Distribution and EC Ballot**

2  
3 EC ballots on OM Revisions shall be at least 30 days in duration and shall close at least 30 days  
4 before the opening of the next plenary session (to allow time for comment resolution).  
5 Distribution of ballots on OM revisions to the LMSC membership shall be accomplished as  
6 provided by subclause 3.1.2.2.  
7

8 **3.1.4.4 LMSC Approval**

9  
10 After distribution of a proposed OM Revision and an EC electronic ballot has been conducted,  
11 the EC member designated in accordance with subclause 3.1.2.2 shall tabulate the ballot results,  
12 attempt to resolve the comments, and present the comments and proposed resolution at an EC  
13 meeting in conjunction with a plenary session.  
14

15 LMSC approval of the revised text of the proposed OM revision shall require the affirmative  
16 vote of at least two-thirds of all EC members with voting rights (regardless of whether they are  
17 present). The vote shall be taken at a plenary closing EC meeting. LMSC approval will result in  
18 the change becoming effective at the end of plenary session during which approval is voted.  
19

20 If LMSC approval is not achieved, the proposed revision is rejected, and may not be considered  
21 again until a future session. OM revisions become effective at the end of the plenary session at  
22 which they are approved. An up-to-date LMSC OM should be maintained on the [IEEE 802](#)  
23 [website](#).  
24

25 **3.1.4.5 Editorial discretion**

26  
27 In some circumstances minor revisions may be made to the LMSC OM without a revision ballot.  
28 These circumstances include

- 29
- 30 • Basic layout/formatting that does not change the meaning of any of the text
  - 31 • Correction of spelling and punctuation
  - 32 • Error in implementing approved changes
- 33

34 All other LMSC OM revisions must be balloted in accordance with the process defined in  
35 subclause 3.1.4. If any voting member of the EC protests an editorial change of the OM within  
36 30 days of its release, that editorial change will be without effect.

37 **3.2 LMSC WG**

38 **3.2.1 WG Officers**

39  
40 An individual who has served as Chair or Vice Chair of a given WG for a total of more than  
41 eight years in that office may not run for election to that office again, unless the question of

1 allowing that individual to run for election again is approved by a 75% vote of the WG one  
2 plenary in advance of that election.

3  
4 A WG may elect a new Chair at any plenary session, subject to confirmation by the LMSC EC.  
5 A motion to hold an election must be passed by 75% of the voting members of the WG present.  
6

### 7 **3.2.1.1 WG Chair**

8  
9 The Chair has the following responsibilities:

- 10 a) Decide which matters are procedural and which matters are technical
- 11 b) Decide procedural matters or defer them to a vote by the WG
- 12 c) Place issues to a vote by WG members
- 13 d) Preside over meetings and activities of the WG according to all of the relevant policies  
14 and procedures
- 15 e) Entertain motions, but not make motions
- 16 f) Delegate necessary functions as needed
- 17 g) Set goals and deadlines and endeavor to adhere to them
- 18 h) Prioritize objectives to best serve the group and the goals
- 19 i) Seek consensus of the Sponsor if required as a means of resolving issues

20  
21 The Chair also shall:

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

### 26 27 **3.2.1.2 WG Vice Chair**

28  
29 The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or  
30 chooses to recuse him or herself. If more than one Vice Chair exists, one Vice Chair shall be  
31 designated the First Vice Chair and assume the Vice Chair responsibilities identified here.  
32

### 33 **3.2.1.3 WG Secretary**

34  
35 The Secretary shall record and publish minutes of each meeting within 30 calendar days of the  
36 end of meeting.  
37

## 38 **3.2.2 Membership**

39  
40 Membership belongs to the individual, not an organization, and may not be transferred.  
41

1 **3.2.2.1 Establishment**

2  
3 All persons participating in the initial meeting of the WG become members of the WG.  
4 Thereafter, membership in a WG is established by participating in the meetings of the WG at two  
5 out of the last four plenary sessions, and (optionally) a letter of intent to the Chair of the WG.  
6 Participation is defined as at least 75% presence at a meeting. Membership starts at the third  
7 plenary session attended by the participant. One duly constituted interim WG or Task Group  
8 meeting may be substituted for the WG meetings at one of the two plenary sessions (See  
9 subclause 3.2.2.5 Meetings and Participation).

10  
11 Attendees of the WG who have not achieved member status are known as observers. Liaisons are  
12 those designated individuals who provide liaison with other working groups or standards bodies.

13  
14 Although not a requirement for membership in the WG, participants are encouraged to join the  
15 IEEE, IEEE Standards Association (IEEE-SA) and the IEEE Computer Society. Membership in  
16 the IEEE SA will also allow participants to join the sponsor level ballot group. WG members  
17 shall participate in the consensus process in a manner consistent with their professional expert  
18 opinion as individuals, and not as organizational representatives.

19  
20 Membership may be declared at the discretion of the WG Chair (e.g. for contributors by  
21 correspondence or other significant contributions to the WG).

22

23 **3.2.2.2 Retention**

24  
25 Membership is retained by participating in at least two of the last four plenary session meetings.  
26 One duly constituted interim WG or task group meeting may be substituted for one of the two  
27 plenary meetings.

28

29 **3.2.2.3 Loss**

30  
31 Membership may be lost if two of the last three WG letter ballots are not returned, or are  
32 returned with an abstention other than “lack of technical expertise.” This rule may be excused by  
33 the WG Chair if the individual is otherwise an active participant. Membership may be re-  
34 established as if the person were a new candidate member.

35

36 **3.2.2.4 Rights**

37  
38 The rights of the WG members include the following:

- 39  
40 a) To receive a notice of the next meeting.  
41 b) To receive a copy of the minutes.  
42 c) To vote at meetings if and only if present.

- 1 d) To vote in WG Letter Ballots.
- 2 e) To examine all Working Draft documents.
- 3 f) To lodge complaints about WG operation with the EC.
- 4 g) To petition the EC in writing. (A petition signed by two-thirds of the combined members
- 5 of all WG forces the EC to implement the resolution.)
- 6

### 7 **3.2.2.5 Meetings and Participation**

8  
9 WG meetings are open to anyone who has complied with the registration requirements (if any)  
10 for the meeting. Only members have the right to participate in the discussions. The privilege of  
11 observers to participate in discussions may be granted by the WG Chair.  
12

### 13 **3.2.3 Operation of the WG**

14  
15 The operation of the WG has to be balanced between democratic procedures that reflect the  
16 desires of the WG members and the WG Chair's responsibility to produce a standard,  
17 recommended practice, or guide in a reasonable amount of time. *Robert's Rules of Order Newly*  
18 *Revised* (latest edition) is the reference for parliamentary procedures.  
19

20 If, in the course of standards development, any WG utilizes a standard developed or under  
21 development by another organization within Project 802, by another IEEE group, or by an  
22 external organization, the WG shall reference that standard and not duplicate it.  
23

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

- 26
- 27 a) Define the requirements for such changes,
- 28 b) Make these requirements known to the other organization, and
- 29 c) Solicit that organization for the necessary changes.
- 30

31 Only if the required changes cannot be obtained from the other organization, can the WG, with  
32 the concurrence of the EC, develop these changes itself. Even in the latter case, the WG should  
33 seek the concurrence of the other organization by joint meetings, joint voting rights, or other  
34 mechanisms on the changes being made.  
35

#### 36 **3.2.3.1 Voting**

37  
38 There are two types of votes in the WG. These are votes at meetings and votes by letter ballot.  
39

##### 40 **3.2.3.1.1 Voting at Meeting**

41

1 A technical vote is carried by a 75% approval of those members voting “Approve” and “Do Not  
2 Approve”. Non-technical votes may be decided by voting procedures as defined in Robert's  
3 Rules of Order Newly Revised (latest edition). No quorum is required at meetings held in  
4 conjunction with the plenary session since the plenary session time and place is established well  
5 in advance. A quorum is required at other WG meetings. The WG Chair may vote at meetings. A  
6 quorum is at least one-half of the WG members.

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

#### 11 3.2.3.1.2 Voting by Letter Ballots

12  
13 The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group must  
14 be ratified by a letter ballot. Other matters may also be decided by a letter ballot at the discretion  
15 of the WG Chair. The WG Chair may vote in letter ballots.

16  
17 The ballot shall contain three choices:

- 18
- 19 • Approve. (May attach non-binding comments.)
- 20 • Do Not Approve. (Must attach specific comments on what must be done to the draft to
- 21 change the vote to “Approve”.)
- 22 • Abstain. (Must include reasons for abstention.)
- 23

24 To forward a draft standard or a revised standard to the EC for approval for Sponsor Ballot  
25 Group voting, a letter ballot (or confirmation letter ballot) must be done first within the WG. A  
26 75 percent approval of the WG confirmation letter ballot is necessary with at least 50 percent of  
27 the members voting. The 75 percent figure is computed only from the “Approve” and “Do Not  
28 Approve” votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require EC  
29 approval.

30  
31 The WG Chair determines if and how negative votes in an otherwise affirmative letter ballot are  
32 to be resolved. Normally, the WG meets to resolve the negatives or assigns the task to a ballot  
33 resolution group.

34  
35 There is a recirculation requirement. For guidance on the recirculation process see subclause  
36 5.4.3.2 Resolution of comments, objections, and negative votes in the *IEEE-SA Standards Board*  
37 *Operations Manual*.

38  
39 The letter ballot shall be conducted by electronic means. The response time shall be at least  
40 thirty days. However, for recirculation ballots, and for letter ballots not related to the submission  
41 of draft standards, the response time shall be at least fifteen days.

42  
43 Submission of a draft standard or a revised standard to the EC must be accompanied by any  
44 outstanding negative votes and a statement of why these unresolved negative votes could not be  
45 resolved.

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### 3.2.3.1.3 Roll Call Votes

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

A roll call vote may be called for by any member of the group, without obtaining the floor, at any time after the question has been put, even after the vote has been announced and another has the floor and it is called for before another motion has been made. 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 must 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.

### 3.2.3.2 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 an existing document. 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 EC, 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)

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 EC or at the discretion of the WG Chair with the approval of the EC.
- 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 EC and, in the case of a “Directed Position”, vote the will of the WG in accordance with the Directed Position Procedure of this P&P (See subclause 5.1 Procedure for Establishing a Directed Position).
- f) Establish WG rules beyond the WG rules set down by the EC. These rules must be written and all WG members must be aware of them.
- 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 EC).
- i) Manage balloting of projects.

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

The procedures specified in subclause 3.2.1(WG Officers) are to be followed under normal circumstances. If a WG or TAG 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 or TAG, 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 EC 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 EC may remove the Chair or a Vice Chair of a WG or TAG for cause.

The Chair of the EC 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 EC 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 EC may suspend the Chair of a WG, with the concurrence of the IEEE Computer Society VP of Standards. A meeting or teleconference of the EC shall be convened as soon as practical, but in no case later than thirty (30) days, to review the suspension as provided for above.



1 **3.2.3.4 Precedence of Operating Rules**

2  
3 If WG operation conflicts with the LMSC P&P, then the LMSC P&P shall take precedence.  
4

5 **3.2.3.5 Hibernation of a WG**

6  
7 If at least 50% of the most recent membership roster attends the plenary session where the WG is  
8 reactivated, the membership shall be comprised of that roster, and the normal rules for gaining  
9 and losing membership will apply. If less than 50% of the membership attends, the procedure  
10 for developing membership in a new WG shall be followed.

11 3.2.3.5.1 Core of Experts

12  
13 The chair of a hibernating WG shall maintain a list of experts that are available to answer  
14 questions and provide clarification about the standards and/or recommended practices generated  
15 by the WG.  
16

17 3.2.3.5.2 Inquiries/Interpretations

18  
19 Inquiries and interpretations of standards and recommended practices that were generated by a  
20 hibernating WG shall be directed to the chair of the hibernating WG. The chair shall attempt to  
21 resolve the inquiry or interpretation using the core of experts, as necessary. If the chair is unable  
22 to resolve the inquiry or interpretation, the chair may petition the EC to activate the WG.  
23

24 **3.2.4 WG Financial Operations**

25  
26 A WG may wish or need to conduct financial operations in order for it to host interim sessions  
27 for itself or one or more of its sub groups or to acquire goods and/or services that it requires for  
28 its operation.  
29

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

33  
34 A WG may operate with treasury only if it requests permission and is granted permission by the  
35 LMSC EC to operate with treasury and thereafter complies with the rules of this subclause. The  
36 WG request to operate with treasury shall be supported by a motion that has been approved by  
37 the WG. The WG may, again by WG approved motion, surrender EC granted permission to  
38 operate with treasury. The LMSC EC may withdraw permission for a WG to operate with  
39 treasury for cause.  
40

41 A WG sub group shall not operate with treasury.  
42

### 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 for the operation of the WG treasury, for ensuring that the operation of the WG treasury and the WG financial accounts complies with these P&P 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.

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

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

2  
3 Two or more WG(s) and/or TAG(s), with the approval of the LMSC EC, may operate with a  
4 single joint treasury. WG(s) and/or TAG(s) that operate with a joint treasury shall have no other  
5 treasury. The merger of separate WG/TAG treasuries into a joint treasury or the splitting of a  
6 joint treasury into separate WG/TAG treasuries requires approval of the LMSC EC. Each such  
7 action shall be supported by a motion from each of the involved WG(s) and/or TAG(s) that  
8 requests the action and that has been approved by the WG/TAG.  
9

10 The operation of a joint treasury is subject to the same rules as a WG operating with treasury  
11 with the following exception: The Executive Committee over seeing the joint treasury shall be a  
12 Joint Executive Committee that is the union of the Executive Committees of the WG(s)/TAG(s)  
13 operating with the joint treasury. The Chair of the Joint EC shall be selected by the Joint  
14 Executive Committee and shall be the Chair of one of the participating WG(s)/TAG(s).  
15

16 **3.3 Study Groups**

17  
18 **3.3.1 Study Group Operation**

19  
20 Progress of each Study Group shall be presented at opening plenary meetings by the WG, TAG,  
21 or ECSG Chair. Study Groups may elect officers other than the Chair, if necessary, and will  
22 follow the general operating procedures for WG specified in subclauses 3.2.2.5 and 3.2.3.  
23 Because of the limited time duration of a Study Group, no letter ballots are permitted.  
24

25 **3.3.2 Voting at Study Group Meetings**

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

30 **4. LMSC SESSIONS**

31  
32 There is no membership requirement for attendance at a LMSC plenary session or an interim  
33 session of a LMSC subgroup; they are open forums. However, anyone who attends any portion  
34 of a technical meeting that is part of a LMSC plenary session or an interim session of a LMSC  
35 subgroup is obligated to comply with the registration requirements for the session.  
36

37 For the purposes of these P&P, a “technical meeting” is defined as, but is not limited to, any  
38 meeting of a LMSC WG, TAG, ECSG, any of their subgroups, or any call for interest at an  
39 LMSC session.  
40

## 1 **4.1 Plenary Sessions**

2  
3 Plenary sessions are the primary LMSC sessions. All active LMSC WGs and TAGs hold their  
4 plenary sessions during LMSC plenary sessions.  
5

6 The LMSC may collect fees, usually a registration fee, from all attendees of any portion of any  
7 technical meeting that is a part of an LMSC plenary session to cover the expenses of the plenary  
8 session and the expenses of operating the LMSC.  
9

### 10 **4.1.1 LMSC PLENARY**

11  
12 The LMSC plenary session consists of the opening plenary meetings, EC meetings and WG  
13 meetings. The plenary session may also offer tutorial programs. If tutorials are offered on  
14 Monday, other meetings of 802 subgroups shall not be scheduled to overlap with the time of the  
15 tutorial programs. The plenary meeting is a meeting of individuals interested in local and  
16 metropolitan area network standards. The function of the plenary meetings is information  
17 dissemination:  
18

- 19 a) Status reports from the WG and TAG.  
20 b) Liaison communications to 802 as a whole from other standards organizations such as  
21 ASC X3, ECMA, etc.  
22 c) Reports on schedules for future Plenary and WG meetings.  
23 d) Announcements and general news.  
24

25 The main objective of the opening plenary meeting will be to welcome new attendees and to  
26 inform the 802 membership about what is being done in the WG and ECSG. This report must  
27 include background on the relationship of the work to other Groups. It should not be a detailed  
28 statement about Standards Numbers and Progress.  
29

30 At most 10 minutes should be taken by each WG for this material.  
31

32 Each WG, TAG, and ECSG Chair shall provide a status report to the LMSC Recording Secretary  
33 no later than one hour after the conclusion of the closing EC meeting. This status report shall  
34 include a description of the progress made during the week, as well as plans for further work and  
35 future meetings. The Recording Secretary shall post these status reports on the 802 web page no  
36 later than one week after the close of the plenary session.  
37

38 The plenary meetings are conducted by the LMSC Chair or a designated delegate.  
39

## 40 **4.2 Interim Sessions**

41  
42 In addition to plenary sessions, an LMSC WG/TAG or WG/TAG sub group may hold interim  
43 sessions. An interim session may be for a single LMSC WG/TAG or WG/TAG subgroup or it

1 may be a joint interim session for any combination of LMSC WGs, TAGs, and WG/TAG sub  
2 groups.

3  
4 Interim sessions shall have as goals: 1) Reasonable notification (>30 days) in addition to any  
5 announcement given at a Plenary session, and 2) Few last minute shifts in location (<< 1 per  
6 year).

#### 7 8 **4.2.1 Interim Session Hosts**

9  
10 Each interim session and joint interim session shall have a Host. The Host is the entity that is  
11 responsible for the financial and logistical planning, and preparation for and execution of the  
12 session.

13  
14 An interim session or joint interim session may be hosted by the LMSC, an LMSC WG or TAG  
15 operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury, or a  
16 non-LMSC entity. LMSC WGs or TAGs not authorized to operate with treasury and LMSC WG  
17 or TAG subgroups may not host an interim session.

18  
19 Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by  
20 any combination of an LMSC WG or TAG operating with treasury, several LMSC WGs and/or  
21 TAGs operating with a joint treasury, and a non-LMSC entity. Each of the entities co-hosting an  
22 interim session (Co-hosts) shall have approved a written agreement stating the responsibilities  
23 and liabilities of each Co-host and the disposition of any surplus funds before any financial  
24 commitments are made for the co-hosted session. When an interim session is co-hosted, the term  
25 Host means all of the Co-hosts as a single entity.

26  
27 The Host may contract with meeting planners and/or other entities to assist it in hosting the  
28 session.

29  
30 The responsibilities, authorities, and liabilities of a Host are defined in the following list.

- 31
- 32 a) The Host is solely responsible for the finances and the logistical planning, preparation for  
33 and execution of the session.
  - 34 b) The Host will consult and coordinate with the Chair(s) of the WG(s)/TAG(s) or  
35 WG/TAG sub group(s) participating in the session on the financial and logistical  
36 planning, and preparation for and execution of the session.
  - 37 c) The Host is solely responsible for all contracts and agreements that are for goods and/or  
38 services exclusively for the session.
  - 39 d) The Host is solely responsible for collecting the fees, if any, from attendees and for  
40 paying the session expenses including any penalties.
  - 41 e) The Host is solely responsible for any session deficit and the disposition of any session  
42 surplus funds.

43

1 **4.2.2 Interim Session Fees**

2  
3 The Host of an interim session may collect fees from all attendees of any part of any technical  
4 meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the  
5 direct expenses of the session and, in some cases, may also be used to cover other WG/TAG  
6 operating expenses. The “direct expenses” of a session are those expenses, including penalties,  
7 that are incurred for goods and/or services that are completely consumed by the planning,  
8 preparation for and/or execution of the session.  
9

10 If a WG operating with treasury, or several WGs and/or TAGs operating with a joint treasury,  
11 are the Host of an interim or joint interim session, any fees collected from attendees should be  
12 deposited respectively in the WG treasury or joint treasury. If several WGs operating with  
13 treasury and/or several groups of WGs/TAGS operating with joint treasury co-host a joint  
14 interim session, any fees collected from attendees should be deposited in the bank account of one  
15 of the co-hosting WGs/TAGs, as specified in the co-hosting agreement.  
16

17 If a WG/TAG operating with treasury hosts or co-hosts an interim session for only itself, or  
18 several WG(s) and/or TAG(s) operating with a single joint treasury host or co-host a joint  
19 interim session for only themselves, the collected fees, if any, may also be used to cover other  
20 operating expenses of the participating WG(s)/TAG(s).  
21

22 If a WG/TAG operating with treasury hosts or co-hosts a joint interim session for itself or its  
23 subgroups and organization units from other WG(s)/TAG(s), or several WG(s)/TAG(s) operating  
24 with a joint treasury host or co-host a joint interim session for themselves or their subgroups and  
25 organization units from other WG(s)/TAG(s), the collected fees, if any, may also be used to  
26 cover other operating expenses of the hosting WG(s)/TAG(s) if, and only if, the fees for the  
27 session are agreed to by the Chairs of all of the WG(s)/TAG(s) with an organization unit  
28 participating in the session. An “organization unit” of a WG/TAG is defined as the WG/TAG  
29 itself or any of its subgroups.  
30

31 **4.2.3 Interim Session Financial Reporting**

32  
33 A WG/TAG or WG/TAG subgroup shall prepare and submit all financial reports required by  
34 IEEE, IEEE-SA, Computer Society, and LMSC regulations on any of its interim sessions for  
35 which fees were collected and that did not comply with all of the following requirements:  
36

37 The WG/TAG or WG/TAG subgroup was not the Host of the session.  
38 The Host complied with the definition of a host in subclause 4.2.1 of these P&P.  
39  
40  
41

- 42 a) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had any financial  
43 responsibility for the session including any deficit or penalties.

- 1 b) Neither the WG/TAG or WG/TAG subgroup nor any of its officers handled and/or had or
- 2 exercised any control over any funds either received for the session or disbursed to pay
- 3 the expenses of the session including penalties.
- 4 c) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had and/or exercised
- 5 any decision authority over the disposition of any surplus funds from the session.
- 6 d) Neither the WG/TAG or WG/TAG subgroup nor any of its officers have or had any
- 7 control over or beneficial interest in any surplus funds from the session.

8

9 In the case of an interim session that is hosted by a single non-IEEE entity and for which fees are

10 collected, the usual financial goal is for the session to be non-deficit with a minimum surplus. A

11 recommended way of achieving this is for the Host to commit to a contribution to the session and

12 then reduce that contribution as required to minimize any session surplus. It may be most

13 convenient for the Host to not make the contribution (transfer the funds) until the size of the

14 contribution needed to meet the non-deficit minimum surplus goal is known. If there is a surplus,

15 the Host may retain it or dispose of it in any manner it chooses that does not violate item 6

16 above.

17

### 18 **4.3 Registration Policy**

19

20 In order for an individual to become registered for a given LMSC plenary or interim session of

21 an LMSC subgroup, the individual must:

22

- 23 a) Have complied with the registration requirements for all previously attended LMSC
  - 24 plenary sessions and interim sessions of LMSC subgroups, including payment of any
  - 25 required registration fees, and
  - 26 b) Have completed a valid registration for the session in question, including payment of any
  - 27 required registration fee.
- 28

29 An individual who attends any portion of a technical meeting that is part of an LMSC plenary

30 session or an interim session of an LMSC subgroup is obligated to comply with the registration

31 requirements for that session.

32

33 An individual who attends any portion of a technical meeting that is part of an LMSC plenary

34 session or an interim session of an LMSC subgroup but does not comply with the registration

35 requirements for that session, and further has not complied with those requirements within 60

36 days after the end of the session, including payment of any required registration fees, shall be

37 subject to the following sanctions:

38

- 39 i) No participation credit will be granted for said session.
- 40 ii) Any participation credit acquired before said session toward membership in any LMSC
- 41 group is revoked.
- 42 iii) Membership in any 802 group is terminated.



1 iv) No participation credit will be granted for attendance at any subsequent LMSC session  
2 until the individual has complied with the registration requirements for all previously  
3 attended 802 sessions by the start of said subsequent session.  
4

5 An individual who has lost membership in an LMSC group due to failure to comply with the  
6 registration requirements for an LMSC plenary or interim session of an LMSC subgroup may  
7 again earn membership in an LMSC group as follows:  
8

9 First, comply with the registration requirements for all LMSC plenary and interim sessions  
10 previously attended by the individual. An individual may not be granted membership in any  
11 LMSC group until this requirement is fulfilled.  
12

13 Second, acquire the participation credit required for group membership as required for an  
14 individual that had never previously attended an LMSC session.  
15

16 The interpretation and implementation of the registration policy for LMSC plenary sessions and  
17 LMSC hosted interim sessions shall be the responsibility of the LMSC Treasurer and the LMSC  
18 Executive Secretary. Unless otherwise specified in WG, TAG, or ECSG P&P, the interpretation  
19 and implementation of the registration policy for interim sessions of LMSC subgroups not hosted  
20 by the LMSC shall be the responsibility of the Chair and Treasurer (if any) of the LMSC  
21 subgroup(s) holding the session.  
22

## 23 **5. Vote** 24

### 25 ***5.1 Procedure for Establishing a Directed Position*** 26

27 Members of the EC have a responsibility to act in the best interest of the LMSC as a whole. WG  
28 Chairs have a responsibility to represent their WG on the EC. At times these responsibilities are  
29 in conflict with each other.  
30

31 Decisions of a WG may be of such a nature that the WG members deem it necessary to “Direct”  
32 the WG Chair to vote a specific way on EC motions related to a WG decision. When directed,  
33 through the process described below, the WG Chair shall vote as mandated by the WG resolution  
34 for the specified subject on any formal vote(s) in the EC. It would be anticipated that the use of a  
35 directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g.,  
36 critical PAR votes, formation of new WG and Study Groups.  
37

38 WG developed positions are not to be considered as automatic "Directed Positions." After a WG  
39 motion has been passed that establishes the WG’s position, a separate Directed Position (75%  
40 required to pass per subclause 3.2.3.1 Voting) motion is required to make that WG Position a  
41 Directed Position. A Directed Position motion applies only to a specific, bounded, WG issue that  
42 is to be brought before the EC. Directed Position motions may not be combined, nor may any

1 procedure be adopted that diminishes the extraordinary nature of establishing a “Directed  
2 Position.”

3  
4 The WG Chair, however, has the freedom to express other views in an attempt to persuade  
5 members of the EC to consider them, however, such views shall be identified as distinct from  
6 and not the formal WG Directed Position. The WG Chair is required to disclose to the WG  
7 his/her intent to offer a position contrary to a Directed Position. When presenting a Directed  
8 Position to the EC, the WG Chair is obligated to present and support the WG’s Directed Position  
9 Motion with voting results, along with pros and cons behind the motion.  
10

## 11 **6. Interpretations**

12  
13 Interpretations shall be approved by at least a 75% approval vote of the Sponsor subgroup that  
14 generated the document being interpreted, or a group determined by the Sponsor if such a  
15 subgroup does not exist.  
16

## 17 **7. Appeals**

18  
19 The LMSC recognizes the right of appeal. Every effort should be made to ensure that impartial  
20 handling of complaints regarding any action or inaction within LMSC is performed in an  
21 identifiable manner. Appeals are achieved either using processes defined in WG/TAG P&P, or  
22 as defined in clause 11 of the LMSC P&P.  
23

## 24 **8. Position Statements for Standards**

25  
26 All external communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board*  
27 *Operations Manual*.  
28

### 29 ***8.1 Procedure for Coordination with Other Standards Bodies***

30  
31 These procedures apply to communications with other standards bodies or similar entities.  
32

#### 33 **8.1.1 IEEE 802 communications**

- 34  
35
- 36 • Communications from the LMSC to external standards bodies shall not be released  
37 without prior approval by the EC. Such approval indicates that the communication  
38 represents the position of IEEE 802.
  - 39 • All communications by IEEE 802 with external standards bodies shall be issued by the  
40 LMSC Chair and shall be copied to the EC.

1 **8.1.2 WG or TAG communications**

- 2
- 3 • WG communications with external standards bodies that are not "Information Only"
  - 4 should be copied to affected members of the EC.
  - 5 • WG communications with external standards bodies shall not imply that they represent
  - 6 the position of IEEE or IEEE 802. They shall be issued by the WG or TAG Chair(s) and
  - 7 the LMSC Chair shall be included in the distribution list.
- 8

9 EC members receiving incoming liaison letters from external standards bodies shall forward a  
10 copy to the LMSC Chair, and, as applicable, the relevant WG or TAG Chair.

11  
12 Informal communications shall not imply that they are a formal position of IEEE 802 or of the  
13 WG or TAG.

14

15 **8.2 Procedure for Communication with Government Bodies**

16  
17 These procedures apply to communications with government and intergovernmental bodies.

18

19 **8.2.1 IEEE 802 Communications**

- 20
- 21 • IEEE 802 communications to government bodies shall not be released without prior
  - 22 approval by 2/3 of the EC.
  - 23 • All IEEE 802 communications to government bodies shall be issued by the LMSC Chair
  - 24 as the view of IEEE 802 (stated in the first paragraph of the statement). Such
  - 25 communications shall be copied to the EC and the IEEE-SA Standards Board Secretary
  - 26 and shall be posted on the IEEE 802 web site. The IEEE 802 web site shall state that all
  - 27 such position statements shall expire five years after issue.
- 28

29 **8.2.2 WG or TAG Communications**

- 30
- 31 • WG or TAG communications with government bodies shall not be released without prior
  - 32 approval by 75% of the WG or TAG. Such communications may proceed unless blocked
  - 33 by an EC vote. For statements not presented for review in an EC meeting, EC members
  - 34 shall have a review period of at least five days; if, during that time, a motion to block it is
  - 35 made, release of the statement will be withheld.
  - 36 • WG or TAG communications shall be identified in the first paragraph as the view of only
  - 37 the WG or TAG and shall be issued by the WG or TAG Chair(s) and shall include the
  - 38 LMSC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA,
  - 39 or IEEE 802 logos.
- 40

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

1  
2 Informal communications shall not imply that they are a formal position of the IEEE 802 or of  
3 the WG or TAG.

4  
5 Proposed communications that need to be issued by other IEEE entities shall be forwarded to the  
6 IEEE-SA Standards Board Secretary for further processing upon approval by the EC.  
7

## 8 **9. Standards Publicity**

9  
10 Any publicity issued within LMSC shall be in compliance with subclause [5.1.5](#) of the *IEEE-SA*  
11 *Standards Board Operations Manual* and with item h) of 3.1.1.  
12

## 13 **10. Use of LMSC Funds**

14  
15 The purpose of the LMSC treasury is to allow the LMSC to collect and disburse funds for  
16 activities that are appropriate to the orderly development of LAN/MAN standards. Use of such  
17 funds includes:  
18

- 19 • Payment for the expenses of conducting LMSC hosted sessions and related meetings and  
20 for other LMSC operating expenses. Such expenses include, but are not limited to, the  
21 expenses for:
  - 22 ○ meeting rooms
  - 23 ○ document reproduction
  - 24 ○ meeting administration
  - 25 ○ food and beverages
  - 26 ○ computer networking and Internet connectivity
  - 27 ○ goods and services needed for the efficient conduct of business
  - 28 ○ insurance
  - 29 ○ audits
- 30  
31 • Reimbursement to individuals for appropriate expenses not covered by other sources,  
32 such as corporations, other IEEE organizations, etc.

33  
34 The primary source of funds for the LMSC is the registration fees collected from attendees of  
35 LMSC hosted sessions.  
36

37 Specific policies regarding the treasury are as follows:

- 38  
39 a) The LMSC shall open and maintain an LMSC bank account that will be administered by  
40 the LMSC Treasurer.
- 41 b) The LMSC may open merchant accounts as required for the processing of credit card  
42 charges. Such accounts shall be administered by the LMSC Treasurer.

- 1 c) All funds received by the LMSC shall be promptly deposited in the LMSC bank account.  
2 All funds retained by the LMSC shall be held in the LMSC bank account or, if  
3 appropriate, in investments approved by the IEEE.
- 4 d) All LMSC expenditures require the approval of the EC with the sole exception that the  
5 LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each WG and TAG Chair whose  
6 group is not operating with treasury, may be reimbursed from the LMSC treasury for up  
7 to \$200 of appropriate expenses incurred between LMSC plenary sessions without  
8 specific approval of the EC.
- 9 e) The Treasurer will provide reports about LMSC finances to the LMSC membership at  
10 large at LMSC plenary sessions and to the EC. The Treasurer will provide additional  
11 reports and participate in audits as required by IEEE rules.
- 12 f) The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on  
13 hand) sufficient for paying the worst-case expenses of canceling an LMSC plenary  
14 session.
- 15 g) EC approval of the site for an LMSC hosted session constitutes authority for the  
16 Treasurer to pay all ordinary expenses for that session and any extraordinary expenses  
17 presented as part of the meeting site proposal.  
18

## 19 **11. Procedure for PARs**

20

### 21 ***11.1 IEEE-SA Standards Board Approval***

22

23 Any standards activity whose aim is to produce a Standard, Recommended Practice, or Guide  
24 must submit a PAR to the IEEE-SA Standards Board within six months of beginning work.  
25

- 26 • Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request  
27 (PAR) and PAR Form. (See <http://standards.ieee.org/guides/par/index.html>.)  
28
- 29 • Add pages, as necessary, of more detailed information than is on the PAR form about the  
30 Scope, Purpose, and Coordination of the proposed project, but include summary text  
31 under Scope and Purpose.  
32  
33  
34

### 35 ***11.2 LMSC Approval***

36

37 Submit proposed PAR and, if applicable, responses to the five criteria per 17.5 below to the EC  
38 for approval prior to sending outside of LMSC.  
39

40 Approval is contingent on inclusion of responses describing how the proposed PAR meets  
41 **the five criteria** and a work plan for the development of managed object definitions, either  
42 as part of the PAR or as a part of an additional PAR. PARs which introduce no new

1 functionality are exempt from the requirement to provide responses to the five Criteria.  
2 Examples of such PARs are: Protocol Implementation Conformance Statements (PICS),  
3 Managed Object Conformance Statements (MOCS), PARs to correct errors and PARs to  
4 consolidate documents.

5  
6 Complete PARs shall be circulated via the EC email reflector to all EC members no less than 30  
7 days prior to the day of the Opening EC meeting of an LMSC plenary session.

8  
9 At the discretion of the LMSC Chair, PARs for ordinary items (e.g., Maintenance PARs) and  
10 PAR changes essential to the orderly conduct of business (e.g., division of existing work items or  
11 name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the EC  
12 agenda if delivered to EC members 48 hours in advance.

13  
14 Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the  
15 deadline. All PARs must be accompanied by supporting documentation, which must include:

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

### 21 22 ***11.3 Plenary Review***

23  
24 In order to ensure wide consideration by the 802 members, PARs for significant new work (those  
25 that will result in a new Standard/Recommended Practice/Guide or an addition to an existing  
26 one) must pass through the following process during the plenary session week in which EC  
27 approval is sought:

28  
29 The PAR must be presented in summary at the opening plenary meeting to the general 802  
30 membership. Supporting material must be available in sufficient detail for members of  
31 other WG to understand if they have an interest in the proposed PAR (i.e., if they would  
32 like to contribute to/participate in the proposed work, or identify if there is conflict with  
33 existing or anticipated work in their current WG). It is highly recommended that a tutorial  
34 be given at a previous plenary session for major new work items.

35  
36 WG, other than the proposing WG, must express concerns to the proposing WG as soon as  
37 possible and must submit written comments to the proposing WG and the EC not later than  
38 5:00 p.m. on Tuesday.

39  
40 The proposing WG must respond to commenting WG and to the EC together with a Final  
41 PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient  
42 coordination and/or inter WG consideration had occurred prior to the submission of the  
43 PAR if this deadline is not met, and the proposed PAR will not be considered by the EC at  
44 the closing EC meeting.

1 ***11.4 Chair responsibilities***

2  
3 The WG Chair shall sign the copyright acknowledgment.

4  
5 The LMSC Chair shall, as Sponsor, submit the PAR to the following:

- 6  
7 a) Chair, CS Standards Activities Board  
8 b) IEEE-SA Standards Board New Standards Committee (NesCom) Administrator  
9

10 ***11.5 Criteria for Standards Development (Five Criteria)***

11  
12 **11.5.1 Broad Market Potential**

13  
14 A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it  
15 shall have the potential for:

- 16  
17 a) Broad sets of applicability.  
18 b) Multiple vendors and numerous users.  
19 c) Balanced costs (LAN versus attached stations).  
20

21 **11.5.2 Compatibility**

22  
23 IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE  
24 802.1 Architecture, Management, and Interworking documents as follows: 802. Overview and  
25 Architecture, 802.1D, 802.1Q, and parts of 802.1f. If any variances in conformance emerge, they  
26 shall be thoroughly disclosed and reviewed with 802.  
27

28 Each standard in the IEEE 802 family of standards shall include a definition of managed objects  
29 that are compatible with systems management standards.  
30

31 **11.5.3 Distinct Identity**

32  
33 Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project  
34 shall be:

- 35  
36 a) Substantially different from other IEEE 802 standards.  
37 b) One unique solution per problem (not two solutions to a problem).  
38 c) Easy for the document reader to select the relevant specification.  
39

1 **11.5.4 Technical Feasibility**

2  
3 For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the  
4 proposed project shall show:

- 5  
6 a) Demonstrated system feasibility.  
7 b) Proven technology, reasonable testing.  
8 c) Confidence in reliability.  
9

10 **11.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation**

- 11  
12 • A WG proposing a wireless project is required to demonstrate coexistence through the  
13 preparation of a Coexistence Assurance (CA) document unless it is not applicable.  
14 • The WG will create a CA document as part of the WG balloting process.  
15 • If the WG elects not to create a CA document, it will explain to the EC the reason the CA  
16 document is not applicable.  
17

18 **11.5.5 Economic Feasibility**

19  
20 For a project to be authorized, it shall be able to show economic feasibility (so far as can  
21 reasonably be estimated) for its intended applications. At a minimum, the proposed project shall  
22 show:

- 23  
24 a) Known cost factors, reliable data.  
25 b) Reasonable cost for performance.  
26 c) Consideration of installation costs.  
27

28 **11.5.6 Withdrawn PARs**

29  
30 Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in  
31 consultation with the WG shall consider whether the most current draft has content that should  
32 be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is  
33 placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to  
34 the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific  
35 date of the withdrawal and the rationale for the withdrawal.  
36

37 The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a  
38 period of 3 years after the time of withdrawal, after which it shall be removed from the list.  
39

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

41



1 CD-ROMs containing all IEEE 802 standards will be distributed on an annual basis to registered  
2 attendees.  
3

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

5  
6 This procedure is to be used when approval to forward a draft standard to LMSC letter ballot or  
7 to RevCom is conditional on successful completion of a WG or LMSC recirculation ballot,  
8 respectively.  
9

10 Seeking conditional approval is only appropriate when ballot resolution efforts have been  
11 substantially completed and the approval ratio is sufficient.  
12

13 The conditional approval expires at the opening of the next plenary.  
14

15 Agenda Items and motions requesting conditional approval to forward when the prior ballot has  
16 closed shall be accompanied by:  
17

- 18 • Date the ballot closed
- 19 • Vote tally including Approve, Disapprove and Abstain votes
- 20 • Comments that support the remaining disapprove votes and WG responses.
- 21 • Schedule for recirculation ballot and resolution meeting.  
22

23 Where a voter has accepted some comment resolutions and rejected others, only the comments of  
24 which the voter has not accepted resolution should be presented.  
25

26 When conditional forwarding to LMSC ballot has been approved, the conditions shall be met  
27 before initiating LMSC ballot. When conditional forwarding to RevCom has been approved by  
28 the EC, the submittal may be forwarded to RevCom before the conditions have been fulfilled in  
29 order to meet the submittal requirements for the next RevCom meeting. However, the submittal  
30 shall be withdrawn from the RevCom agenda if the conditions have not been met one week  
31 before the RevCom meeting.  
32  
33  
34

35 Conditions:  
36

- 37 a) Recirculation ballot is completed. Generally, the recirculation ballot and resolution  
38 should occur in accordance with the schedule presented at the time of conditional  
39 approval.
- 40 b) After resolution of the recirculation ballot is completed, the approval percentage is at  
41 least 75% and there are no new DISAPPROVE votes.
- 42 c) No technical changes, as determined by the WG Chair, were made as a result of the  
43 recirculation ballot.

- 1 d) No new valid DISAPPROVE comments on new issues that are not resolved to the
- 2 satisfaction of the submitter from existing DISAPPROVE voters.
- 3 e) If the WG Chair determines that there is a new invalid DISAPPROVE comment or vote,
- 4 the WG Chair shall promptly provide details to the EC.
- 5 f) The WG Chair shall immediately report the results of the ballot to the EC including: the
- 6 date the ballot closed, vote tally and comments associated with any remaining
- 7 disapproves (valid and invalid), the WG responses and the rationale for ruling any vote
- 8 invalid.
- 9

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

11  
12 If indicated in the five criteria, the wireless WG shall produce a coexistence assurance (CA)

13 document in the process of preparing for WG letter ballot and Sponsor ballot. The CA document

14 shall accompany the draft on all wireless WG letter ballots.

15

16 The CA document shall address coexistence with all relevant approved 802 wireless standards

17 specifying devices for unlicensed operation. The WG should consider other specifications in

18 their identified target band(s) in the CA document.

19

20 The 802.19 TAG shall have one vote in WG letter ballots that include CA documents. As part of

21 its ballot comments, the 802.19 TAG will verify the CA methodology was applied appropriately

22 and reported correctly.

23

24 The ballot group makes the determination on whether the coexistence necessary for the standard

25 or amendment has been met.

26

27 A representative of the 802.19 TAG should vote in all wireless Sponsor ballots that are in the

28 scope of the 802.19 coexistence TAG.