Propose Resolution to IEEE 802 LMSC Policy and Procedure Revision Ballot in response to AudCom

From: Matthew Sherman, LMSC Vice Chair
To: LMSC Executive Committee **Date:** 7/17/2007

Duration: ----

Purpose: Address objections from IEEE SA AudCom concerning the current LMSC P&P

Rationale for proposed change:

The current LMSC P&P has been 'Not Accepted' by AudCom, and IEEE SA has requested that we modify our P&P in response to the objections expressed. The specific areas of concern included:

1. A better description of the rights of the participants and due process.
2. A clarification of the responsibilities of the Chair.
   This should closely follow the definition in section 3.4 of the Baseline P&P.
3. The lack of requirement to act in accordance with the IEEE Code of Ethics.
   This requirement for conduct should be added to the P&P.

Another issue identified was:

> "the separation of the EC functions as the Sponsor and the Working Group leadership functions is not yet complete and confusing"

Finally AudCom seemed unsure which LMSC P&P sections corresponded to the material in sections 9.3-9.4 of the Model Sponsor P&P and proxy voting was not addressed.

The revisions to the LMSC P&P included in this document address these concerns and issues.

Editorial instructions are highlighted in Pink.

Proposed Changes:

Changes presented here are against the LMSC P&P Revised effective January 4, 2006

6.5 IEEE Code of Ethics

All participants in any LMSC activity are bound by the IEEE Code of Ethics.

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~~ may include the following non-voting members:

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

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. Further responsibilities of LMSC officers are defined in the following subclauses.

7.1.2.1 LMSC Chair

The LMSC Chair has the following responsibilities:

a) Take administrative actions as required for proper operation of the committee
b) Place matters to votes by EC members
c) Preside over meetings and activities of the LMSC according to all of the relevant policies and procedures
d) Entertain motions, but not make motions
e) Delegate necessary functions as needed
f) Set goals and deadlines and endeavor to adhere to them
g) Prioritize objectives to best serve the LMSC

The LMSC Chair also shall:

j) Be objective

k) Not bias discussions

l) Ensure that all parties have the opportunity to express their views

m) Be knowledgeable in IEEE standards processes and parliamentary procedures

7.1.2.2 LMSC Recording Secretary

The LMSC Recording Secretary shall:

a) Distribute a draft agenda at least 14 calendar days before meetings.

b) Record and publish minutes of each meeting ~~within 30 calendar days of the end of meeting~~.

~~c) Create and maintain the voting membership roster and submit to the IEEE Standards Department annually~~

~~d~~c) Be responsible for the management and distribution of Sponsor documentation

~~e) Maintain lists of unresolved issues, action items, and assignments~~

7.1.2.3 LMSC Treasurer

Treasure has the responsibility to assure compliance with SA financial policies and establish guidelines for efficient financial operation of LMSC. The LMSC Treasurer shall:

a) Maintain a budget

b) Control all funds into and out of LMSC's bank accounts

c) Follow IEEE policies concerning standards meetings and finances

d) Read the IEEE Finance Operations Manual

7.1.2.4 LMSC Executive Secretary

The LMSC Executive Secretary shall:

a) Oversee all activities related to LMSC sponsored meeting facilities and services

b) With the treasurer, ensure that LMSC sponsored sessions are compliant with IEEE financial policies

c) Present summaries of venue options to the EC and sign approved proposals on behalf of 802

d) Coordinate with CSP and LMSC Chair on major decisions

e) Oversee maintenance of IEEE 802 Registration Database

7.1.3.3 Voting at Meetings

Add the following at the end of the section

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

7.2.2.1 WG Chair

The Chair has the following responsibilities:

a) Decide which matters are procedural and which matters are technical
b) Decide procedural matters or defer them to a vote by the WG
c) Place issues to a vote by WG members
d) Lead the participants according to all of the relevant policies and procedures
e) Entertain motions, but not make motions
f) Delegate necessary functions as needed
g) Set goals and deadlines and endeavor to adhere to them
h) Prioritize objectives to best serve the group and the goals
i) Seek consensus of the Sponsor if required as a means of resolving issues

The Chair also shall:

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

7.2.2.2 WG Vice Chair

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

7.2.2.3 WG Secretary

The Secretary shall ~~:~~
~~a) R~~record and publish minutes of each meeting within 60 calendar days of the end of meeting.

~~***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.~~

7.2.4.2.1 Voting at Meetings

A technical vote is carried by a 75% approval of those members voting "Approve" and "Do Not Approve". Non-technical votes may be decided by voting procedures as defined in *Robert's Rules of Order Newly Revised (latest edition).* 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.

However, any matter regarding the establishment or modification of a PAR or that would make a non-editorial change to a draft standard shall be a technical issue.

7.2.6.1 WG Financial Operation with Treasury

Modify the text below from this section as shown

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. The WG Treasurer shall

i) Maintain a budget
ii) Control all funds into and out of LMSC's bank accounts
iii) Follow IEEE policies concerning standards meetings and finances
iv) Read the IEEE Finance Operations Manual

9.2 Proxy voting

Proxy voting is not permitted within LMSC.

12. Appeals

The LMSC recognizes the right of appeal. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction within LMSC is performed in an identifiable manner. Appeals are achieved either using processes defined in WG/TAG P&P, or as defined in subclause 7.1.6.

10.2 External Communication

Except as detailed in section 10.5, inquiries to the LMSC from outside of LMSC should be directed to the Chair of LMSC, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the LMSC Chair.

10.3. Public statements for standards

All public communications from within LMSC shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

10.4. Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, LMSC, or any subgroup of LMSC.

Renumber the current P&P section 14 as section 10.5.

Renumber other P&P sections in accordance with these changes and adjust any cross references as required.