IEEE PROJECT 802

LAN MAN STANDARDS COMMITTEE (LMSC)

POLICIES AND PROCEDURES

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1. Introduction

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

The operation of the LMSC is subject to regulations contained in a number of documents, including these Policies and Procedures (P&P).

The regulating documents are identified in the following list and are given in their order of precedence from highest to lowest. If any two documents in this list contain conflicting regulations, the conflict shall be resolved in favor of the document of higher precedence.

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation
IEEE Constitution
IEEE Bylaws
IEEE Policies
IEEE Financial Operations Manual
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 CS Constitution
IEEE CS Bylaws
IEEE CS Policies and Procedures, Section 10
IEEE CS Board of Governors Resolutions
IEEE CS SAB Policies and Procedures
LMSC Policies and Procedures
Working Group/Technical Advisory Group Policies and Procedures

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

The order of precedence presented here has been derived from the Model Operating Procedures for IEEE Standards Sponsors developed by the IEEE-SA, augmented by documents identified within the IEEE CS SAB P&P. While both the IEEE-SA and IEEE CS (via the IEEE TAB) report to the IEEE Board of Directors independently, for purposes of standards development the IEEE CS (via the IEEE CS SAB) acts as a sponsor within the IEEE-SA, and its documents have been placed accordingly in the order of precedence.

1.1 Common Abbreviations

The following abbreviations are commonly used throughout these Policies and Procedures.

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

2. LMSC Scope

The scope of the IEEE Project 802 (IEEE P802) LAN MAN Standards Committee (LMSC) is to develop and maintain networking standards and recommended practices for local, metropolitan, and other area networks, using an open and accredited process, and to enable and advocate them on a global basis.

3. LMSC Organization

The LAN/MAN Standards Committee (LMSC) has grown significantly from the original IEEE Project 802 that was its origin, but because of its roots and the family of standards it has developed; it is also widely known as “IEEE 802” Standards. The term “LMSC Standards” will be used in these P&P.

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

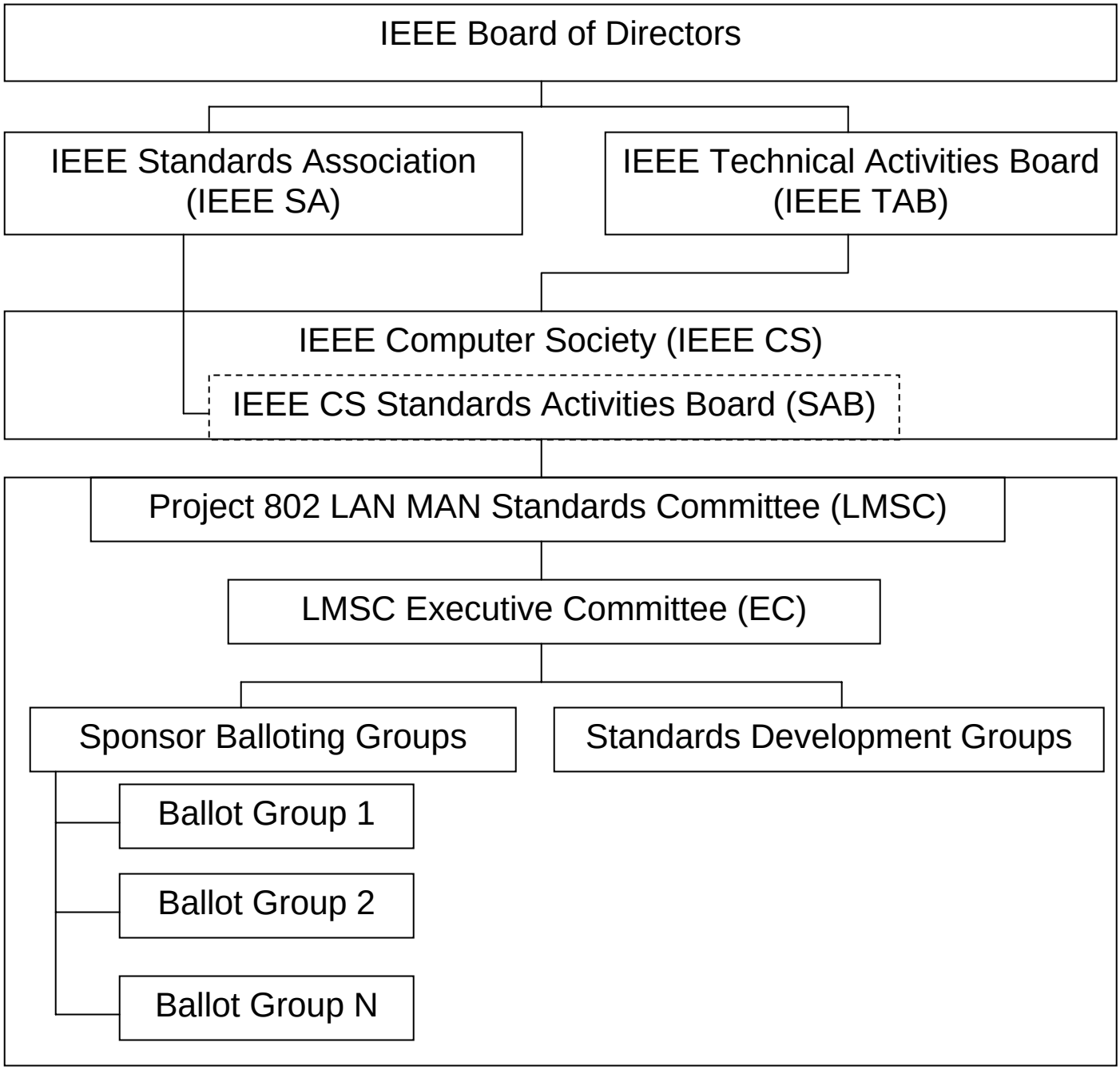


Figure 1 IEEE PROJECT 802 REPORTING RELATIONSHIP

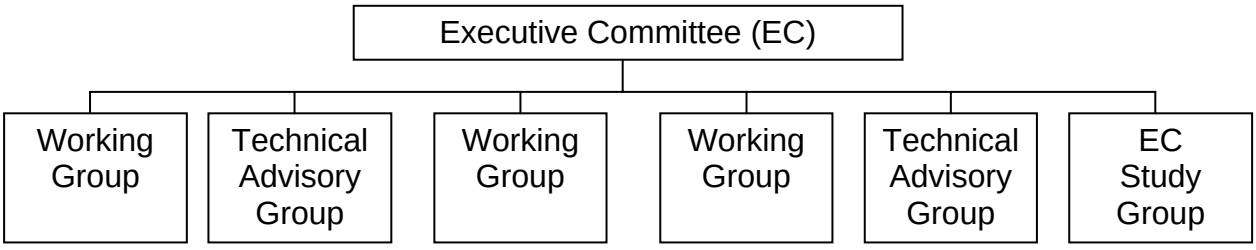


Figure 2 STANDARDS DEVELOPMENT GROUPS

Further details of the organization and officers of the LMSC are provided in section 5 and 7 of this document.

4. Responsibilities of the Sponsor

The LMSC shall be responsible for the following:

a) Evaluating project proposals and deciding whether or not to generate a PAR
b) Developing LMSC proposed IEEE standards within its scope
c) Initiating Sponsor ballots of proposed standards within its scope
d) Maintaining the active standards developed by the LMSC
e) Responding to requests for interpretations of the standards developed by the LMSC
f) Acting on other matters requiring LMSC effort as provided in these procedures
g) Cooperating with other appropriate standards development organizations
h) Protecting against actions taken in the name of the LMSC without committee authorization

5. Officers

The Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC Executive Committee serve respectively as the Chair, Vice Chairs, Executive Secretary, Recording Secretary, and Treasurer of the LMSC. Further details on the duties of these offices are provided in clause 7.1 of this document. These officers shall be members of any grade of the IEEE and members of the IEEE-SA and shall organize the Sponsor, oversee the committee's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards.

6. Membership

Membership in LMSC is established by establishing membership in one of its defined subgroups (See clause 7 Subgroups Created by the Sponsor).

6.1 Voting Membership

Voting Membership is as defined for each of the subgroups of the LMSC (See clause 7 Subgroups Created by the Sponsor), and as further defined within established P&P of LMSC subgroups.

6.2 Application

Parties interested in participating within LMSC should establish membership in accordance with the procedures established in this P&P and any subordinate P&P for the LMSC subgroup of interest. In some cases, membership may be established by application to the chair of a subgroup, in accordance with this P&P and the P&P of the subgroup of interest.

6.3 Review of Membership

The proper authority for each subgroup shall regularly review membership in the subgroup to ensure that the membership rules in this P&P and subordinate P&P are enforced.

6.4 Membership Roster

Membership rosters shall be maintained by each WG and TAG in accordance with the P&P of that WG or TAG.

7. Subgroups Created by the Sponsor

The LMSC organization consists of the Executive Committee, the Working Groups and Technical Advisory Groups [that develop the draft standards, recommended practices, and guides], and Study Groups.

7.1 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).

7.1.1 Function

The function of the EC 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 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 ensure that it is within the scope of Project 802, and its established charter.
e) Examine and approve Working Group draft standards for proper submission to Sponsor ballot group (see subclause 9.1); 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.

7.1.2 Membership

The officers of the Executive Committee by virtue of their office hold corresponding offices for the LAN MAN Standards Committee (LMSC) and are referred to by that title. Membership of the Executive Committee is composed of the following voting members:

LMSC Chair
The Chair is elected by the EC and confirmed by the Standards Activities Board. Duties include (but are not limited to) overseeing the activities of the LMSC, chairing EC and LMSC Plenary meetings, and representing the LMSC at CS SAB, SA Standard Board, and at other organizations as required.

LMSC Vice Chair(s)
The LMSC Chair appoints a (1st) Vice Chair and may appoint a 2nd Vice Chair. Vice Chairs must be confirmed by the EC. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.

LMSC Executive Secretary, Recording Secretary, and Treasurer
These positions are appointed by the LMSC Chair and confirmed by the EC.

Chairs of Active Working Groups

Chairs of the Technical Advisory Groups (TAGs)

In addition, the Executive Committee includes the following non-voting members:

Chairs of Hibernating Working Groups
Appointed WG or TAG Chairs
Acting positions (prior to the close of the plenary meeting where appointed or elected)

All appointed and elected positions become effective at the end of the plenary session where the appointment/election occurs. Prior to the end of that plenary session, such persons filling vacancies are considered 'Acting', and do not vote. Persons who are succeeding someone that currently holds the position do not acquire any EC rights until the close of the plenary session. Membership is retained as in Working Groups (see 7.2.3.2 Retention). All members of the EC shall be members or affiliates of The IEEE-SA and either the IEEE or the IEEE Computer Society.

The term for all positions of the Executive Committee ends at close of the first plenary session of each even numbered year. Unless otherwise restricted by these P&P or the relevant WG/TAG P&P, individuals may be confirmed for a subsequent term if reappointed or re-elected to the position. Members appointed and affirmed maintain their appointments until the next appointment opportunity unless they resign or are removed for cause.

The 802 Chair will ensure that those EC 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.

Any person to be confirmed by the EC shall, prior to confirmation by the EC, file with the Recording Secretary a letter of endorsement from their supporting entity (or themselves if self supporting). This letter is to document several key factors relative to their participation on the EC and is to be signed by both the executive committee member and an individual who has management responsibility for the EC member. This letter shall contain at least the following:

a) Statement of qualification based on technical expertise to fulfill the assignment
b) Statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
c) Recognition that the individual is expected to act in accordance with the conditions stated in subclause 7.1.3.1 Voting Guidance dealing with voting "as both a professional and as an individual expert."

In case an election or appointment is not confirmed by the EC, the person last holding the position will continue to serve until confirmation of an election or appointment are achieved. Should that person be unable or unwilling to serve, succession will proceed to the person who would have succeeded just prior to the election or appointment. If no successor exists, the position may be left vacant, or filled by temporary appointment by the EC Chair.

7.1.3 Voting Rules

Only members of the EC with voting rights are counted in the approval rate calculation in determining the approval threshold for any EC vote. Unless specified otherwise in these P&P all EC votes are in addition subject to the following provisions: Voting is by simple majority of those voting approve divided by those voting approve or disapprove. The Chair may vote only if his vote can change the outcome. Votes on disciplinary matters concerning EC members must meet a 2/3 approval threshold.

7.1.3.1 Voting Guidance

It is expected that EC members will vote as both professionals and as individual experts, except under the Directed Position provisions of this P&P, 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 EC will meet to consider what, if any, action to take on the presented evidence up to and including suspension of voting rights and removal from office.

7.1.3.2 EC Quorum Requirements

A Quorum for the purpose of conducting formal business shall be a majority of EC members with voting rights.

7.1.3.3 Voting at Meetings

Except where otherwise noted in this P&P, approval of an EC motion is achieved if a simple majority of EC members approve the motion (approve/(approve + disapprove)). The LMSC Chair only votes if his vote can change the outcome of a vote. Proxy voting is not permitted.

The following actions have exceptional voting requirements:

- Approval of PARs and Drafts for forwarding to IEEE-SA shall require approval by a majority of EC members present with voting rights.

7.1.3.4 Electronic Balloting

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

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

The minimum duration of an electronic ballot shall normally be 10 days. For urgent matters once sufficient response is received to clearly decide a matter, the Ballot may be closed early. This

allows a decision to be reach in less than 10 days. Ballots where the possibility of an early close exists must be clearly marked accordingly. Otherwise, the tally of votes shall not be made until at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.

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

7.1.4 Meetings

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

7.1.4.1 Procedure for Limiting the Length of the IEEE LSMC Executive Committee Meetings

a) 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.
b) 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.
c) The maker of the motion, after the motion has been seconded, has up to five minutes to explain the motion and to answer questions about it.
d) 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.
e) Motions needing concurrence of the Working Group(s) will be tabled for review at the next Executive Committee meeting.
f) The opening Executive Committee meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on Monday morning and the closing Executive Committee meeting shall start at 1:00 p.m. and shall end no later than 6:00 p.m. on Friday of the plenary session.
g) 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.

7.1.5 Revision of the LMSC Policies and Procedures (P&P)

These P&P may be changed as described in this subclause.

7.1.5.1 Initiation of Proposed P&P Revisions

Proposed changes shall be in written form and include:

a) The objective of the proposed change.
b) The specific text of the proposed change and the rationale for the chosen text.

Proposed changes may be created by:

a) Any active 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 subclause 7.2.4.2 (Voting).
b) Any EC Member.

Writers of proposed changes are encouraged to seek the advice of experienced members of the EC to help form the wording in a manner appropriate for and consistent with these P&P.

7.1.5.2 Executive Committee Action on Proposed Changes to these P&P

The proposed P&P revision shall be presented at an EC meeting in conjunction with a Plenary Session.

Approval for Distribution and EC Ballot shall require the affirmative vote of at least two-thirds of Committee members with voting rights who vote to approve or disapprove and will result in the distribution of the proposal and an EC electronic ballot on the P&P revision.

7.1.5.3 Distribution and Executive Committee Ballot

EC ballots on P&P Revisions shall be at least 30 days in duration and shall close at least 30 days before the opening of the next plenary session (to allow time for comment resolution). Distribution of ballots on P&P revisions to the LMSC membership shall be accomplished as provided by subclause 7.1.3.4.

7.1.5.4 LMSC Approval

After distribution of a proposed P&P Revision and an EC electronic ballot has been conducted, the EC member designated in accordance with subclause 7.1.3.4 shall tabulate the ballot results, attempt to resolve the comments, and present the comments and proposed resolution at an EC meeting in conjunction with a Plenary Session.

LMSC approval of the revised text of the proposed P&P revision shall require the affirmative vote of at least two-thirds of all EC members with voting rights (regardless of whether they are

present). The vote shall be taken at a plenary closing EC meeting. LMSC approval will result in the change becoming effective at the end of Plenary Session during which approval is voted. The revised P&P shall be forwarded to the Computer Society Standards Activities Board (CS SAB) and the IEEE Standards Association (IEEE-SA) Audit Committee (AudCom).

If LMSC approval is not achieved, the proposed revision is rejected, and may not be considered again until a future session. P&P revisions become effective at the end of the plenary session at which they are approved. An up-to-date LMSC P&P should be maintained on the IEEE 802 website.

7.1.5.5 Editorial discretion

In some circumstances minor revisions may be made to the LMSC P&P without a revision ballot. These circumstances include

- Basic layout/formatting that does not change the meaning of any of the text
- Correction of spelling and punctuation
- Error in implementing approved changes

All other LMSC P&P revisions must be balloted in accordance with the process defined in subclause 7.1.6. If any voting member of the EC protests an editorial change of the P&P within 30 days of its release, that editorial change will be without effect.

7.1.6 Appeal and complaint process

A significant attempt should be made to resolve concerns informally, since it is recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among persons. If the informal attempts to resolve a concern are unsuccessful and a formal complaint is filed, the following formal procedure shall be invoked.

7.1.6.1 Appeals pool

The appeals pool consists of:

a) Current members in good standing of the EC who have attended both the opening and closing EC meetings at two of the last four plenary sessions.
b) Former members of the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.
c) Current WG/TAG Vice Chairs confirmed by the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.

7.1.6.2 Appeal brief

The appellant shall file a written appeal brief with the EC Recording Secretary within 30 days after the date of notification/occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the EC Recording Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the LMSC Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing ("hearing notice") with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first LMSC plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the EC Recording Secretary.

7.1.6.3 Reply brief

Within 45 days after receipt of the hearing notice, the appellee should send the appellant and EC Recording Secretary a written reply brief, specifically addressing each allegation of fact in the appeal brief to the extent of the appellee's knowledge. The appellee shall include complete documentation supporting all statements contained in the reply brief.

7.1.6.4 Appeals Panel

The IEEE 802 EC Chair shall appoint from the appeals pool an appeals panel consisting of a chair and two other members of the panel who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the process of resolving the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the whole matter shall be referred to the full EC for Consideration.

7.1.6.5 Conduct of the Hearing

The hearing shall be open except under the most exceptional circumstances and at the discretion of the EC chair. The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The appellee has the burden of demonstrating that the committee took all actions relative to the appeal in compliance with its procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address

questions to individuals before the panel. The appeals panel shall only consider documentation included in the appeal brief and reply brief, unless

a) Significant new evidence has come to light; and
b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

This information shall be provided at least two weeks before the date of the appeals panel hearing.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised (latest edition)* shall apply to questions of parliamentary procedure for the hearing not covered herein.

7.1.6.6 Appeals Panel Decision

The appeals panel shall render its decision in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons there for, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
b) Finding against the appellant, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate group for reconsideration.

7.1.6.7 Request for Re-hearing

The decision of the appeals panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the EC Recording Secretary, in which case the decision of the appeals panel shall be stayed pending review by the EC at its next meeting. At that time, the EC shall decide

a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
b) To direct the appeals panel to conduct a re-hearing.

Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.

7.1.6.8 Further Appeals

Appeals and complaints concerning Executive Committee decisions shall be referred to the Computer Society SAB.

7.2 LMSC Working Groups (WGs)

If the IEEE-SA Standards Board approves a PAR, forwarded by the LMSC, that assigns the work to a new LMSC Working Group, that Working Group immediately comes into existence.

7.2.1 Function

The function of the Working Group is to produce draft standards, recommended practices or guides. This document must be within the scope of the LMSC, the scope of the Working Group as determined by the EC and an approved PAR or a PAR approved by the EC that is under consideration by the IEEE-SA Standards Board. After the approval of a Working Group's standard, the Working Group is responsible to revise and maintain its documents.

The WG should periodically review and confirm that the five criteria used to approve its PAR still reflect the state of the project. Should a WG need to modify the responses to the five criteria during development in order to accurately reflect the state of the project, the modified responses shall be submitted to the EC for approval.

7.2.2 WG Officers

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

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 run for election to that office again, unless the question of allowing that individual to run for election again is approved by a 75% vote of the Working Group one plenary in advance of that election.

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.

7.2.3 Membership

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

7.2.3.1 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 subclause 7.2.3.5 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.

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).

7.2.3.2 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.

7.2.3.3 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.

7.2.3.4 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.)

7.2.3.5 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.

7.2.4 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 guide in a reasonable amount of time. *Robert's Rules of Order Newly Revised* (latest edition) is the reference for parliamentary procedures.

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:

a) Define the requirements for such changes,
b) Make these requirements known to the other organization, and
c) 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.

7.2.4.1 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.

7.2.4.2 Voting

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

7.2.4.2.1 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.

7.2.4.2.2 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 subclause 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.

7.2.4.2.3 Roll Call Votes

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

A roll call vote may be called for by any member of the group, without obtaining the floor, at any time after the question has been put, even after the vote has been announced and another has the floor and it is called for before another motion has been made. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

Upon a call for a roll call vote, the chair shall proceed according to these three options.

a) The chair may hold the vote
b) The chair may hold a vote on the question of whether to hold a roll call vote. This vote must achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
c) The chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member's name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

i. The name of the requestor of the roll call vote.
ii. The decision of the chair on the request and, when applicable, the results of the vote on whether to hold the roll call or the reasons of the chair for denying the roll call vote.

7.2.4.3 Working Group Chair's Responsibilities

The main responsibility of the Working Group Chair is to enable the Working Group to operate in an orderly fashion, produce a draft standard, recommended practice, or guide, or to revise an existing document. Responsibilities include:

a) Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.
b) Issue meeting minutes and important requested documents to members of the 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 / Second, Numeric results)

   Minutes shall be made available within 45 days of the meeting to the attendees of the meeting, all members, and all liaisons.
c) Maintain liaison with other organizations at the direction of the Executive Committee or at the discretion of the Working Group Chair with the approval of the Executive Committee.
d) Ensure that any financial operations of the WG comply with the requirements of Section 7.2.6 of these Policies and Procedures.
e) Speak on behalf of 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 the Directed Position Procedure of this P&P (See subclause 9.1 Procedure for Establishing a Directed Position).
f) 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.
g) Assign/unassign subtasks and task leaders (e.g., secretary, subgroup chair, etc.)
h) 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).
i) Manage balloting of projects (see 7.2.4.2.2).

7.2.4.4 Removal of Working Group Chairs or Vice Chairs

The procedures specified in subclause 7.2.2 (WG Officers) 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" subclause 4.8.3.1, Removal of Chairs and Vice Chairs, is included here with relative terminology (e.g., subsidiary committee) translated to LMSC terms (e.g., 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.

7.2.4.5 Precedence of Operating Rules

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

7.2.5 Deactivation of Working Group

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

7.2.5.1 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.

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.

7.2.5.1.1 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.

7.2.5.1.2 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.

7.2.5.1.3 Executive Committee Representation

Hibernating Working Group Chairs become non-voting members of the EC after their Working Group enters hibernation. The LMSC Chair may appoint new non-voting hibernating Working Group chairs to replace vacancies as soon as practical, subject to confirmation 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 EC, having all rights and meeting privileges except the right of voting on EC motions.

7.2.5.2 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, an Executive Committee electronic ballot of 30 days minimum duration will be conducted to determine whether the hibernating working group will be disbanded.

If the Executive Committee electronic ballot on disbanding the group passes, the Working Group is disbanded. If the ballot fails, then the Executive Committee Chair shall determine a future date when the disbanding of the group will be reballoted.

7.2.6 Working Group 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 LMSC EC 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 EC granted permission to operate with treasury. The LMSC EC may withdraw permission for a WG to operate with treasury for cause.

A WG sub group shall not operate with treasury.

7.2.6.1 WG Financial Operation with Treasury

The financial operations of a WG operating with treasury shall comply with the following rules.

a) The WG shall conduct its financial operations in compliance with all IEEE, IEEE-SA, and IEEE Computer Society rules that are applicable to the financial operations of standards committees. As of January 2005, the documents containing these rules include, but are not limited to, the following:

   - IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
   - IEEE Financial Operations Manual (FOM), Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
   - Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts
   - IEEE-SA Standards Board Operations Manual 5.3 Standards development meetings

b) The WG shall have a Treasurer who is responsible to the WG Chair for the operation of the WG treasury, for ensuring that the operation of the WG treasury and the WG financial accounts complies with these Policies and Procedures and follows prudent financial procedures.

c) The WG shall have an Executive Committee (WG EC) comprised of, at minimum, the WG Chair, Vice Chairs, Secretaries, and Treasurer. The WG Chair shall be the Chair of the WG EC.

d) The WG shall open and maintain a WG bank account whose title shall begin with "IEEE" followed by the numerical identity of the WG (e.g., IEEE 802.1). The LMSC Chair shall be an authorized signer for the account. The LMSC Treasurer shall be notified within 30 days of the bank, account number, account title, and authorized signers for the account when the account is opened and whenever any of these items change.

e) The WG may open and maintain one or more WG merchant accounts for the settlement of credit card transactions. The title of each merchant account shall begin with "IEEE"

followed by the numerical identity of the WG (e.g., IEEE 802.1). Each WG merchant account shall be linked to the WG bank account. The LMSC Treasurer shall be notified within 30 days of each merchant account, account number, and account title when the account is opened and whenever any of these items change.

f) All funds collected and/or received by a WG shall be deposited in the WG bank account.

g) All funds retained by a WG shall be held in the WG bank account or in IEEE approved investments.

h) The WG may disburse and/or retain funds as appropriate to pay approved expenses and maintain an approved operating reserve.

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 LMSC 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 Treasurer and those required by IEEE, IEEE-SA, Computer Society, or LMSC 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 LMSC 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 LMSC 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 LMSC 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 LMSC 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 LMSC Treasurer.

m) The maximum and minimum size of the WG operating reserve may be set by the LMSC EC.

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 LMSC EC 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 LMSC Treasurer during December of each year.

7.2.6.2 WG Financial Operation with Joint Treasury

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

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 WG(s)/TAG(s) 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 WG(s)/TAG(s).

7.3 LMSC Technical Advisory Groups (TAGs)

The function of a Technical Advisory Group is to provide assistance to Working Groups and/or the Executive Committee. 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 guides, and documents on specialty matters within the purview of the TAG.

b) A TAG is established by the Executive Committee at the request of one or more Working Groups, or at the discretion of the Executive Committee, 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 and/or the Executive Committee.

d) The decision to submit a draft recommended practice or draft guide to Sponsor Ballot Group voting shall be governed by the same rules as those governing the submission of a draft standard (see subclause 7.2.4.2.2 Voting by Letter Ballots).

e) Any document that is represented as the position of a TAG must have attained approval per the voting procedures in subclause 7.2.4.2.

f) Between Plenary and Interim meetings, the Chair of the TAG is empowered to schedule teleconference meetings to allow the TAG to conduct business as required, provided that

the date and time of the teleconference and agenda are published on the TAG website and e-mail reflector at least 5 calendar days before the meeting.

g) Votes on TAG documents other than recommended practices and guides may be conducted verbally during teleconference meetings if a majority of the TAG members are present.

h) Votes on TAG documents other than recommended practices and guides may be conducted via electronic balloting. The minimum ballot period shall be 5 calendar days.

i) A TAG shall maintain an area on the LMSC web site to post the minutes, conference announcements, submissions, drafts, and output documents.

j) A TAG shall maintain an e-mail distribution list of its members for making the announcements of teleconferences and availability of important information on the TAG's web site pages.

7.4 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:

a) 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 subclause 7.2.4.1 but does not have Executive Committee voting rights.

b) 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 it is allowed to study the subject. It is expected that the work effort to develop a PAR will originate in an ECSG or WGSG. A Study Group shall report its recommendations, shall have a limited lifetime, and is chartered session-to-session. A study group is expected to submit a PAR to the EC for consideration within two plenary sessions of it's initiation. After the Study Group recommendations have 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 recommended work items shall be made by the Executive Committee with due consideration of advice from the Study Group.

7.4.1 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 subclauses 7.2.3.5 and 7.2.4. Because of the limited time duration of a Study Group, no letter ballots are permitted.

7.4.2 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."

7.5 Balloting Group

IEEE Standards Sponsor Balloting Groups are created in the IEEE Standards Association through the authorization of the LMSC Chair. Comments received during Sponsor Ballot are to be considered in a manner consistent with IEEE-SA requirements under a process and as determined by the Working Group.

Comment resolution meeting leaders are reminded that members of the Balloting Group are interested parties with respect to comment resolution and shall be given the same notice for comment resolution meetings that is given to the formulating group. The WG Chair or designee shall ensure that the notification is sent to the Balloting Group.

7.5.1 Interest Categories

Interest Categories for Sponsor Ballots are determined on a per project/standard basis by the responsible subgroup.

8. LMSC SESSIONS

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

For the purposes of these Policies & Procedures, a "technical meeting" is defined as, but is not limited to, any meeting of an LMSC Working Group, Technical Advisory Group, Executive Committee Study Group, any of their subgroups, or any call for interest at an LMSC session.

8.1 Plenary Sessions

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

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

8.1.1 LAN MAN STANDARDS COMMITTEE PLENARY

The Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. The Plenary session may also offer tutorial programs. If tutorials are offered on Monday, other meetings of 802 subgroups shall not be scheduled to overlap with the time of the tutorial programs. 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 communications to 802 as a whole 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 objective 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 Executive Committee Recording Secretary no later than one hour after the conclusion of the 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.

The Plenary meetings are conducted by the LMSC Chair or a designated delegate.

8.2 Interim Sessions

In addition to plenary sessions, an LMSC WG/TAG or WG/TAG sub group may hold interim sessions. An interim session may be for a single LMSC WG/TAG or WG/TAG subgroup or it may be a joint interim session for any combination of LMSC WGs, TAGs, and WG/TAG sub groups.

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

8.2.1 Interim Session Hosts

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

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

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

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

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

a) The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.

b) The Host will consult and coordinate with the Chair(s) of the WG(s)/TAG(s) or WG/TAG sub group(s) participating in the session on the financial and logistical planning, and preparation for and execution of the session.

c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.

d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.

e) The Host is solely responsible for any session deficit and the disposition of any session surplus funds.

8.2.2 Interim Session Fees

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

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

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

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

8.2.3 Interim Session Financial Reporting

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

The WG/TAG or WG/TAG subgroup was not the Host of the session.
The Host complied with the definition of a host in subclause 8.2.1 of these P&P.

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

b) Neither the WG/TAG or WG/TAG subgroup nor any of its officers handled and/or had or exercised any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties.

c) Neither the WG/TAG or WG/TAG subgroup nor any of its officers had and/or exercised any decision authority over the disposition of any surplus funds from the session.

d) Neither the WG/TAG or WG/TAG subgroup nor any of its officers have or had any control over or beneficial interest in any surplus funds from the session.

In the case of an interim session that is hosted by a single non-IEEE entity and for which fees are collected, the usual financial goal is for the session to be non-deficit with a minimum surplus. A recommended way of achieving this is for the Host to commit to a contribution to the session and then reduce that contribution as required to minimize any session surplus. It may be most convenient for the Host to not make the contribution (transfer the funds) until the size of the contribution needed to meet the non-deficit minimum surplus goal is known. If there is a surplus, the Host may retain it or dispose of it in any manner it chooses that does not violate item 6 above.

8.3 Registration Policy

In order for an individual to become registered for a given LMSC Plenary or interim session of an LMSC subgroup, the individual must:

a) Have complied with the registration requirements for all previously attended LMSC Plenary sessions and interim sessions of LMSC subgroups, including payment of any required registration fees, and
b) Have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for that session.

An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup but does not comply with the registration requirements for that session, and further has not complied with those requirements within 60 days after the end of the session, including payment of any required registration fees, shall be subject to the following sanctions:

i) No participation credit will be granted for said session.
ii) Any participation credit acquired before said session toward membership in any LMSC group is revoked.
iii) Membership in any 802 group is terminated.
iv) No participation credit will be granted for attendance at any subsequent LMSC session until the individual has complied with the registration requirements for all previously attended 802 sessions by the start of said subsequent session.

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

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

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

The interpretation and implementation of the registration policy for LMSC Plenary sessions and LMSC hosted interim sessions shall be the responsibility of the LMSC Treasurer and the LMSC Executive Secretary. Unless otherwise specified in Working Group, Technical Advisory Group, or Executive Committee Study Group policies and procedures, the interpretation and implementation of the registration policy for interim sessions of LMSC subgroups not hosted by the LMSC shall be the responsibility of the Chair and Treasurer (if any) of the LMSC subgroup(s) holding the session.

9. Vote

9.1 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 subclause 7.2.4.2 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.

10. Communications

All Sponsor officers should use Sponsor letterhead if available, or email notification, when corresponding on behalf of Sponsor activities.

10.1 Formal Internal Communication

If correspondence between subcommittees (working groups, task groups, task forces or other LMSC organization) involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies should be sent to all affected subcommittee chairs, and the Secretary of the lowest committee (EC, WG, etc) with authority over all affected subcommittees.

11. Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. The EC is the body that will take the required Sponsor vote to approve the proposed interpretation.

12. Appeals

Appeals are achieved either using processes defined in WG/TAG P&P, or as defined in subclause 7.1.6.

13. Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

14. Position Statements for Standards

All external communications shall comply with subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual*.

14.1 Procedure for Coordination with Other Standards Bodies

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

14.1.1 IEEE 802 communications

- Communications from the LMSC to external standards bodies shall not be released without prior approval by the 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 EC.

14.1.2 Working Group or TAG communications

- Working Group communications with external standards bodies that are not "Information Only" should be copied to affected members of the 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 or TAG Chair(s) and the LMSC Chair shall be included in the distribution list.

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

Informal communications shall not imply that they are a formal position of IEEE 802 or of the Working Group or TAG.

14.2 Procedure for Communication with Government Bodies

These procedures apply to communications with government and intergovernmental bodies.

14.2.1 IEEE 802 Communications

- IEEE 802 communications to government bodies shall not be released without prior approval by 2/3 of the EC.

- All IEEE 802 communications to government bodies shall be issued by the LMSC Chair as the view of IEEE 802 (stated in the first paragraph of the statement). Such communications shall be copied to the 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.

14.2.2 Working Group or TAG Communications

- Working Group or TAG communications with government bodies shall not be released without prior approval by 75% of the Working Group or TAG. Such communications may proceed unless blocked by an EC vote. For statements not presented for review in an EC meeting, 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 statement will be withheld.
- Working Group or TAG communications shall be identified in the first paragraph as the view of only the Working Group or TAG and shall be issued by the Working Group or TAG Chair(s) and shall include the LMSC Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or IEEE 802 logos.

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

Informal communications shall not imply that they are a formal position of the IEEE 802 or of the Working Group or TAG.

Proposed communications 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 EC.

15. Standards Publicity

Any publicity issued within LMSC shall be in compliance with subclause 5.1.5 of the *IEEE-SA Standards Board Operations Manual* and with item h) of 7.1.1.

16. Use of LMSC Funds

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

- Payment for the expenses of conducting LMSC hosted sessions and related meetings and for other LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:
    - meeting rooms

  - document reproduction
  - meeting administration
  - food and beverages
  - computer networking and Internet connectivity
  - goods and services needed for the efficient conduct of business
  - insurance
  - audits

- Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

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

Specific policies regarding the treasury are as follows:

a) The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.
b) The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.
c) All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.
d) All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each Working Group and TAG Chair whose group is not operating with treasury, may be reimbursed from the LMSC treasury for up to $200 of appropriate expenses incurred between LMSC Plenary sessions without specific approval of the EC.
e) 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 will provide additional reports and participate in audits as required by IEEE rules.
f) The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an LMSC Plenary session.
g) Executive Committee approval of the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

17. Procedure for PARs

17.1 IEEE-SA Standards Board Approval

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

- Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form. (See http://standards.ieee.org/guides/par/index.html.)

- 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.

17.2 LMSC Approval

Submit proposed PAR and, if applicable, responses to the five criteria per 17.5 below to the 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 five 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 circulated via the EC email reflector to all Executive Committee members no 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 (e.g., Maintenance PARs) and PAR changes essential to the orderly conduct of business (e.g., 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. All PARs must be accompanied by supporting documentation, which must include:

- 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.)

17.3 Plenary Review

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/Guide 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 to/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 the closing Executive Committee meeting.

17.4 Chair responsibilities

The Working Group Chair shall sign the copyright acknowledgment.

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

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

17.5 Criteria for Standards Development (Five Criteria)

17.5.1 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).

17.5.2 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 that are compatible with systems management standards.

17.5.3 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.

17.5.4 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.

17.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation

- A working group proposing a wireless project is required to demonstrate coexistence through the preparation of a Coexistence Assurance (CA) document unless it is not applicable.
- The Working Group will create a CA document as part of the WG balloting process.
- If the Working Group elects not to create a CA document, it will explain to the EC the reason the CA document is not applicable.

17.5.5 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.

17.5.6 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.

18. Policy for Distribution of New IEEE LMSC Standards Publications

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

19. IEEE LMSC Draft Numbering Plan

This numbering scheme applies to all LMSC Working Groups and TAGs.

It covers all IEEE 802 Drafts.

The format for the document numbers will be as follows:

Either	P802.na-Di	(formal draft standards)
Or	P802.n{sc}	(all other documents & correspondence)

Where:

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

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. Digits for the number may be separated by '-' but should not use any other separators.

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,

sc = an optional subcommittee designator to be used specifically for tracking subcommittee 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 subcommittee designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

With the exception of the grandfathered 802.1 numbering scheme, IEEE 802 draft standards documents shall follow the numbering protocols outlined in the *IEEE Standards Style Manual*. One approved exception to these stated policies is that the numbering of draft standards amendments that convert to a revision project shall contain the phrase "-REV" preceding the alphabetical designation of the project.

20. Procedure for Conditional Approval to Forward a Draft Standard

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.

Agenda Items and motions requesting conditional approval to forward when 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 recirculation ballot and resolution meeting.

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 by the EC, 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:

a) Recirculation ballot is completed. Generally, the recirculation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
b) After resolution of the recirculation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.
c) No technical changes, as determined by the Working Group Chair, were made as a result of the recirculation ballot.
d) No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
e) 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 EC.
f) The Working Group Chair shall immediately report the results of the ballot to the EC including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the Working Group responses and the rationale for ruling any vote invalid.

21. Procedure for Coexistence Assurance

If indicated in the five criteria, the wireless working group shall produce a coexistence assurance (CA) document in the process of preparing for working group letter ballot and Sponsor ballot. The CA document shall accompany the draft on all wireless working group letter ballots.

The CA document shall address coexistence with all relevant approved 802 wireless standards specifying devices for unlicensed operation. The working group should consider other specifications in their identified target band(s) in the CA document.

The 802.19 TAG shall have one vote in working group letter ballots that include CA documents. As part of its ballot comments, the 802.19 TAG will verify the CA methodology was applied appropriately and reported correctly.

The ballot group makes the determination on whether the coexistence necessary for the standard or amendment has been met.

A representative of the 802.19 TAG should vote in all wireless Sponsor ballots that are in the scope of the 802.19 coexistence TAG.