**Strawman for the IEEE 802 Wireless Chairs’ meeting operations manual.**

2014-06-10 Adrian Stephens

2014-06-25 Adrian Stephens, updated after tiger team meeting.

# Abbreviations:

OM – Operations Manual

WC SC – IEEE 802 Wireless Chairs Standing Committee

# Status of this document:

Draft for discussion in WC SC in July 2014.

This document sets expectations about the operation of the WC SC. Note that the chair of the WC SC is responsible for procedure, according to the LMSC P&P.

# Purpose of WC SC:

The purpose of the WC SC is to manage the operation of the wireless interim meetings, and also to fulfil the obligations under 802 rules for the joint treasury of 802.11 and 802.15 to meet.

# Authorization:

The WC SC is a standing committee of the IEEE 802 EC. A motion to form the WC SC will be solicited at the 802 EC. The chair of the WC SC will be appointed by the 802 EC chair, and confirmed by the EC. The (initially 802.11 and 802.15) joint treasury will act as a subcommittee of the WC SC, and the chair of that subcommittee will be one of the chairs of the groups participating in the joint treasury (WG P&P 14.2).

# Governing rules:

The WC SC will be governed by the rules that determine operation of an 802 EC SC.

In addition, the 802 WG P&P states: “14.2 WG financial operation with joint treasury Two or more WGs with the approval of the Sponsor, may operate with a single joint treasury. …
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 overseeing the joint treasury shall be a Joint Executive Committee that is the union of the Executive Committees of the WGs operating with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive Committee and shall be the Chair of one of the participating WGs”

# Membership:

The EC (chair, vice-chairs, treasurer, and secretary) of any active 802 WG or TAG that has recently attended or intends to attend a wireless interim is a member of the WC SC.

The membership of the joint treasury subcommittee is the EC of the groups in the joint treasury (initially 802.11 and 802.15).

# Meeting:

The WC SC shall meet in person at each wireless interim session and each 802 plenary session

The WC SC may meet by telecon on 30 days notice to members of the WC SC.

# Voting:

The WC SC generally has no formal decisions to make. The SC operates by consensus and straw poll. Any straw polls taken in the WC SC are open to all attendees.

Discussion point: what about approval of minutes of last meeting?

It is expected that only formal voting performed is a treasury vote, and this is performed in the joint treasury subcommittee. Any decision that implies a commitment by the joint treasury is a “treasury vote”. This includes selection of venues and authorization of expenditure related to selection of venues.

For a treasury vote, the voters are the joint 802.11/802.15 EC (chairs, vice chairs, treasurers, secretaries). The rules for this are in 802 WG P&P section 14.2.

# Minutes/communications:

Minutes will be kept and stored on the EC mentor site within 30 days of a meeting. A separate mentor EC sub-group will be used for all WC SC documents.

An IEEE reflector will be set up for the business of the group. Any 802 member may join.

A web page accessible from the IEEE 802 home page will be created. This will include purpose of this meeting, a link to this OM, a link to the reflector, and an indication of where to find the agenda and minutes.

# Openness:

The meeting is open to all participants at the session where it is held, and will be notified to the participants of groups by their respective chairs. However, the joint treasury subcommittee may go into executive session for consideration of matters of commercial confidentiality.

# Next steps (not part of the OM):

Review this with the Wireless Chairs’ meeting in San Diego.

Adrian to create a presentation for EC.

Ask for agenda time for Monday’s EC to:

1. Describe the process (10 minutes, Monday)
2. Indicate that we will be asking 802 to form the WC SC on Friday with a quick motion