

**Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot  
on  
WG Membership & Meeting Policies and Procedures**

**From:** Matthew Sherman, LMSC Vice Chair

**To:** LMSC Executive Committee

**Date:** 3/15/2005

**Duration:** 30 Days

**Purpose:** Clarify WG Membership and Meeting policies and procedures

**Rationale for proposed change:**

Numerous issues have been raised with our current WG Membership and Meeting Policies and Procedures including:

- P&P inconsistencies on Election and Appointments (Clauses 7.1.2 and 7.2.2)
- Affiliation statements (including contractors)
- Procedures for elections and election appeals
- EC Confirmation of Treasurers
- Letters of Endorsements for all EC confirmed positions ([addressed in EC M&M change](#))
- Clarify that letters of intent for membership are optional
- Reconsider WG officer term limits
- Clarify how WG Membership is obtained, maintained and lost
  - Particularly with regard to attendance
  - Faster roll off of non participants

[Quorum requirements](#)

This ballot addresses those issues.

**Proposed Change:**

***Renumber clauses and subclauses as required***

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## 7.2 LMSC Working Groups (WG)

### 7.2.0 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.

#### 7.2.1 WG Officers

~~WG Chairs must be members of any grade of the IEEE and members of the IEEE-SA.~~

~~Initial or 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 election of a new chair by the Working Group and confirmation by the EC.~~

~~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 run for election to that office again, unless approved by a 75% vote of the Working Group.~~

~~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.~~

~~The Officers of the WG defined in the WG P&P shall constitute a Working Group Executive Committee (WGEC) as referenced elsewhere in this P&P.~~

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**Deleted:** 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.

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### 7.2.2 Membership

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

#### 7.2.2.1 Establishment

~~All persons participating in the initial Plenary session 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. In addition, a letter of intent and / or affiliation statements may be required for membership in a Working Group. Participation at a meeting is defined as at least 75% physical presence at a meeting. Participation at a session is defined as attending 75% of the meeting hours at a session. Membership starts at the beginning of the third Plenary session attended by the participant. One duly constituted interim Working Group or subgroup session may be substituted for a Working Group Plenary sessions (See subclause 7.2.2.4 Meetings and Participation). The interim must have occurred within 3 months of the plenary session for which it substitutes.~~

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Attendees of the Working Group who have not achieved member status are known as observers.  
Additional classification may be determined within Working Groups if desired. 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, the 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.

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).

#### 7.2.2.2 **Loss**

Members may voluntarily renounce their membership by so notifying the WG Chair. 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 is also lost if a person fails to attend one plenary and at least one other plenary or duly constituted interim session within any 365 day period. Membership may be re-established as if the person were a new candidate member, but attendance prior to loss of membership does not count towards regaining membership. (See subclause 7.2.3.1 Establishment).

#### 7.2.2.3 **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.)

All participants in a WG have these rights prior to establishment of a Working Group’s membership.

#### 7.2.2.4 **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.

### **7.2.3 Operation of the Working Group**

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¶ 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.¶

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7.2.3.1 Chair's Function

7.2.3.2 Voting

7.2.3.3 Working Group Chair's Responsibilities

7.2.3.4 Working Group Chair's Authority

7.2.3.5 Removal of Working Group Officers Confirmed by the EC

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The procedures specified in subclause 7.2.3.7 WG Elections are to be followed under normal circumstances. If a Working Group or TAG feels it is being inappropriately led or significantly misrepresented by one or more of its officers (confirmed by the EC) 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.

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The LMSC Executive Committee may remove the Chair or a Vice Chair of a Working Group or TAG for cause.

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The Chair of the LMSC Executive Committee shall give the individual subject to removal a minimum of thirty (30) days written 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 speak on his or her behalf.

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In the clear and documented case of gross misconduct, the Chair of the LMSC Executive Committee may suspend an officer 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.

7.2.3.6 WG Policies and Procedures (P&P)

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WG shall have an established set of P&P within 6 months of approval of their initial WG PAR.

Comment [MJS1]: This is already stated in Clause 1

7.2.3.7 WG Elections

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¶ If Working Group operation conflicts with the LMSC Policies and Procedures, then the LMSC Policies and Procedures shall take precedence.¶

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LMSC WG Chairs, Vice Chairs, and when required treasurers shall be elected by the WG and confirmed by the EC. Terms shall end at the conclusion of the first Plenary session of the next even numbered year (upon confirmation of the person succeeding to the position). WG election procedures shall be defined within the WG P&P. Prior to establishment of the WG P&P, election procedures must be reviewed and approved by the EC before implemented.

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#### 7.2.3.8 WG Appeals

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WG appeal procedures shall be defined within the WG P&P. Prior to establishment of the WG P&P, appeals may be made to the EC. Actions of the WG itself may always be appealed to the EC

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