

**IEEE 802**  
**LAN/MAN STANDARDS COMMITTEE (LMSC)**  
**WORKING GROUP (WG)**  
**POLICIES AND PROCEDURES (P&P)**

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## 1. Preface

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the working group (WG). Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect WG participants and the IEEE by establishing the necessary framework for a sound standardization process.

Unless otherwise specified, the term WG applies to both WGs and TAGs.

## 2. Modifications to these procedures

These policies and procedures outline the orderly transaction of business by the WG. The WG may amend these procedures with the approval of the IEEE 802 LAN/MAN Standards Committee Executive Committee, which is referred to throughout this document as the Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the WG or Sponsor, see also Clause 9.

## 3. Hierarchy

The latest version of several documents takes precedence over these procedures in the following order:

New York State Not-For-Profit Corporation Law

IEEE Certificate of Incorporation

IEEE Constitution

IEEE Bylaws

IEEE Policies

IEEE Board of Directors Resolutions

IEEE Standards Association Operations Manual

IEEE-SA Board of Governors Resolutions

IEEE-SA Standards Board Bylaws

IEEE-SA Standards Board Operations Manual

IEEE-SA Standards Board Resolutions

IEEE 802 LAN/MAN Standards Committee (IEEE 802 LMSC) Policies and Procedures (IEEE 802 LMSC P&P)

IEEE 802 LAN/MAN Standards Committee (IEEE 802 LMSC) Operations Manual (IEEE 802 LMSC OM)

*Robert's Rules of Order (Revised)* [12] is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

## 4. Fundamental principles of operation

For the development of standards, openness and due process are mandatory.

Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures has a right to participate by:

- a) Attending WG meetings
- b) Becoming a member of the WG
- c) Becoming an officer of the WG
- d) Expressing a position and its basis
- e) Having that position considered
- f) Appealing if adversely affected

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. The standards development process should strive to have both a balance of interests and not be dominated by any single interest category.

## **5. WG responsibilities**

Each draft standard produced by a WG must be within the scope of Sponsor and the scope of the WG as determined by the Sponsor. It must also be within the scope of an approved PAR.

The WG shall:

- a) Complete projects from Project Authorization Request (PAR) approval through to IEEE Standards Association (IEEE-SA) Standards Board approval within the allotted times (normally 48 months) that are assigned to them by the Sponsor
- b) Use the IEEE Standards document template format
- c) Submit to the Sponsor any documentation required by the Sponsor; for example, a project schedule or a monthly status report
- d) Notify the Sponsor of the draft development milestones
- e) Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot
- f) Maintain and amend existing standards issued by IEEE developed by the WG
- g) Attend to other matters assigned to them by the Sponsor

Primary responsibility for achieving these goals shall sit with the WG Chair. The WG Chair may assign activities within the WG (in ways compliant with this document and other WG approved documents) so as to facilitate completion of those activities. The WG chair may assign to and be advised by others (Task Group Chairs, Task Force Chairs, Advisory Groups, etc) on matters within the WG to ensure they are attended to and completed.

The WG shall periodically review and confirm that the response to the five criteria, refer to the “Criteria for standards development” subclause in the IEEE 802 LMSC Operations Manual [5], used to approve its PAR(s) still reflect the state of the project(s) to which they relate. Should a WG need to modify the responses to the five criteria during a projects’ development in order to accurately reflect the state of the project, the modified responses shall be submitted to the Sponsor for approval.

## 6. Officers

### 6.1 Officer overview

There shall be a Chair and a Secretary, and there should be a Vice Chair. The office of Treasurer is suggested if significant funds are involved in the operation of the WG and/or its subgroups or if the group has multiple financial reports to supply to the IEEE SA. All WG Chairs and Vice Chairs shall be members of the IEEE SA and non-student members or affiliate of either the IEEE or the IEEE Computer Society. The specific WG officers and their activities should be described in a WG Operations Manual if one exists.

At the first plenary session, the WG shall elect its chair and vice chair(s) in accordance with the procedures of the Sponsor, and, where necessary, Robert's Rules of Order. WG officers should read the training material available through [IEEE Standards Development Online](#) [6] .

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

### 6.2 Election of officers

A WG may elect a new Chair or Vice Chair at any plenary session, subject to confirmation by the IEEE 802 LMSC Sponsor

All WG elections become effective at the end of the plenary session where the election occurs. A plenary session is as defined in the "Plenary sessions" subclause of the IEEE 802 LMSC OM [5]. Prior to the end of that plenary session, persons that have been elected during the session are considered 'Acting'. Persons who are succeeding someone that currently holds the position do not acquire any rights for that position until the close of the plenary session.

The term for all WG officers ends at the close of the first plenary session of each even numbered year. Elected officers maintain their offices until the next election opportunity unless they resign, are removed for cause, or are unable to serve for another reason.

The Sponsor shall confirm the election of the Chair and Vice-Chair(s). If the confirmation fails, any existing appointments will stand, and the WG will hold another election at the next plenary session. The Sponsor may make a temporary appointment per 6.3 as necessary.

Unless otherwise restricted by these P&P individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. Officers appointed and confirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

### 6.3 Temporary appointments to vacancies

If an office becomes vacant due to resignation, removal, lack of nomination at an election or for another reason, a temporary appointment shall be made for a period of up to six months. In the case of Chair or Vice-Chair, the Sponsor Chair shall make the temporary appointment, with input from the WG. In the case of Secretary, the WG Chair shall make the temporary appointment. An appointment or election for the vacated office shall be conducted at the earliest practical time.

## 6.4 Removal of officers

An officer may be removed by approval of two-thirds of the members of the WG. Removal of the Chair and/or Vice-Chair requires affirmation by the Sponsor. Grounds for removal shall be included in any motion to remove an officer of the WG. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

## 6.5 Responsibilities of WG officers

### 6.5.1. 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 or Chair's designee shall have the following responsibilities.

- a) To lead the activity according to all of the relevant policies and procedures
- b) To be objective
- c) To entertain motions, but not make motions
- d) To not bias discussions
- e) To delegate necessary functions as needed
- f) To ensure that all parties have the opportunity to express their views
- g) To set goals and deadlines and endeavor to adhere to them
- h) To be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- i) To seek consensus as a means of resolving issues
- j) To prioritize work to best serve the group and the goals
- k) To ensure compliance with the **IEEE-SA Intellectual Property Policies**, including but not limited to the IEEE-SA Patent Policy and Copyright Policy.
- l) To fulfill any financial reporting requirements of the IEEE, in the absence of a Treasurer.
- m) To participate as needed in meetings of the Sponsor to represent the WG and, in the case of a "Directed Position", vote the will of the WG in accordance with the Directed Position Procedure (See "Procedure for establishing a directed position" subclause of the IEEE 802 LMSC OM [5])
- n) To call meetings and issue a notice for each meeting at least 30 calendar days prior to the meeting
- o) To ensure agendas are published at least 14 calendar days before a meeting
- p) To ensure important requested documents are issued to members of the WG, the Sponsor, and liaison groups.
- q) To ensure a membership roster is created and maintained
- r) To ensure participant attendance is recorded at each meeting
- s) To be responsible for the management and distribution of WG documentation in compliance with IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards.
- t) To ensure lists of unresolved issues, action items, and assignments are maintained
- u) 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

- v) To ensure that any financial operations of the WG comply with the requirements of clause 14 of this P&P
- w) 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
- x) To assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
- y) 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)
- z) To manage balloting of projects
  - aa) To decide which matters are procedural and which matters are technical
  - ab) To decide procedural matters or defer them to a vote by the WG
  - ac) To place issues to a vote by WG members
  - ad) To preside over WG meetings and activities of the WG according to all of the relevant policies and procedures

### 6.5.2. Vice Chair(s)

The Vice Chair(s) shall

- a) Carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)
- b) Be familiar with training materials available through IEEE Standards Development Online [6]

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.

### 6.5.3. Secretary

The Secretary shall

- a) Record and publish minutes of each meeting within 30 calendar days of the end of the meeting. The meeting minutes are to include:
  - List of participants, their employers and affiliations
  - Next meeting schedule
  - Agenda as revised at the start of the meeting
  - Voting record (Resolution, Mover / Second, Numeric results)
- b) Be familiar with training material available through IEEE Standards Development Online [6]

### 6.5.4. Treasurer

The Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the WG's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the *IEEE Financial Operations Manual (FOM)* [10]



- e) Bring any discrepancies between the requirements of the IEEE financial operations manual and sponsor P&P to the attention of the sponsor

## **7. Working group**

### **7.1 Overview**

WG membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants shall fulfill the requirements to gain and maintain membership in the WG.

### **7.2 WG membership status**

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

Members of the sponsor are ex officio members of all WGs. Ex-officio members are allowed to vote on any WG motion or ballot, but are not counted towards quorum requirements or ballot return requirements if they don't vote.

#### **7.2.1. Establishment**

All persons that achieve participation credit for the initial session of a WG become members of the WG. Thereafter, membership in a WG is established by achieving participation credit at the sessions of the WG for two out of the last four plenary sessions; one duly constituted recent interim WG or Task Group session may be substituted for one of the two plenary sessions required to establish membership. A recent interim is any of the interims after the first of the four most recent plenaries. A declaration of intent to the Chair of the WG may also be required in a WG to gain membership. Participation credit at a meeting is granted for at least 75% presence at that meeting. Participation credit at a session is defined as participating in meetings during at least 75% of the meetings slots (designated as required) for participation credit at that session. Membership starts at the third plenary session attended by the participant.

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

Although not a requirement for membership in the WG, participants are encouraged to join the IEEE, 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 WG Chair may authorize meeting attendance credit for individuals while on activities approved by the WG Chair.

The procedure for hibernating a WG is described in “Hibernation of a WG” subclause of the IEEE 802 LMSC P&P [4]. 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.

### 7.2.2. Retention

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

### 7.2.3. 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 [membership is](#) lost per this subclause, membership is re-established as if the person were a new candidate member, [i.e., all previous participation credit is lost](#).

[Persons who do not retain membership, as described in 7.2.2 Retention, lose membership but this does not cause the loss of previous participation credit.](#)

### 7.2.4. Maintaining credit

To encourage attendance in certain target WGs whose subject matter is of significance to a WG, the WG Chair may designate other WGs as target groups.

A home group is a WG or TAG in which a person is a member (i.e., has voting rights). A target group is a WG or TAG in which the person is attending and the WG Chair of the home group has approved as target group. Maintaining credit is meeting participation credit that is registered in the home group while the person is attending a meeting in the target group.

The Chair of the home group shall determine if maintaining credit will be allowed for that home group while attending a target group. A person registering attendance in a target group shall obtain attendance credit in the persons home group and the target group. If the person has more than one home group for which the Chair of the home group has allowed maintaining credit, then the person shall select which home group for which they will be given credit.

### 7.2.5. Rights

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

- a) To receive a notice of the next session
- 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 LMSC. A petition signed by two-thirds of the membership of IEEE 802 LMSC forces the Sponsor to implement the resolution if allowed by applicable governance.

#### **7.2.6. 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.

### **7.3 Subgroups of the WG**

The WG may, from time to time, form subgroups for the conduct of its business. Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the WG shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the WG. Any resolution of a subgroup shall be subject to confirmation by the WG.

The WG Chair shall appoint the chair of the subgroup.

## **8. WG roster and membership list**

### **8.1 WG roster**

A WG member roster is a vital aspect of standards development. It serves as a record of members in the WG and is an initial tool if an issue of indemnification arises during the process of standards development.

The WG Chair or WG Chair's designee shall maintain a current and accurate roster of members in the WG. The membership roster shall include at least the following:

- a) Title of the Sponsor and its designation
- b) Title of the WG and its designation
- c) Officers – Chair, Vice-Chair, Secretary, Treasurer
- d) Members (including names, email addresses, and affiliations for all members)

A copy of the WG member roster shall be supplied to the IEEE SA at least annually by a WG officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all WG members have submitted their written approval for such distribution.

### **8.2 WG member list**

A WG officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publicly distributed. The membership list shall be limited to the following:

- a) Title of the WG and its designation
- b) Scope of the WG

- c) Officers: Chair, Vice Chair, Secretary, Treasurer (when position is filled)
- d) Members: for all, name, affiliation

## 9. Voting

### 9.1 Approval of an action

Approval of an action listed in 9.2 and 9.3 requires approval by a majority or *three-quarter* vote. A majority or *three-quarters* vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority or *three-quarters* approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority or *three-quarters* of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), unless identified otherwise elsewhere in these P&P.

### 9.2 Actions requiring approval by a majority

The following actions include approval by a majority vote

- a) To request EC approval of creation of a study group
- b) Approval of minutes.

### 9.3 Actions requiring approval by three-quarters vote

The following actions require approval by three-quarters vote:

- a) Approval of change of the WG scope
- b) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot
- c) Any matter regarding the establishment or modification of a PAR or that would make a non-editorial change to a draft standard
- d) A decision to submit a draft standard or a revised standard to the Sponsor for conduct of Sponsor Ballot. See 9.6 for additional constraints
- e) Permit officer to run for election who has held the office for five (5) or more full or partial terms
- f) Initiate officer elections other than at the first plenary session of even numbered years.
- g) Adoption of an Operations Manual or revisions thereof
- h) Formation of a subgroup (with the exception of a study group) including its procedures, scope, and duties
- i) Disbandment of a subgroup when no other provisions to disband are in place or prior to its completion
- j) Any other technical matter not defined elsewhere in this document

These actions are subject to confirmation by the Sponsor.

## **9.4 Voting between meetings**

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

## **9.5 Quorum**

The presence of a quorum must be announced by the WG Chair at the beginning of each meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as one-third of WG members. If a quorum is not present, actions may be taken subsequent to confirmation by a letter or electronic ballot as detailed in 9.4, or at the next WG meeting.

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.

## **9.6 Actions requiring an electronic ballot**

Approval to forward a draft standard to the Sponsor shall require approval by a WG Electronic Ballot. Abstains shall require a reason be given, and Do Not Approve votes shall require comments on changes required to modify the vote to Approve. For a letter ballot on a draft standard to be valid, a majority of all the voting members of the WG must have responded Approve, Do Not Approve, or Abstain. Comment resolution, recirculations, etc should be consistent with Sponsor ballot rules and 5.4.3.2 of the IEEE-SA Standards Board Operations Manual (SASB OM) [2].

The response time for a WG letter ballot 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.

Revised drafts approved in subsequent WG letter ballot for forwarding to the Sponsor Ballot Group do not require Sponsor approval for forwarding.

## **9.7 Roll call votes**

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.

## 10. Meetings

WG meetings shall be held, as decided by the WG, the Chair, or by petition of three-twentieths or more of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A WG meeting shall be announced, by a WG officer or designee, 30 calendar days in advance to all participants. An agenda shall be distributed at least 14 calendar days in advance of a meeting.

The WG, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

While having a balance of all interested parties is not an official requirement for a WG, it is a desirable goal. As such, the officers of the WG should consider issues of balance and dominance that may arise and discuss them with the Sponsor. A balanced body is required for IEEE Standards Sponsor ballot.

Participants shall be asked to state their employer and affiliation at each WG meeting as required by 5.3.3.1 of SASB OM [2].

## 11. Conduct

It is expected that participants in the WG behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics [9].

All WG participants shall comply with all applicable laws (nation-based and international) and act in accordance with all IEEE Standards policies and procedure [3]. Where applicable, WG participants shall comply with [IEEE Policies Section 9.8](#) on Conflict of Interest."

## 12. Appeals

The WG recognizes the right of appeal. If technical or procedural appeals are referred back to the WG, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the WG is performed in an identifiable manner.

If the WG must conduct an appeal hearing, it shall model its appeals process based on the appeals processes of the IEEE-SA Standards Board.

### **13. Communications**

Inquiries relating to the WG should be directed to the WG Chair and recorded by the Secretary. All replies to such inquiries shall be made through the WG Chair. These communications shall make it clear that they are responses from the WG.

### **14. 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.

#### **14.1 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 [1], Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
  - IEEE Financial Operations Manual [10], Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
  - Computer Society Policies and Procedures Manual [11], Section 16.7.1 Checking Accounts
  - SASB OM [2] 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 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 FOM [10]
- 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 Sponsor Chair shall be an authorized signer for the account. The Sponsor 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 Sponsor 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 Sponsor 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 Chair, WG Treasurer, Sponsor Chair, and Sponsor Treasurer and those required by IEEE, IEEE SA, Computer Society, or Sponsor 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 Sponsor 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 Sponsor 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 Sponsor 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 Sponsor 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 Sponsor 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 Sponsor Treasurer during December of each year.

## **14.2 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 over seeing 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.

## **15. References**

- [1] IEEE-Bylaws  
[http://www.ieee.org/documents/constitution\\_bylaws\\_policies.pdf](http://www.ieee.org/documents/constitution_bylaws_policies.pdf)
- [2] IEEE-SA® Standards Board Operations Manual  
[http://standards.ieee.org/develop/policies/opman/sb\\_om.pdf](http://standards.ieee.org/develop/policies/opman/sb_om.pdf)
- [3] IEEE-SA® Standards Board Bylaws  
<http://standards.ieee.org/guides/bylaws/>
- [4] IEEE 802 LAN/MAN Standards Committee (LMSC) Policies and Procedures  
<http://www.ieee802.org/devdocs.shtml>

- [5] IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual  
<http://www.ieee802.org/devdocs.shtml>
- [6] IEEE Standards Development Online  
[http://standards.ieee.org/resources/development/wg\\_dev/wginfo.html](http://standards.ieee.org/resources/development/wg_dev/wginfo.html)
- [7] IEEE CS Standards Activities Board Policies and Procedures (SAB P&P)  
<http://www.computer.org/portal/web/sab/policies>
- [8] IEEE-SA Intellectual Property Policies  
[http://www.ieee.org/publications\\_standards/publications/rights/index.html](http://www.ieee.org/publications_standards/publications/rights/index.html)
- [9] IEEE Code of Ethics  
<http://www.ieee.org/about/corporate/governance/p7-8.html>
- [10] IEEE Financial Operations Manual  
<http://www.ieee.org/documents/finopsmanual.pdf>
- [11] Computer Society Policies and Procedures Manual  
<http://standards.ieee.org/about/sasb/audcom/pnp/C-SAB.pdf>
- [12] Robert's Rules of Order Newly Revised (Latest Published Edition), by Henry M. Robert III (Editor), Sarah Corbin Robert, and William J. Evans (Editor), Perseus Publishing, ISBN 0-7382-0307-6.