**Proposed IEEE 802 LMSC Rules Revision Letter Ballot**
**on**
**Executive Committee Title**

**From:** Matthew Sherman, 2nd Vice Chair IEEE 802
**To:** Executive Committee **Date:** March 10, 2003

**Duration:** Till March 14, 2003

**Purpose:** Address editorial issues on title used for executive committee

**Rationale for proposed text:**

Section 3 of the LMSC Rules clearly states that the Executive Committee should be referred to as the "Executive Committee" throughout the rules. In many places the Executive Committee is referred to as the SEC or the Sponsor Executive Committee. This makes the text confusing to follow as it sounds like there are multiple bodies with governance in the LMSC. This rules change replaces all but one occurrence each of the terms "SEC" and "Sponsor Executive Committee" respectively with the terms "EC" and "Executive Committee." Minor editorial modifications are made in section 1 to introduce the term EC, and clarify our usage of terms. One use each of the terms "SEC" and "Sponsor Executive Committee" was deemed appropriate and left as is.

Proposed text for this rules change is shown on the following pages with revision markings against the text in the LMSC Rules as last revised July 12, 2002. In addition this rules change would also approve the replacement of the term "SEC" with the term "EC" and the term "Sponsor Executive Committee" with "Executive Committee" in any rules ballots that are approved and not yet incorporated in the rules, or are currently in process.

**Proposed Text:**

# 1. OVERVIEW

The scope of the IEEE Project 802 LAN MAN Standards Committee (LMSC) is to develop and maintain networking standards and recommended practices, using an open and accredited process, and to enable and advocate them on a global basis.

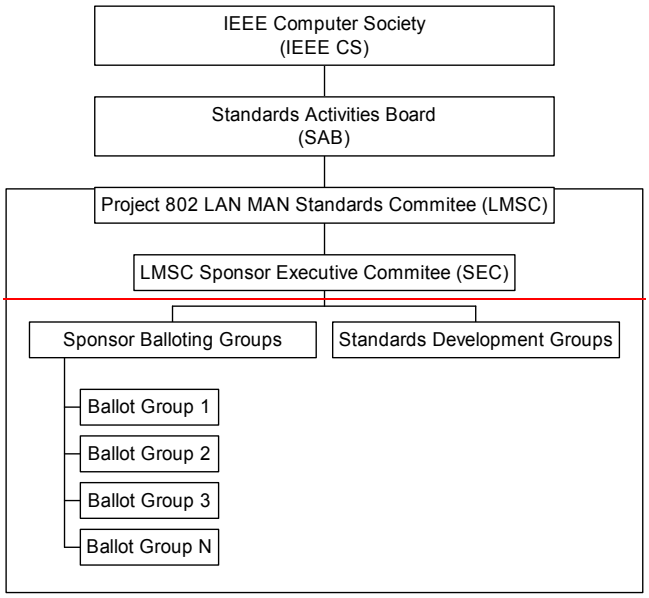
Project 802 (P802) is a Standards Committee which reports to the Standards Activity Board (SAB) of the IEEE Computer Society. It operates under sponsorship of the IEEE Computer Society. In the event of any conflict between these rules and the IEEE Computer Society rules, the rules of the IEEE Computer Society shall take precedence.

The P802 Standards Committee is directed by the LMSC~~a Sponsor~~ Executive Committee (EC) which oversees the operation of a standards sponsoring organization (see

Figure 1 PROJECT 802 REPORTING RELATIONSHIP~~Figure 1 PROJECT 802 REPORTING RELATIONSHIP~~). The P802 ~~Sponsor~~ LMSC Executive Committee serves as the Executive Committee for both the sponsor ballot groups as well as the Standards Development Groups. The standards sponsoring organization is ~~designated as the LAN MAN Standards Committee~~

(the LMSC ) and includes the Sponsor Executive Committee (EC), a balloting pool for forming LMSC Sponsor balloting groups, and a set of Standards Development Groups.

The terms “local area network” (LAN) and “metropolitan area network” (MAN) encompass a number of data communications technologies and the applications of these technologies. There is no single technology that is applicable to all applications. Correspondingly, no single local or metropolitan area network standard is adequate for all applications. In recognition of these facts, the standards developing organization has been divided into Working Groups and Technical Advisory Groups to standardize a small number of the technologies applicable to local or metropolitan area networks (see Figure 2 STANDARDS DEVELOPMENT GROUPS).


IEEE Computer Society
(IEEE CS)
Standards Activities Board
(SAB)
Project 802 LAN MAN Standards Commitee (LMSC)
LMSC Sponsor Executive Commitee (SEC)
Sponsor Balloting Groups
Standards Development Groups
Ballot Group 1
Ballot Group 2
Ballot Group 3
Ballot Group N

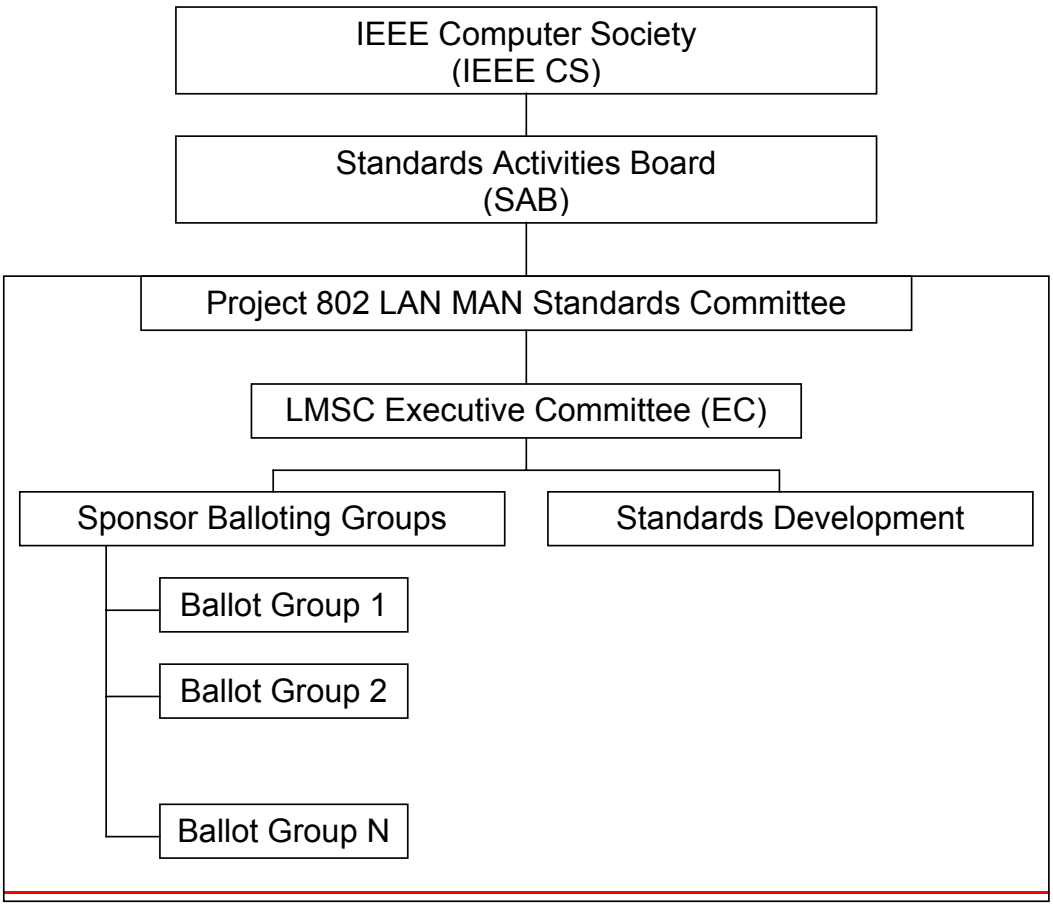



**Figure 1 PROJECT 802 REPORTING RELATIONSHIP**

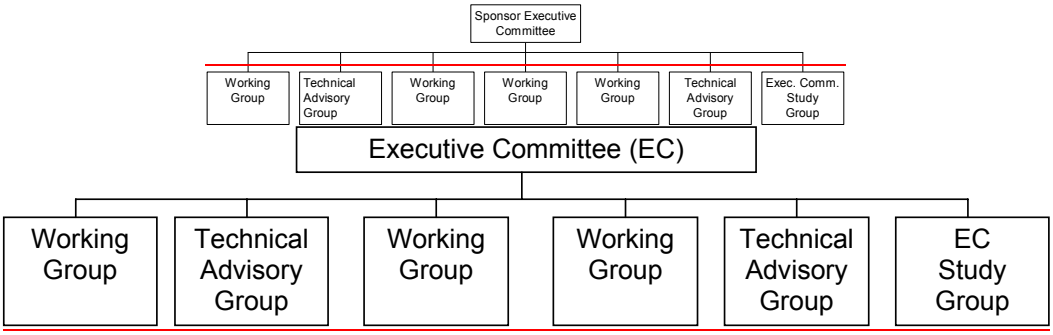



**Figure 2 STANDARDS DEVELOPMENT GROUPS**

The division of the Standards Development Groups into Working Groups, Study Groups, and Technical Advisory Groups is necessitated by:

a) Getting the standards out in a reasonable time, with each group working at its own pace and reflecting the maturity of the particular technology.
b) Each group maintaining and revising its own standard, as appropriate.

On the other hand, overall coordination of the Working Groups and Technical Advisory Groups is necessary to:

a) Keep the individual standards within the scope of Project 802's charter.
b) Prevent overlap or conflict between the individual standards.
c) Promote common technologies between the individual standards in the interest of compatibility.

The P802 ~~Sponsor~~ LMSC Executive Committee provides this coordination as a portion of its function.

Described below are the rules under which the LMSC will operate.

## 2. LAN MAN STANDARDS COMMITTEE PLENARY

The Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. The Plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the Plenary meetings is information dissemination:

a) Status reports from the Working Groups and Technical Advisory Groups.
b) Liaison reports from other standards organizations such as ASC X3, ECMA, etc.
c) Reports on schedules for future Plenary and Working Group meetings.
d) Announcements and general news.

The main object of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the Working Groups and Executive Committee Study Groups. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

At most 10 minutes should be taken by each Working Group for this material.

Each Working Group, Technical Advisory Group, and Executive Committee Study Group Chair shall provide a status report to the ~~SEC~~Executive Committee Recording Secretary no later than one hour after the end of closing Executive Committee meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than one week after the close of the Plenary meeting.

There is no membership requirement for attendance at the Plenary session; it is an open forum. The Plenary meetings are conducted by the LMSC Chair or a designated delegate. The LMSC

Treasurer may collect fees from all attendees of any meeting held in conjunction with the Plenary session to cover the expenses of operating the LAN MAN Standards Committee.

## 3. LMSC EXECUTIVE COMMITTEE

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

### *3.1 Function*

The function of the Executive Committee is to oversee the operation of the LAN MAN Standards Committee in the following ways:

a) Charter the Study Groups, Working Groups and Technical Advisory Groups.
b) Appoint the initial Chairs of the Working Groups and Technical Advisory Groups. (The Chairs of Working Groups and Technical Advisory Groups are confirmed or elected by the Working Group and Technical Advisory Group members themselves.)
c) Provide procedural and, if necessary, technical guidance to the Working Groups and Technical Advisory Groups as it relates to their charters.
d) Oversee Working Group and Technical Advisory Group operation to see that it is within the scope of Project 802, and the charter of the Working Groups and Technical Advisory Groups.
e) Examine and approve Working Group draft standards for proper submission to sponsor ballot group (see Section 4); not for technical content.
f) Consider complaints of Working Group and Technical Advisory Group members and the resolutions of the Plenary, Working Groups and Technical Advisory Groups.
g) Manage the Functional Requirements and other global Project 802 issues.
h) Handle press releases and other external organization matters.
i) Manage Project 802 logistics, i.e., concurrent Working Group and Technical Advisory Group meetings, finances, etc.
j) Oversee formation of sponsor ballot groups and sponsor ballot process.

### *3.2 Membership*

Executive Committee membership, including all rights and responsibilities thereof, is acquired by Working Group/Technical Advisory Group Chairs upon appointment to the position of Chair of a Working Group/Technical Advisory Group and confirmed by the members of the Working Group/Technical Advisory Group, and by all other Executive Committee members when confirmed by the Executive Committee. Membership is retained as in Working Groups (see Retention). All voting members of the Executive Committee shall be members or affiliates of the IEEE or the IEEE Computer Society. Membership of the Executive Committee is composed of the following:

a) LAN MAN Standards Committee Chair.
   The Chair is elected by the Executive Committee and confirmed by the Standards Activities Board. The LMSC Chair is also the Chair of the Executive Committee.

b) The Vice Chair(s), the Executive Secretary, the Recording Secretary, and the LMSC Treasurer.
These positions are appointed by the LMSC Chair and confirmed by the Executive Committee.

c) The LMSC Chair may appoint a 2nd Vice Chair. A Vice Chair will be responsible for such duties as may be assigned by the LMSC Chair. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.
d) Chairs of the Working Groups.
e) Chairs of the Technical Advisory Groups (TAG).

The 802 Chair will ensure that those 802.0 members who are not Chairs of active Working Groups have specific areas of interest to cover in order to encourage a wider view to be taken than that specifically covered by the Chairs of active Working Groups.

Each member of the Executive Committee shall, prior to confirmation by the executive committee, file with the Recording Secretary a letter of endorsement from their sponsoring organization. This letter is to document several key factors relative to their participation on the Executive Committee and is to be signed by both the executive committee member and an individual who has management responsibility for the Executive Committee member. This letter shall contain at least the following:

1. statement of qualification based on technical expertise to fulfill the assignment, and
2. statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
3. recognition that the individual is expected to act in accordance with the conditions stated in 3.4.1 Voting Guidance dealing with voting "as both a professional and as an individual expert."

## *3.3 Reaffirmation*

All members of the Executive Committee are reaffirmed at the first Plenary session of each even numbered year. The Working Group and TAG chairs are reaffirmed by their representative groups while other members of the Executive Committee are reaffirmed in the Executive Committee meeting.

## *3.4 Voting Rules*

Voting in the Executive Committee is by simple majority. The Chair only votes to break ties. A quorum is at least one-half of the Executive Committee voting members.

### 3.4.1 Voting Guidance

It is expected that LMSC Executive Committee members will vote as both professionals and as individual experts, except under the Directed Position provisions of Procedure 8, and not as a member of any affiliate block (organization, alliance, company, consortium, special interest group, etc.). If substantive evidence is presented to the LMSC Chair that this provision is violated, the LMSC Executive Committee will meet to consider what, if any, action to take on

the presented evidence. Such action may include any action up to and including a recommendation for removal from office.

### 3.4.2 Voting Between Plenary Meetings

At times, it may become necessary for the Executive Committee to render a decision that cannot be made prior to the close of one plenary but must be made prior to the following plenary. The ~~S~~EC electronic balloting mechanism may be used at the discretion of the Chair or the 1st Vice Chair. The electronic balloting mechanism shall include a means by which non ~~S~~EC members can observe and comment on the discussion.

#### *3.4.2.1 Electronic Balloting*

The Chair or the 1st Vice Chair shall issue, tally the results of the ballot and determine the minimum duration of the ballot. A majority of eligible voting ~~S~~EC members must vote approve in order for the ballot to pass.

## *3.5 Meetings*

Executive Committee meetings are open to observers. An open discussion or requests to participate in a particular discussion is determined by the Chair.

## *3.6 Change of Rules*

These rules of the operation of the LMSC may be changed as described in this section.

### 3.6.1 Initiation of Proposed Rules Changes

1. Proposed changes shall be in written form and include:

   a) The purpose, objective, or problem the proposed change is intended to address.

   b) The specific text of the rule change and the rationale for the chosen text.

2. Proposed changes my be created by:
   a) Any working group or technical advisory group. A proposal shall require the affirmative vote of at least three fourths of the members present when the vote is taken, quorum requirements shall be as specified in "Voting at a Meeting" in the section, "LMSC Standards Development Groups."

   b) Any Executive Committee Member

Writers of proposed rule changes are encouraged to seek the advice of experienced members of the ~~S~~EC to help form the wording in a manner appropriate for and consistent with the LMSC Operating Rules.

### 3.6.2 Executive Committee Action on Proposed Rules Changes

The proposed rules change shall be presented at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall take one of three actions on the proposal: Approve for Distribution and Executive Committee Ballot, or Assign for Study, or Reject.

Approval for Distribution and Executive Committee Ballot shall require the affirmative vote of at least two thirds of all voting members of the Executive Committee and will result in the distribution of the proposal and an Executive Committee letter ballot on the change.

If Approval for Distribution and Executive Committee Ballot is not achieved, a vote to Assign the proposal for study is taken, (see "Assignment of the Proposal to Study"). Assignment for Study shall require the affirmative vote of at least one third of all voting members of the Executive Committee. If less than one-third of the Executive Committee members support further consideration of a proposal then no further action is taken on the proposal and it is Rejected.

### 3.6.3 Distribution and Executive Committee Ballot

The Executive Committee Vice Chair, (or other Executive Committee member) designated by the LMSC Chair, shall distribute the proposed change to all persons who have attended the current Plenary Session or one of the preceding two Plenary Sessions at least sixty (60) days prior to the next Plenary Session and further; invite and collect comments for presentation to the Executive Committee.

Concurrent with distribution to the LMSC members, an Executive Committee letter ballot shall be conducted, to close thirty (30) days prior to the next Plenary Session.

### 3.6.4 Assignment of the Proposal to Study:

If the Executive Committee votes to assign a proposal to further study, the Executive Committee Vice Chair or others designated by the LMSC Chair, shall complete appropriate additional study of the proposal and respond to the Executive Committee expediently for its reconsideration for Distribution and Executive Committee Ballot.

### 3.6.5 LMSC Approval

After distribution of a proposed rules change and an Executive Committee letter ballot has been conducted, the LMSC Vice Chair (or other LMSC Executive Committee member designated in accordance with Section 3.6.3.) shall tabulate the ballot results, attempt to resolve comments, and present the comments and proposed resolution at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall approve, assign, or fail to accept the proposal.

LMSC approval shall require the affirmative vote of at least two thirds of all voting members of the Executive Committee. LMSC approval will result in the rules change becoming effective at the end of Plenary Session during which approval is voted. The revised LMSC Operating Rules shall be forwarded to the Computer Society Standards Activities Board (CS SAB); when the rules are known to be in conflict with the CS SAB Policies and Procedures the cover letter shall request formal CS SAB approval of the variance. In the case where the rules change is in conflict with the Policies and Procedures of CS SAB, the rule change will be put into effect as stated above but will be withdrawn immediately if rejected by the CS SAB. CS SAB rejection shall be announced to the LMSC Executive Committee by the most expeditious means available (e-mail, FAX, regular mail) and to the LMSC membership at the next Plenary Session.

If LMSC approval is not achieved, a vote to assign the proposal for further study and recommendation shall be taken. Assignment shall require the affirmative vote of at least one third of all voting members of the Executive Committee, otherwise no further action is taken on the proposal.

## 4. LAN MAN STANDARDS COMMITTEE (LMSC)

The LAN MAN Standard Committee (LMSC) is the standards sponsor organization and focal point for Local and Metropolitan Area Network Standards Sponsor activities. The LMSC includes the Executive Committee and a balloting pool for forming LMSC Sponsor Balloting Groups. All members of the Balloting Groups shall be members or affiliates of the IEEE or the IEEE Computer Society unless otherwise requested by the Executive Committee and approved by the Standards Activity Board. The Balloting Groups are formed by soliciting members of the LMSC balloting pool who are interested in voting on specific documents to be balloted, such as draft standards, recommended practices or guidelines. The LMSC Sponsor Ballots will be administered by the Executive Committee in accordance with Section 5 of the IEEE Standards Manual and Procedure 7 of these rules.

## 5. LMSC STANDARDS DEVELOPMENT GROUPS

The LMSC standards developing organization consists of the Executive Committee and the Working Groups and Technical Advisory Groups that develop the draft standards, recommended practices and guidelines.

### *5.1 LMSC Working Groups*

#### 5.1.1 Function

The function of the Working Group is to produce a draft standard, recommended practice or guideline. These must be within the scope of the LMSC, the charter of the Working Group and an approved PAR, or a PAR under consideration by the IEEE Standards Board, as established by the Executive Committee. After the approval of the Working Group's standard, recommended practice or guideline, the function of the Working Group is to review, revise, and affirm its documents.

#### 5.1.2 Chair

LMSC Working Group Chairs and Vice Chairs shall be elected by the Working Group and confirmed by the LMSC Executive Committee. Terms shall end at the end of the first Plenary session of the next even numbered year.

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

An individual who has served as Chair or Vice Chair of a given Working Group for a total of more than eight years in that office may not be elected to that office again.

A Working Group may elect a new Chair at any Plenary session, subject to confirmation by the LMSC Executive Committee. A motion to hold an election must be passed by 75% of the voting members of the Working Group present.

### 5.1.3 Membership

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

#### *5.1.3.1 Establishment*

All persons participating in the initial meeting of the Working Group become members of the Working Group. Thereafter, membership in a Working Group is established by participating in the meetings of the Working Group at two out of the last four Plenary sessions, and (optionally) a letter of intent to the Chair of the Working Group. Participation is defined as at least 75% presence at a meeting. Membership starts at the third Plenary session attended by the participant. One duly constituted interim Working Group or task group meeting may be substituted for the Working Group meetings at one of the two Plenary sessions (See 5.1.3.5 Meetings and Participation).

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

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

No participation credit will be granted to any individual who has outstanding financial obligations to LMSC; retroactive credit for participation in meetings shall not be granted if payment is not made prior to the start of the next meeting. (Note: Assumes LMSC Treasurer personally contacts individual, verbally or in writing, but with some assurance that communication was, in fact, received, and in sufficient time to respond.)

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

#### *5.1.3.2 Retention*

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

#### *5.1.3.3 Loss*

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

#### *5.1.3.4 Rights*

The rights of the Working Group members include the following:

a) To receive a notice of the next meeting.
b) To receive a copy of the minutes.
c) To vote at meetings if and only if present.
d) To vote in Working Group Letter Ballots.
e) To examine all Working Draft documents.
f) To lodge complaints about Working Group operation with the Executive Committee.
g) To petition the Executive Committee in writing. (A petition signed by two-thirds of the combined members of all Working Groups forces the Executive Committee to implement the resolution.)

#### *5.1.3.5 Meetings and Participation*

Working Group 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 Working Group Chair.

Interim Working Group or Technical Advisory Group meetings are to have as a goal: 1) Reasonable notification (>4 weeks) in addition to any announcement given at a plenary, and 2) Few last minute shifts in location (<< 1 per year).

### 5.1.4 Operation of the Working Group

The operation of the Working Group has to be balanced between democratic procedures that reflect the desires of the Working Group members and the Working Group Chair's responsibility to produce a standard, recommended practice, or guideline, in a reasonable amount of time. Roberts Rules of Order shall be used in combination with these operating rules to achieve this balance.

#### *5.1.4.1 Chair's Function*

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

#### *5.1.4.2 Voting*

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

5.1.4.2.1 Voting at Meeting

A vote is carried by a 75% approval of those members voting "Approve" and "Do Not Approve". 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. A quorum is required at other Working Group meetings. The Working Group Chair may vote at meetings. A quorum is at least one-half of the Working Group members.

5.1.4.2.2 Voting by Letter Ballots

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

The ballot shall contain three choices:

- Approve. (May attach non-binding comments.)
- Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to "Approve".)
- Abstain. (Must include reasons for abstention.)

To forward a draft standard or a revised standard to the Executive Committee for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the Working Group. A 75 percent approval of the Working Group confirmation letter ballot is necessary with at least 50 percent of the members voting. The 75 percent figure is computed only from the "Approve" and "Do Not Approve" votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require Executive Committee approval.

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

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

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

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

### *5.1.4.3 Working Group Chair's Responsibilities*

The main responsibility of the Working Group Chair is to produce a draft standard, recommended practice, or guideline, or to revise an existing document. The 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 Working Group, the Executive Committee, 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 and second
. Numeric results

Sufficient detail shall be presented in the minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why.

Minutes shall be distributed within 45 days of the meeting to the attendees of the meeting, all members and all liaison people.

c) Maintain liaison with other organizations at the direction of the Executive Committee or at the discretion of the Working Group Chair with the approval of the Executive Committee.

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

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

1) define the requirements for such changes,
2) make these requirements known to the other organization, and
3) solicit that organization for the necessary changes.

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

d) Provide a full accounting to the LMSC Treasurer of all fees collected and retained, under authority of 5.1.4.4 Working Group Chair's Authority, to meet Working Group expenses, and the disposition of these funds.
e) Speak for the Working Group to the Executive Committee and, in the case of a "Directed Position" vote the will of the Working Group in accordance with Procedure # 8.

#### *5.1.4.4 Working Group Chair's Authority*

To carry out the responsibilities cited in 5.1.4.3 Working Group Chair's Responsibilities, the Working Group Chair has the authority to:

a) Call meetings and issue meeting minutes.
b) Decide which issues are technical and which are procedural.
c) Establish Working Group rules beyond the Working Group rules set down by the Executive Committee. These rules must be written and all Working Group members must be aware of them.
d) Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup chair, etc.

e) Determine if the Working Group is dominated by an organization, and, if so, treat that organizations' vote as one (with the approval of the Executive Committee).
f) Make final determination if and how negative letter ballots are to be resolved when a draft standard, recommended practice, or guideline, is to be sent to the Executive Committee for approval for Sponsor Ballot Group voting.
g) Collect fees to meet Working Group expenses.

#### *5.1.4.5 Removal of Working Group Chairs or Vice Chairs.*

The procedures specified in 5.1.2 Chair are to be followed under normal circumstances. If a Working Group 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 Working Group or TAG, then it is the responsibility of that Working Group to make and pass (75% of voting members present required) a motion to that effect and so notify the 802 Executive Committee 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 IEEE Computer Society, Standards Activities Board "SAB Policies and Procedures" Section 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., Working Group).

> The LMSC Executive Committee may remove the Chair or a Vice Chair of a Working Group or TAG for cause.
>
> The Chair of the LMSC Executive Committee 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 LMSC Executive Committee 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 LMSC Executive Committee may suspend the Chair of a Working Group, with the concurrence of the IEEE Computer Society VP of Standards. A meeting or teleconference of the LMSC Executive Committee shall be convened as soon as practical, but in no case later than thirty (30) days, to review the suspension as provided for above.

#### *5.1.4.6 Precedence of Operating Rules*

If Working Group operation conflicts with the LMSC Operating Rules, then the LMSC Operating Rules shall take precedence.

### 5.1.5 Deactivation of Working Group

The LMSC Executive Committee may deactivate a Working Group. If the Working Group has not generated standards or recommended practices, the Working Group can be disbanded. If the Working Group has produced standards or recommended practices, the Working Group should be hibernated.

#### *5.1.5.1 Disbanding a Working Group.*

After all standards, recommended practices and Technical Reports for which a hibernating working group is responsible are withdrawn or transferred to another group or groups, the hibernating working group will be disbanded.

The disbanding of a Working Group requires a letter ballot of the LMSC Executive Committee. A disbanded Working Group is then completely abolished.

#### *5.1.5.2 Hibernation of a Working Group*

A Working Group can be hibernated at the request of the Working Group chair and the approval of the LMSC Executive Committee. The hibernating Working Group can be returned to active status by the LMSC Executive Committee.

##### 5.1.5.2.1 Core of Experts

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

##### 5.1.5.2.2 Inquiries/Interpretations

Inquiries and interpretations of standards and recommended practices that were generated by a hibernating Working Group shall be directed to the chair of the hibernating Working Group. The chair shall attempt to resolve the inquiry or interpretation using the core of experts, as necessary. If the chair is unable to resolve the inquiry or interpretation, the chair may petition the LMSC Executive Committee to activate the Working Group.

##### 5.1.5.2.3 Executive Committee Representation

The chair of a hibernating Working Group may retain voting rights on the LMSC Executive Committee for three LMSC Plenary meetings after the WG has hibernated:

a) if the chair of the hibernating WG was the chair of the WG when it entered hibernation, and
b) if the chair of the hibernating WG maintains attendance by attending at least 75% of both the opening and closing Executive Committee meetings at two of the last four plenary sessions.

New non-voting hibernating Working Group chairs to replace vacancies may be appointed by the LMSC chair as soon as practical and affirmed by the LMSC Executive Committee at the next plenary meeting. A non-voting Hibernating Working Group Chair of the Executive Committee shall be recognized as a full member of the ~~S~~EC, having all rights and meeting privileges except the right of voting on ~~S~~EC motions.

## *5.2 LMSC Technical Advisory Groups (TAG)*

The function of a Technical Advisory Group is to provide assistance to Working Groups. The TAGs operate under the same rules as the Working Groups, with the following exceptions:

a) A TAG may not write standards, but may write recommended practices and guidelines.
b) A TAG is established by the Executive Committee at the request of one or more Working Groups to provide assistance within a technical topic area.

c) The primary responsibility of a TAG is to provide assistance within its topical area as specifically requested by one or more of the Working Groups.
d) The decision to submit a draft recommended practice or draft guideline to Sponsor Ballot Group voting shall be governed by the same rules as those governing the submission of a draft standard (see 5.1.4.2.2 Voting by Letter Ballots).
e) Any report generated by a TAG that is forwarded to any Working Group in the name of the TAG, needs to get a 75% approval vote of the TAG members present who vote "Approve" and "Do Not Approve".

## *5.3 Study Groups*

Study groups are formed when enough interest has been identified for a particular area of study such as a new access method or modified use of an existing access method. Two types of Study Groups are specified:

1. An Executive Committee Study Group (ECSG) is initiated by vote of the Executive Committee and the ECSG Chair is appointed and approved by the Executive Committee. The ECSG Chair has the same responsibilities as a Working Group Chair as specified in 5.1.4.1 but does not have Executive Committee voting rights.
2. A Working Group Study Group (WGSG) is initiated by vote of the Working Group or TAG and approved by the Executive Committee. The WGSG Chair is appointed and approved by the Working Group or TAG.

The Study Group shall have a defined task with specific output and a specific time frame established within which they are allowed to study the subject. It is expected that the work effort to develop a PAR will originate in a ECSG or WGSG. A Study Group shall report its recommendations, shall have a limited lifetime, and is chartered meeting-to-meeting. After the Study Group recommendation(s) has been accepted by the parent body, the Study Group will be disbanded no later than the end of the next Plenary Session.

The decision of whether to utilize an existing Working Group or TAG, or to establish a new Working Group or TAG to carry out work items recommended by a Working Group shall be made by the Executive Committee with due consideration of advice from the Study Group.

### 5.3.1 Study Group Operation

Progress of each Study Group shall be presented at Opening Plenary meetings by the Working Group, TAG, or ECSG Chair. Study Groups may elect officers, other than the Chair, if necessary and will follow the general operating procedures for Working Groups specified in 5.1.3.5 and 5.1.4. Because of the limited time duration of a Study Group no letter ballots are permitted.

### 5.3.2 Voting at Study Group Meetings

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

## Procedure 1

## USE OF LMSC FUNDS

The purpose of having a LMSC treasury is to:

1. Pay for the cost of conducting the Plenary session and other LMSC meetings held in conjunction with the Plenary session for:
   - cost of hotel meeting rooms
   - document reproduction
   - meeting administration
   - equipment/supplies/services needed for the efficient conduct of business, etc.
2. Reimburse individuals for LMSC expenses not covered by other sources, e.g. corporations, other IEEE organizations, etc.
3. Expedite the setting of LAN/MAN standards, e.g. printing of draft standards and conducting ballots.
4. To support the publication and dissemination of standards.

The source of funds for LMSC are the joint meeting fees from meeting participants.

Specific policies regarding the treasury are listed below:

1. The LMSC Executive Committee shall authorize all expenditures.
2. The LMSC Chair, Executive Secretary, Recording Secretary, Treasurer, and each Working Group and TAG Chair shall be reimbursed for expenditures up to $200 between LMSC Plenary sessions without specific authorization from the Executive Committee. If circumstances arise where an expense beyond the $200 is likely to occur, this expense should be cleared by contacting 6 members of the LMSC Executive Committee and the LMSC Treasurer and getting their approval.
3. The cost of providing documents or other benefits to parties outside LMSC should be shifted to these parties, e.g. the use of commercial printers, or the IEEE Computer Society, to distribute documents on a cost basis should be encouraged.
4. Major expenses or commitments, such as hotel arrangements or large draft printings, that are to occur between LMSC Plenary sessions should be estimated and approved by the Executive Committee prior to making these commitments.
5. A separate checking account will be kept for LMSC. This account will be administered by the LMSC Treasurer. The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the Executive Committee. The Treasurer's Report will be included in the Executive Committee meeting minutes which are distributed to the IEEE Computer Society's Executive Director and the IEEE Computer Society's VP for Standards.
6. The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) between 75% and 100% of the expenses of a single LMSC Plenary session.
7. Executive Committee approval of a meeting site for a LMSC Plenary session constitutes authority for the Treasurer to pay all ordinary expenses for that meeting and any extraordinary expenses presented as part of the meeting site proposal.

## Procedure 2

## PROCEDURE FOR PARS

1. Any standards activity whose aim is to produce a Standard, Recommended Practice or Guideline must submit a PAR within six months of beginning their work.

   Refer to Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form, 1 January 1990.

   Add pages, as necessary, of more detailed information than is on the PAR form about the Scope, Purpose and Coordination of the proposed project, but include summary text under Scope and Purpose.

2. Submit proposed PAR and, if applicable, responses to the five criteria per 6.0 below to LMSC Executive Committee for approval prior to sending outside of LMSC.

   (Approval is contingent on inclusion of responses describing how the proposed PAR meets **the five criteria** and a work plan for the development of managed object definitions, either as part of the PAR or as a part of an additional PAR. PARs which introduce no new functionality are exempt from the requirement to provide responses to the 5 Criteria. Examples of such PARs are::Protocol Implementation Conformance Statements (PICS), Managed Object Conformance Statements (MOCS), PARs to correct errors and PARs to consolidate documents.)

Complete PARs shall be delivered to all Executive Committee members not less than 30 days prior to the day of the Opening Executive Committee meeting of an LMSC Plenary session. At the discretion of the LMSC Chair, PARs for ordinary items (like Maintenance PARs) and PAR changes essential to the orderly conduct of business (like division of existing work items or name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the Executive Committee agenda if delivered to Executive Committee members 48 hours in advance.

Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the deadline, or if sent by express delivery service with guaranteed delivery one working day prior to the deadline, or if sent by US Mail, or Air Mail ten working days prior to the deadline. All PARs must be accompanied by supporting documentation which must include at least:

Explanatory technical background material

Expository remarks on the status of the development of the PAR, e.g., approved by WG, Draft pending Working Group approval at next meeting, etc.

3. In order to ensure wide consideration by the 802 members, PARs for significant new work (those that will result in a new Standard/Recommended Practice/Guideline or an addition to an existing one) must pass through the following process during the Plenary session week in which Executive Committee approval is sought:

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

Working Groups, other than the proposing Working Group, must express concerns to the proposing Working Group as soon as possible and must submit written comments to the proposing Working Group and the Executive Committee not later than 5:00 p.m. on Tuesday.

The proposing Working Group must respond to commenting Working Groups and to the Executive Committee together with a Final PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient coordination and/or inter Working Group consideration had occurred prior to the submission of the PAR if this deadline is not met, and the proposed PAR will not be considered by the Executive Committee at their closing Executive Committee meeting.

4. Working Group Chair shall sign the copyright acknowledgment.

5. LMSC Chair shall as sponsor submit the PAR to the following:
   a. Chair, CS Standards Activities Board
   b. IEEE Standards Office Secretary to NESCOM

6.0 CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

6.1 Broad Market Potential

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

a) Broad sets of applicability.

b) Multiple vendors and numerous users.

c) Balanced costs (LAN versus attached stations).

6.2 Compatibility

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

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

6.3 Distinct Identity

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

a) Substantially different from other IEEE 802 standards.

b) One unique solution per problem (not two solutions to a problem).

c) Easy for the document reader to select the relevant specification.

6.4 Technical Feasibility

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

a) Demonstrated system feasibility.

b) Proven technology, reasonable testing.

c) Confidence in reliability.

6.5 Economic Feasibility

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

a) Known cost factors, reliable data.

b) Reasonable cost for performance.

c) Consideration of installation costs.

7. Withdrawn PARs.

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

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

## Procedure 3

## PROCEDURE FOR COORDINATION WITH OTHER STANDARDS BODIES

All communications shall comply with clause 5.1.4 (Position Statements on standards to legislative bodies, government agencies, and international organizations) of the IEEE Standards Association Standards Board Operations Manual.

IEEE 802 communications

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

Working Group communications

- Working Group communications with external standards bodies that are not "Information Only" shall be copied to the ~~S~~EC.
- Working Group communications with external standards bodies shall not imply that they represent the position of IEEE or IEEE 802. They shall be issued by the Working Group Chair and the LMSC Chair shall be included in the distribution list.

~~S~~EC members receiving incoming liaison letters from external standards bodies shall forward a copy to the LMSC Chair.

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

## Procedure 4

## PROCEDURE FOR COMMUNICATION WITH GOVERNMENT BODIES

All communications shall comply with clause 5.1.4 (Position Statements on standards to legislative bodies, government agencies, and international organizations) of the IEEE Standards Association Standards Board Operations Manual.

These procedures apply to communications with government and intergovernmental bodies on regulatory issues.

IEEE 802 position statements

- Position statements to government bodies shall not be released without prior approval by the ~~S~~EC (requires 2/3 majority as per section 15 of the Nov. 14, 1999 IEEE Policy and Procedure).
- All position statements shall be issued by the LMSC Chair as the position of IEEE 802 (stated in the first paragraph of the statement). Position statements shall be copied to the ~~S~~EC and the IEEE SA Standards Board Secretary and shall be posted on the IEEE 802 web site. The IEEE 802 web site shall state that all such position statements shall expire five years after issue.

Working group position statements

- Working Group position statements with government bodies shall not be released without prior approval by a 75% majority of the Working Group. Such position statements may proceed unless blocked by an ~~S~~EC vote. For position statements not presented for review in an ~~S~~EC meeting, ~~S~~EC members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the position statement will be withheld until the motion fails.
- Working Group position statements shall be identified in the first paragraph as the position of only the Working Group and shall be issued by the Working Group Chair and shall include the LMSC Chair in the distribution. Such statements shall not bear the IEEE or IEEE 802 logos.

Incoming liaison letters to ~~S~~EC members shall be forwarded to the LMSC Chair.

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

Proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE SA Standards Board Secretary for further processing upon approval by the ~~S~~EC.

## Procedure 5

## PROCEDURE FOR LIMITING THE LENGTH OF THE IEEE LMSC EXECUTIVE COMMITTEE MEETINGS

1. The reports from the Working Groups and TAGs should deal primarily with issues related to LMSC as a whole or inter-group coordination. Reports of those items that will be covered in the Plenary meeting should be minimized.
2. Roberts Rules of Order shall be used in Executive Committee meetings. Issues brought before the Executive Committee for resolution by vote should be phrased as a motion and distributed, if possible, to the Executive Committee members before the meeting.
3. The maker of the motion has up to five minutes of uninterrupted time to explain the motion and to answer questions about it. After this, the seconder of the motion will be sought.
4. Each Executive Committee member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
5. The following debate will be confined only to the motion.
6. Motions needing concurrence of the Working Group(s) will be tabled for review at the next Executive Committee meeting.
7. The opening Executive Committee meeting shall start at 8AM and end no later than 10:30AM on Monday morning and the closing Executive Committee meeting shall start at 1PM and shall end no later than 6 PM on Friday of the Plenary session.
8. If the Executive Committee so modifies a Working Group's motion that the Working Group Chair believes the Working Group membership may no longer support the revised motion then the Working Group should be given the opportunity to reconsider what action it wishes to take and present it to the Executive Committee at the next Executive Committee meeting. This action can be accomplished by a Privileged Non-debatable "Request To Defer Action" made by the affected Working Group Chair which will automatically cause all action on the motion to be deferred until the end of the next regular Executive Committee meeting.

## Procedure 6

## POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS PUBLICATIONS

1. Books will be distributed to those participants of the Working Group and major contributors listed in front matter of the standard who directly contributed to that standard or supplement. The LMSC Chair will establish the book distribution policy. The Executive Secretary in conjunction with the Working Group chair will implement the policy including generating information to provide to the IEEE Office for any distribution by IEEE Standards.

2. CD-ROMs, containing all IEEE 802 standards available at that point in time, available normally at the July Plenary on an annual basis, will be distributed to registered attendees who are Working Group voting members or ~~S~~EC members at the issuing meeting, and at subsequent plenary meetings for those not attending the issuing meeting until a new CD-ROM is available. Handout will occur on Wednesday (8AM-5PM).

   The CD-ROM program will be reviewed annually by the IEEE 802 Chair and the IEEE Standards Department to ensure its appropriateness and to make any adjustments in the product development process and business arrangements that might be necessary.

## Procedure 7

## IEEE LMSC DOCUMENT NUMBERING PLAN

1. This numbering scheme applies to all LMSC Working Groups and TAGs.
2. It will cover all draft documents as well as other 802.x Working Group/TAG submissions to provide a complete index of all Working Group/TAG documents.
3. The format for the document numbers will be as follows:

   either 802.na/Di-yy/m (formal draft standards)

   or 802.n{tg}-yy/m (all other documents & correspondence)

   where:

   n = a Working Group/TAG Designator (i.e. 0, 1, ..., 11),

   a = a PAR Series Designator (i.e. _, A, B, C,...) for drafts of a document produced under an active PAR, and must include the {/Di} field,

   i = a Draft Revision Number for working documents produced under an active PAR, which starts at 1 and is increased by 1 with each new revision,

   yy = a year designator (i.e. 87, 88, 89, ...) to indicate the year in which the document number was assigned,

   m = a sequence number which starts at 1 at the beginning of each year and is increased by 1 each time a document number is assigned,

   tg = an optional task group designator to be used specifically for tracking task group submissions that are independent of the Working Group/TAG as a whole. Documents relevant to the whole Working Group/TAG will use the 802.n-yy/m form. The allowed formats for a task group designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

## Procedure 8

## PROCEDURE FOR PROJECT MANAGEMENT

1. Update the Working Group or Technical Advisory Group status report and Sponsor Ballot milestone chart after every LMSC meeting. (Administered by LMSC Chair).
2. Send the minutes of each Working Group or Technical Advisory Group meeting, and any new drafts, to the IEEE Standards Secretariat.
3. Prepare or update a list of Working Group or Technical Advisory Group papers, drafts, minutes, etc. which may be of interest to outside people who follow the progress of the work. Send the list and the materials to the IEEE Standards Secretariat. (Administered by the LMSC Executive Secretary)
4. Sponsor ballots will be conducted by the IEEE Standards Secretariat. (Two response ballots with a copy to the Standards Secretariat and a copy to the Working Group Chair)

## Procedure 9

## PROCEDURE FOR ESTABLISHING A DIRECTED POSITION

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

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

Working Group developed positions are not to be considered as automatic "Directed Positions." After a Working Group motion has been passed that establishes the Working Group's position, a separate Directed Position (75% required to pass per 5.1.4.2 Voting) motion is required to make that Working Group Position a Directed Position. A Directed Position motion applies only to a specific, bounded, Working Group issue that is to be brought before the Executive Committee. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a "Directed Position."

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

## Procedure 10

## PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD

Rationale: This procedure is to be used when approval to forward a draft standard to LMSC letter ballot or to REVCOM is conditional on successful completion of a Working Group or LMSC recirculation ballot, respectively.

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

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

Motions requesting conditional approval to forward where the prior ballot has closed shall be accompanied by:

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

In the vote tally, Approve votes (and Abstain votes) include those votes that were initially Disapprove where the voter has accepted the resolution of the voter's comments and changed the vote to Approve (or Abstain). Disapprove votes include only those votes where some comment resolutions have not been accepted by the voter and the voter continues to disapprove. Where a voter has accepted some comment resolutions and rejected others, only the comments of which the voter has not accepted resolution should be presented.

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

Conditions:

1. The ballot cover letter shall include the following statement: “This ballot is being conducted under the procedure for conditional approval of the IEEE 802 Operating Rules (add the exact reference and the current IEEE 802 Operating Rule URL here).”
2. Confirmation ballot is completed. Generally, the confirmation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
3. After resolution of the confirmation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.
4. No technical changes, as determined by the Working Group Chair, were made as a result of the confirmation ballot.

5. No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
6. If the Working Group Chair determines that there is a new invalid DISAPPROVE comment or vote, the Working Group Chair shall promptly provide details to the ~~S~~EC.
7. The Working Group Chair shall immediately report the results of the ballot to the ~~S~~EC including: the date the ballot closed, vote tally and comments associated with any remaing disapproves (valid and invalid), the Working Group responses and the rationale for ruling any vote invalid.