

# IEEE 802 LMSC Chair's Guidelines

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This document is intended to provide guidance and consistency for the orderly conduct of IEEE 802 business.

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# **IEEE 802 LMSC Chair's Guidelines Revision 1.9.7**

Date: 30 July 2011

## **1.0 Introduction**

This document is intended to provide guidance and consistency for the orderly conduct of IEEE 802 business. These guidelines provide clarification and direction in areas that have been identified as requiring it by the IEEE 802 LMSC Chair (Chair) or IEEE 802 LMSC Executive Committee (EC) motions.

## **1.1 Scope**

The scope of the document is to be a repository of guidelines for IEEE 802 activities that have been issued by the IEEE 802 LMSC Chair or by specific EC motions. (The classification of each guideline will be noted in the section title as 'Chair Origin' or 'EC Motion Origin')

## **1.2 Purpose**

The purpose of the document is to provide IEEE 802 participants, membership and leadership guidance on how IEEE 802 conducts its business.

## **1.3 Limitations**

This document does not replace or supersede any formal IEEE 802 LMSC rules documents (such as the IEEE 802 LMSC Policies and Procedures) or any documents that are superior to those rules. In cases where conflicts occur, the formal / superior documents shall have precedence.

The enforceability of these guidelines is up to the good will and best efforts of all attendees developing standards for IEEE 802 LMSC. The IEEE 802 LMSC Executive Committee requests your support.

## 2.0 Chair's Guidelines

This section contains the various guidelines that are currently approved.

### 2.1 IEEE 802 LMSC Approvals (Chair Origin)

The below table identifies which group (or person) by IEEE 802 LMSC convention must provide approval at the milestones in the development of a draft standard or study group effort. The explicit right to these approvals is, by IEEE-SA procedures, vested in the Sponsor who is, for all practical purposes, the EC Chair. The EC chair may thus override these guidelines in order to avoid issues which would negatively impact the process for IEEE 802 LMSC standards.

Item	WG (1)	WG Chair	EC	EC Chair
PAR submittal (new)	YES	YES	YES (3)	YES
PAR Revision	YES	YES	YES	YES
PAR Extension	YES	YES	YES	YES
PAR 'WG Chair change'		YES	INFO	YES
WG Study Group	YES	YES	YES	
EC Study Group			YES	
Standard Renewal Date Extension	YES	YES	INFO	
LMSC Ballot (New Standard, Revision)	YES	YES	YES	
LMSC Ballot (Reaffirmation)	INFO	YES	INFO	
LMSC Ballot Group Constitution		YES		YES
LMSC Recirculation	INFO	YES	INFO	
All Standards Board submissions	YES	YES	YES	
JTC1/ITU Submissions ()	INFO	YES	YES(2)	YES(2)
Press Releases	YES(4)	YES	YES	

(1) All WG approvals require explicit vote counts (Yes/No/Abstain) to be recorded.

(2) Either EC or EC chair should approve submission to the JTC1/ITU.

(3) Requires 30 day draft submission to EC.

(4) Press release drafts should be approved by the EC (meeting or Email Ballot). The WG should normally also approve a press release; although in some cases this cannot be done in a timely fashion, and in such cases, the EC decision will prevail.

## 2.2 Student Fees (EC Motion Origin)

This guideline defines how IEEE 802 LMSC will handle student registration fees (motion approved on 9 Nov1998.)

Moved: Student registration fee at the IEEE LMSC 802 Plenary meetings of \$100.

- 1) This motion is effective from the November 1998 plenary meeting onward.
- 2) Professors and academic staff need to pay the full registration fee. There are no exceptions to that rule. Retirees, out of work attendees also pay the full rate. IEEE 802 LMSC already has a number of University members attending and they will continue to pay the full fee.
- 3) The student discount is based upon:
  - A) Students attendance will not count toward voting rights.
  - B) Each student can only receive this discount for one meeting. Attendance at future meetings will require payment of the full fee or EC waiver.
  - C) Students will not be included in the Membership Data Base for future meeting announcements. Since students are expected to change status rapidly, we don't want to try to keep track of their address.
  - D) Students might join a chair's reflector, at the discretion of the chair.
- 4) To obtain this discount, a member of the EC needs to certify the student. This will typically require the EC member to confirm that the individual is a full time student and that the EC member has explained the process for attending IEEE 802 LMSC meetings.
- 5) Registration form will be filled out and fee will be paid at the meeting in normal manner. Student Badge will designate "student".
- 6) A student is defined as currently taking at least 50% of a normal full-time academic program in an IEEE designated field of interest for the current academic year.
- 7) The number of student discounts at a meeting will be limited to the first 10 applications.

## **2.3 Registration Fees (Chair Origin)**

This guideline defines the requirements for ‘atypical’ meeting attendees such as IEEE staff and members of the press to pay applicable registration fees during sessions.

- 1) IEEE Staff members and anyone being supported by the IEEE Staff for attendance at the meeting should be exempt from the meeting fee. These individuals, since they are representatives of IEEE Staff, may participate in WG meetings. Unless they pay a meeting fee, they will not be counted as WG voters. Note that observers are allowed to comment on WG documents and vote at the IEEE sponsor level if they meet requirements here. They should register to receive a name badge.
- 2) Invited (by members of the EC) guests who attend meetings for a specific purpose that is of value to general attendees (e.g. to provide a tutorial presentation) should be exempt from the meeting fee. Invited guests who do not pay a meeting fee are welcome to observe various sessions of IEEE 802 LMSC. However, as guests they may not vote in WG meetings during that session and their attendance will not be counted toward building or maintaining voting membership in any WG. Guests should register to receive a name badge. Note that observers are allowed to comment on WG documents and vote at the IEEE sponsor level if they meet requirements for participating in a sponsor ballot.
- 3) Students – See guideline 2.2 Student Fee Guidelines.
- 4) Members of the Press have no special privilege of access and shall be subject to normal meeting fee requirements.
- 5) During plenary sessions, the IEEE 802 LMSC Chair will have the responsibility to review and approve the above exceptions (total limited to ten individuals per session) and provide a list of these exempt people to the Executive Secretary before the session and obtain EC confirmation at the Monday EC meeting of a plenary session.

## 2.4 CD-ROM handout (EC Motion Origin)

This guideline defines the mechanism for generating and handing out IEEE 802 LMSC standards in a CD-ROM media

- 1) CD ROM contains
  - all PDF files for IEEE 802 LMSC standards,
  - LMSC Policy and Procedures
- 2) Expect yearly production and handout at each plenary meeting
- 3) Requirements to Receive CD ROM:
  - Registered at plenary meeting where CD ROMs are distributed
- 4) Handout will occur upon registration.
- 5) License: **YOUR PERSONAL USE ONLY** - Will initial receipt of CD
- 6) What should an individual do with previously issued CD ROM? This is also licensed to receiver only and not transferable. Keep for records or destroy.
- 7) Will this handout occur again? At following Plenary meeting, new qualifiers will also receive the CD ROM.
- 8) Encourage Organization to sign-up for IEEE 802 LMSC on-line standards
- 9) If an exception to the above is desired, see the EC Chair.

## 2.5 Tutorials (Chair Origin)

This guideline outlines ‘acceptable practices’ for Tutorial presenters.

1) Content of Tutorials should be:

- Technology oriented, informative, concise, and well illustrated.
- Reflect general needs and technology for standards and recommended practices.
- Reflect business/economic drivers for possible standardization.
- Present multiple viewpoints and speakers where appropriate

2) Purpose of Tutorials should:

- Explore possible new directions for IEEE 802 LMSC efforts
- Summarize ongoing major work of Study Group or WG or TAG.
- Describe basic IEEE 802 LMSC or other standards process.

3) Mechanics of Tutorials:

- Hosted by EC member.
- PDFs of the presentations shall be filed with the recording secretary at least 24 hours before the tutorial, or the tutorial may be postponed.
- Announced at Plenary Meeting with a short abstract.
- Announced in meeting registration packets.
- Announced (with a short abstract) to the EC reflector at least 14 days before meeting.
- Scheduled through Conference Organizer/EC Executive Secretary
- Conflicts to be resolved by Executive Secretary and EC chair based on most importance to IEEE 802 LMSC.
- Scheduled Monday or Tuesday (typically 6:30pm - 8:00pm, 8:00pm - 9:30pm)
- Tutorials in support of a new PAR should be conducted Monday evening

4) IEEE 802 Tutorials should NOT be:

- Product announcements
- Company announcements

## **2.6 LCD Projector Allocation (EC Motion Origin)**

This guideline describes the method used for allocation LCD projectors during Plenary and Interim 802 Session.

### 2.6.1 Projector Guidelines - Plenary Session

- 1) Guidelines for allocation are based on:
  - A) Type of work that is ongoing:
    - i) Comment Resolution
    - ii) Working Group Editing
    - iii) Presentations
  - B) Size of Meeting Room and number of attendees
- 2) Request projectors during normal space requests for Plenary Session.
  - A) EC Executive Secretary or conference organizers
  - B) Appeals to the IEEE 802 LMSC Chair
  - C) Appeals to the EC

### 2.6.2 Projector Guidelines- Interim Session

- 1) Projectors may be kept at different US locations as decided at each plenary meeting.
- 2) On need basis, arrangement made two weeks in advance to ship projectors. They must be shipped by FedEx in hard case or equivalent and return to meeting host.
- 3) The interim meeting must pay for the shipping charge and it cannot be charged as part of the chair's \$200 allocation.
- 4) If interim meetings end up with conflicts, then the Plenary Meeting guidelines will apply to resolve conflict.
- 5) Guidelines for non-IEEE 802 LMSC use to be developed separately. Until such guidelines are in-place, each such use requires EC approval.

## **2.7 Commercialism at meetings (Chair Origin)**

IEEE 802 Plenary Sessions are held to develop standards. Commercial activity in conjunction with these meetings is discouraged. The Executive Committee of IEEE 802 LMSC has expressed a clear desire to avoid product promotions, or anything that can be construed as a product promotion, at the IEEE 802 LMSC meetings. We do not want IEEE standards meetings to turn into trade shows, where vendors avail themselves of the opportunity to show their wares to a captive audience. Any discussion of pricing information in the IEEE 802 LMSC meeting can bring our body under suspicion of anti-trust violations and therefore cannot be allowed.

IEEE 802 LMSC meetings make no provision for hospitality suites, product demos, and receptions (collectively referred to as "vendor events"). However, if any vendor embarks on such an activity they are asked to adhere to the following guidelines:

- A) No announcements or notifications regarding vendor events should be made inside the IEEE 802 LMSC meeting rooms or in the vicinity of the IEEE 802 LMSC meeting rooms or IEEE 802 LMSC registration office.
- B) No brochures or other collateral material should be distributed inside the IEEE 802 LMSC meeting rooms, or in the adjacent areas that constitute the IEEE 802 LMSC meeting area. An exception is made for brochures and collateral related to current and upcoming meeting venues, such as travel brochures, and for IEEE publications.
- C) No posters outside IEEE 802 LMSC meeting rooms.
- D) No notification using IEEE WG EMAIL reflectors.
- E) No commercial mailing notification using the address lists obtained from IEEE or IEEE 802 LMSC.

## **2.8 Identification of WG contributors in standards (Chair Origin)**

The list of contributors to a standard (to appear in the front piece) should normally be included with the document during the Sponsor Ballot period. The list is (a) determined by the Working Group (WG) Chair and (b) normally consists of those who are WG members at the time the project went to WG Ballot. This list will be used to determine which WG members and other experts will receive a PDF copy of the standard when approved by the IEEE-SA Standards Board.

## **2.9 Recording attendee information in meeting minutes (Chair Origin)**

IEEE 802 LMSC meeting minutes are public documents; therefore a minimal amount of attendee information should be contained in minutes in order to provide privacy for attendees.

The minutes should only record an attendee's name and affiliation. Meeting participants shall disclose their affiliation as per the IEEE-SA Operations Manual, 5.3.3.1. The affiliation information shall be included in the minutes next to the attendee's name.

Any other personal information, such as email, telephone, address, etc. should not be included in the minutes.

## **2.10 Criteria for posting information to the EC reflector (Chair Origin)**

The IEEE 802 LMSC Executive Committee (EC) Email Reflector is open to viewing by anyone that may have an interest. Occasionally it is necessary to keep some information under consideration by the Executive Committee private; hence it should not be distributed via the EC Email Reflector, but via a private list containing every EC member's email address.

All EC business should be conducted in public via the reflector except for the following classes of information which should be distributed to the EC members via a private means:

- 1 vendor contracts for review and approval (on the other hand, high level summary of terms and conditions are appropriate for posting to the EC Reflector)
- 2 any personal information (all EC Reflector traffic should be strictly IEEE 802 LMSC business related)
- 3 any information that has been explicitly deemed as possibly 'confidential and/or proprietary'
- 4 any information the EC has explicitly decided to be of 'executive privilege'
- 5 any attorney-client privileged information

In addition, Announcements (without attachments) of key activities such as WG ballots of drafts should be copied to the EC reflector.

## **2.11 Cross WG and TAG document and E-mail reflector access (EC Motion Origin)**

EC members should be allowed to join any IEEE 802 reflector / gain document access without meeting any attendance requirements.

WG Ballot information (excluding information on how to access drafts) should be copied to the EC reflector as general information for other Working Groups.

In addition, active participants in the activities of one 802 Working Group, Study Group, or Technical Advisory Group often have a legitimate need to study the work of other such groups. Therefore, access to the private areas of any 802 WG/TAG/SG web site, and to any private 802 WG/TAG/SG email reflector, should be promptly granted to any participant in any other such group upon request to the appropriate WG/TAG/SG officer.

For the purposes of this guideline, a "participant" is taken to be one of the following:

- A current voting member of a WG/TAG/SG;
- Any individual identified by the Chair of a WG/TAG/SG as a participant in the activities of that group.

802 groups may also operate reciprocal access arrangements in which the username/password for one group's web site allows access to the private areas of another group, and vice versa. This practice is encouraged. EC members should be granted access to WG/TAG/SG email reflectors upon request.

## 2.12 Patent Policy announcement instructions (Chair Origin)

### 1. Face to face meetings

At the first meeting of any session of a IEEE 802 LMSC Working Group, Technical Advisory Group, Study Group or Task Force/Group the IEEE-SA PatCom developed slide set [<http://standards.ieee.org/board/pat/pat-slideset.pdf>] shall be presented by the chair, or the chair's designee, in accordance with the 'Instructions for the WG Chair' found on slide 0 of the slide set. Another separate slide (one only) will then be shown that details the URLs of the Patent Policy, Patent FAQ, Affiliations FAQ, Antitrust guidelines, and Ethics policy. This would also be included within the pre-published tentative agenda.

During any subsequent meetings, only the slide showing the URLs needs to be shown. The chair, or the chair's designee, shall also make a statement that [a] the meeting is subject to the patent policy as presented on the first meeting of the session; and [b] if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that these statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the meeting minutes.

### 2. Online or Teleconference Meetings

As part of the pre-published tentative agenda or meeting announcement, a link to the IEEE-SA PatCom developed slide set [<http://standards.ieee.org/board/pat/pat-slideset.pdf>] shall be provided indicating that they have to be read prior to the meeting. At the start of the meeting the chair shall ask whether there is anybody participating that has not read the slide set. If someone says they have not, then the chair must either [a] read the slide set aloud, or [b] send the slide set, or URL of the slide set, electronically and pause the call until all participants have read the slide set.

The chair shall also make a statement that if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that these statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the minutes.

### 3. IEEE 802 Web site

The IEEE 802 web site as well as all IEEE 802 Working Group, Technical Advisory Group, Executive Committee Study Group web sites will contain a link to the Patent Policy, Patent FAQ, Affiliations FAQ, Antitrust guidelines, and Ethics policy.

4. Suggested URLs for reference by websites:

a) Patent Policy, Patent FAQ, Antitrust guidelines, Patent Tutorial, Patent information in the IEEE Standards Companion, what you need to know about standards and the law, the LOA form, the LOA cover letter, the LOA database and the LOA process flowchart.

<http://standards.ieee.org/board/pat/index.html>

<http://standards.ieee.org/board/pat/pat-material.html>

b) Affiliations FAQ:

<http://standards.ieee.org/faqs/affiliationFAQ.html>

c) Ethics policy:

[http://www.ieee.org/web/membership/ethics/code\\_ethics.html](http://www.ieee.org/web/membership/ethics/code_ethics.html)

## **2.13 IEEE 802 LMSC EC interim teleconference meeting (Chair origin)**

### **1. Interim Schedule:**

Tentatively, the EC Interim Teleconference is to be held on the 1st Tues of Feb, June, and Oct. The actual date is confirmed by the EC during the closing plenary prior to the interim meeting.

### **2. Interim Meeting Notifications:**

Notification of the EC Interim Meeting Teleconference agenda shall be made 15-days prior to the interim meeting and shall be announced on the 802 EC reflectors. The meeting shall be open for observers and there should be resources for approximately 50 ports provided for the teleconference. The notification shall provide the proposed agenda and call-in information.

### **3. Interim Meeting Duration:**

The duration of the teleconference shall be limited to 2 hours.

### **4. Interim Meeting Quorum requirement:**

A quorum requirement exists as stated in LMSC P&P clause 6.1 for the call.

### **5. Scope of Interim Meeting:**

The scope of the teleconference is limited. Typically the EC will conduct all of its business during the plenary face-to-face meetings. However, there are occasions where topics fail to have sufficient time for a complete discussion during the plenary session. Topics that may be discussed during the EC interim conference call may include the following topics:

- i. Cross WG collaboration/competition
- ii. Standard Development Efficiency
- iii. IEEE-SA items
- iv. 802 Task Force reports
- v. Review of Chairs Guidelines

Voting on teleconferences is to be conducted using the same rules as voting for an in-person meeting. Topics that may require discussion and a decision by the EC are limited to the same list that is currently available for EC E-Mail Ballots and shall be included on the distributed agenda:

- vi. Press release, Liaisons, MOU etc.
- vii. Approval for RevCom –
- viii. Approval for Sponsor Ballot –
- ix. Meeting venue selection approval

### **6. Out of Scope topics for Interim Meetings:**

Topics of discussion and decisions that are out of scope for the interim teleconference include topics that require working group input and/or discussion such as PAR Approval.

### **7. Urgent EC Teleconference Meeting Exception:**

On rare occasions, there may be a need for an Urgent EC Meeting by teleconference to address unexpected circumstances that require a quick response. If the Sponsor Chair decides an urgent EC meeting is in order, the notification requirement may be as little as 24 hours.

## **2.14 IEEE 802 LMSC EC's responsibility to progress PARs (Chair Origin)**

PARs within the IEEE SA are assigned to Sponsors, and the IEEE 802 LMSC EC as a whole has the responsibility to ensure PARs assigned within IEEE 802 LMSC are properly progressed. Should a member of the EC believe work on a particular PAR is not being properly advanced (e.g. a WG refuses to forward a draft to RevCom even though it has properly completed the sponsor balloting process) the matter should be raised to the EC for consideration. In addition, materially interested parties can file appeals to the EC if it is felt that a WG is not properly advancing the work of an assigned PAR.

## **2.15 WG Vice Chair activities (Chair Origin)**

Since WG Vice Chairs must be ready to step in as acting WG Chairs should the WG Chair be unable to serve, it is expected that WG Vice Chairs will regularly attend EC opening and closing meeting. In addition, WG Vice Chairs should be assigned regular duties by the Chair of the WG. Such duties should include, maintenance of WG rules, and maintenance of WG membership rosters. The WG Chair may assign Vice Chairs other regular duties, and of course special actions that pertain to the orderly conduct of WG business.

## 2.16 The sponsor ballot process (Chair Origin)

There are numerous requirements for IEEE sponsor ballots. This guideline summarizes where they can be found. Most of these requirements are delegated to the Chair of the IEEE 802 LMSC Working Group (WG) proposing to conduct the ballot. New WG Chairs should carefully review this documentation prior to conducting a sponsor ballot so they are thoroughly prepared for the process. They are also encouraged to seek the advice of an experienced WG Chair should they have questions about the process.

After the WG and EC approve balloting of a new draft standard, the Sponsor Ballot process is handled via the My Project / My Ballot tools at IEEE-SA. A [help section exists for the Sponsor Ballot process](#). Additional guidance can be found in Section 3 of the [IEEE-SA Standards Style Manual](#) on topics such as conducting Mandatory editorial coordination (MEC). These documents will guide the WG Chair initiating the ballot through the balloting process. One important tip is to advise ballot participants not to attached comments as “attachements”. While the tools allow it, it can complicate the process for approval by the IEEE-SA Standards Board Review Committee (RevCom).

## 2.17 Duties of the EC Chair and appointed positions (Chair Origin)

The following responsibilities have been developed for the EC Chair and appointed positions:

### LMSC CHAIR RESPONSIBILITIES

- 1) Fulfill Duties as Outlined in LMSC P&P
- 2) Obligations to Computer Society (CS)
  - a) Attend CS Standards Activities Board (SAB) meetings as LMSC Chair (one face-to-face, nominally three teleconferences)
  - b) Represent LMSC views and needs
  - c) Guide/facilitate healthy evolution of SAB projects and practices
  - d) Produce summary reports on LMSC activities, 4 times a year
  - e) Generate LMSC Annual Report: past year highlights, next year target goals, summary overviews, major changes, etc.
- 3) Obligations to LMSC beyond explicit duties Identified in P&P past year
  - a) Sign and, in many cases, draft/author/edit official communications to external organizations (e.g., FCC, ITU-T, ITU-R, etc....nominally 20-25 documents per year)
  - b) Review and sign-off on Sponsor Ballot lists generated by SA
  - c) Review and sign-off on PAR submissions, send to CS-SAB and IEEE SA Standards Board
  - d) Facilitate generation of LMSC agenda with help from the recording secretary, finalize agenda for the closing executive meeting
  - e) Review with the Recording Secretary all LMSC actions items after the end of the plenary session
  - f) Review with the Executive Secretary all meeting planning recommendations and help deal with meeting logistics issues as they arise
  - g) Review with the Treasurer the meeting budget and help deal with financial issues as they arise
  - h) Working with IEEE SA staff to address any issues regarding the orderly management of Standards development (at a minimum consists of chairing 802 Task Force meetings during Plenary sessions and SA Standards Board meetings)
  - i) Work with IEEE 802 LMSC participants to address any concerns and suggestions for improving operations of the LMSC
- 4) Plenary Meeting Facilitation:
  - a) On-call entire week to coach/mentor/facilitate resolution of issues and guide actions toward LMSC win-win results (usually 72 hours, 10-15 key projects). [This limits one's freedom to attend WG meetings to no more than a few hours at best)
  - b) Act as liaison with IEEE SA staff (at plenary session and in Piscataway usually during SA Standards Board sessions) on working issues/projects (usually 5-10 hours per Plenary meeting)
  - c) Lead ad hoc activities as needed, usually two or three per Plenary
- 5) Inter-Meeting Activities:
  - a) Follow-up on items in (3) above
  - b) Work with IEEE staff on issue resolution (e.g., Sponsor Ballot process, SA directives, getIEEE802, CD-ROM, drafts for sale, legal issues, etc.)
  - c) Respond to calls from the press, obtain approval of LMSC press releases etc
  - d) Respond to NesCom and RevCom concerns on behalf of LMSC PARs and draft standard reviews (if needed beyond WG chair actions)
  - e) Monitor JTC 1 actions affecting 8802 series of standards
  - f) Monitor FCC, IETF, ITU-T and ITU-R activities, sign off on liaison communications

- g) Conduct EC email ballots (usually less than 10)

**General Notes:**

There are tremendous variations in the level of time/resources needed to support LMSC. There is a somewhat constant level of 80 hours per month (average) to do the various items identified above. There are also actions that demand attention whenever they occur, ranging from big issues that take 100% of one's time because of the magnitude of the issue, or the volume of communications. Unfortunately, the latter events have become more frequent and they can consume full-time effort (or more) from five to twenty five days.

There is another level of activity that has tremendous advantages for LMSC at the same time it consumes substantial resources. From time-to-time the opportunity arises for LMSC spokespersons to speak at conference and seminars. One could make this a full-time job, or ignore it. Experience indicates that good/valuable opportunities arise about once a year to make a major presentation at some national or international meeting. It is my opinion that EC members should do more of this on a coordinated basis to spread the word, build further interest, gain added commitments to LMSC programs.

**FIRST VICE CHAIR RESPONSIBILITIES**

- 1) To stand in for the Chair when needed. This can be for a few minutes at the executive committee meetings. Other times it means chairing an entire Plenary session. In the latter case, there are a couple of weeks' worth of work in the 4-6 weeks before the Plenary session, and 100% consumption of one's time during the session. Occasionally an emergency situation develops, and the VC is suddenly required to conduct LMSC business for an extended period of time.
- 2) The primary responsibility is to lead mentoring and 802 training program efforts. This position will focus on the execution of the Education, Mentoring and Support program which is intended to improve the overall efficiency and quality of LMSC standards projects.
- 3) Be expert on LMSC, CS-SAB and SA Policy and Procedures, 802 process and Roberts Rules of Order to help resolve issues in EC meetings and, when asked, at WG/TAG meetings.
- 4) To help the Chair in situations where the Chair believes he needs assistance with issues primarily arising in the various working groups.
- 5) Act as a mentor to new WG chairs and work with the Chair to oversee the assignment of experienced 802 members to mentor WG/TAG chairs as appropriate.
- 6) Visit WG/TAG sessions for short intervals during the Plenary session to keep abreast of the pulse of the organization. This should be coordinated with the 2nd vice chair to maximize coverage of all 802 projects.
- 7) Support maintenance of LMSC Policy and Procedure with 2nd Vice-Chair and be an expert on the 802 P&P.
- 8) Present LMSC introductory information at each Plenary session.
- 9) In coordination with the Chair and 2nd Vice Chair, help resolve LMSC, SA and BoG issues with IEEE staff, IEEE Standards Board, BoG and CS-SAB.
- 10) Assist Chair with miscellaneous administrative and other assigned tasks.

**SECOND VICE CHAIR RESPONSIBILITIES**

- 1) The primary responsibility is to lead policies and procedure change activities. When major issues are being addressed this can consume significant amounts of time, occasionally precluding meaningful participation in a working group.

- 2) Be expert on LMSC, CS-SAB and SA Policy and Procedures, 802 process and Roberts Rules of Order to help resolve issues in EC meetings and, when asked, at WG/TAG meetings.
- 3) Visit WG meetings for short intervals during the Plenary week to keep abreast of the pulse of the organization. This should be coordinated with the 1st vice chair to maximize coverage of all 802 projects.
- 4) Interpret the LMSC Policy and Procedure and provide advice to LMSC members, WG/TAG chairs, and other executive committee members when requested.
- 5) In coordination with the Chair and 1st Vice Chair, help resolve LMSC, SA and BoG issues (such as appeals, IPR issues, complaints, timely issuance of sponsor ballots, Get802 program and draft sales) with IEEE staff, IEEE Standards Board, BoG and CS-SAB.
- 6) Assist Chair with miscellaneous administrative and other assigned tasks.

### **TREASURER'S RESPONSIBILITIES**

- 1) Establishment and maintenance of accounts
  - a) credit card companies, (AMEX, Discover, VISA/MC)
  - b) bank account
    - i) checking account
    - ii) credit card charge processing
  - c) vendor accounts
- 2) Prepare Budget
  - a) annual CS SAB submission
  - b) periodic recommendations/justification for meeting fee changes
- 3) Collect and Disburse Money
  - a) establish money handling procedures for meeting registration staff
    - i) check and travelers check endorsement
    - ii) credit card processing
    - iii) temporary storage of receipts
    - iv) daily cash-out
  - b) credit card deposit transactions (one or two per meeting day)
  - c) void/adjusted credit card transactions (one to three per meeting week)
  - d) storage of cash/check/etc during plenary meeting
  - e) preparation of deposits (deposit execution)
  - f) review of vendor invoices (hotel master account, A/V, etc)
  - g) expense reimbursement payments (executive committee member between meeting expenses, items specifically approved by executive committee)
  - h) deadbeat collections.
- 4) Reports
  - (a) statement of operations, balance sheet
    - i) accounting period (meeting and following interval) at Monday executive committee and plenary
    - ii) estimated statements at closing executive committee and plenary meetings
  - b) reports of expenses to Computer Society
  - c) deadbeat report (recommendations for removal of voting rights when needed)
- 5) Capital Equipment
  - a) maintain records of owned equipment and assigned custodians
  - b) procure equipment approved by executive committee
- 6) Reprogram credit card transaction terminal for each meeting

- 7) Maintain files of all financial transactions (database and journal entry)
- 8) Audits. Supply all necessary information to IEEE-SA auditor and provide oversight and guidance as needed.

## **RECORDING SECRETARY'S RESPONSIBILITIES**

### Required Core Responsibilities:

- 1) Record minutes of executive committee meetings (at a minimum the opening and closing EC meetings, at each of three plenary sessions per year with occasional executive sessions).
- 2) Draft, produce and distribute executive committee meeting minutes to committee members and liaisons within 30-40 days after meeting.
- 3) Maintain official records of minutes for historical purposes.
- 4) Generate draft agenda for executive committee meetings.
- 5) Edits and coordinates the release of the IEEE 802 CD-ROM once a year with the IEEE-SA staff.
- 6) Ensure existing automated tools are operating properly (e.g., registration database, attendance monitoring, document handling, 802 web page, etc.) in conjunction with the Executive Secretary
- 7) Acts as the formal point of communication for all 802 appeals.

### Additional Responsibilities (desired, could be given to others);

- 1) Maintain assignment lists (P802 decisions)
  - a) Liaisons
  - b) OUIs
  - c) LSAPs
- 2) Maintain archival records for:
  - a) Functional requirements, document revisions
  - b) Policy and Procedures document revisions
  - c) 802 Guidelines/Practices
  - d) PARs approved, revised, completed, withdrawn, etc.

## **EXECUTIVE SECRETARY DUTIES AND RESPONSIBILITIES**

- 1) 802 Meetings: Efficiency Improvement
  - a) Ensure existing automated tools are operating properly (e.g., registration database, attendance monitoring, document handling, 802 web page, etc.) in conjunction with the Recording Secretary
  - b) Develop requirements for additional meeting services to improve 802's efficiencies in developing standards (e.g., combined live and virtual meetings, purely virtual meetings, improved registration, attendance and document systems, etc.)
  - c) Prototypes, deploys, tests, evaluates and summarizes test results of new systems.
  - d) When appropriate work closely with IEEE SA staff to evaluate and/or implement new systems.
  - e) Manage the introduction of new systems until they are operating smoothly.
  - f) Provide guidance to non-802 IEEE SA Sponsors, Working Groups and Staff in deploying new smoothly operating systems
- 2) 802 Plenary Sessions: Facilities and Services
  - a) oversee activities related to meeting facilities and services in conjunction with the Treasurer and 2<sup>nd</sup> Member Emeritus
  - b) assist in identification of future site choices/locations
  - c) coordinate with Conference Service Provider and LMSC Chair on major decisions
- 3) IEEE 802 Registration Database

- a) responsible for database maintenance
- b) oversee conference service staff on updates and additions
- c) protection against loss/corruption of data
- 4) Assist 802 Treasurer
  - a) review of expenditures and future budget preparations
  - b) identify meeting deadbeats and report to treasurer for collection

**MEETING MANAGER, MEMBER EMERITUS RESPONSIBILITIES**

- 1) 802 Plenary Meetings: Facilities and Services Oversight
  - a) facilities/services tabulate site choice selections and maintain calendar for plenary meetings
  - b) Negotiate with venues and other service providers (e.g., meeting planner, network services, etc.) to ensure first-rate facilities and pricing Develop RFPs, be prime evaluator of responses, coordinate decisions with the EC.
    - i) maintain Conference Guidelines for solicitation of hotel proposals
    - ii) review hotel proposals for correctness and conformance to Guidelines
    - iii) present summary of hotel options to executive committee and sign approval proposal on behalf of 802
  - c) oversee activities related to meeting facilities and services
  - d) review and approve all decisions involving 802 funds for meeting facilities/services
  - e) present unusual expenditures to executive committee for approval
  - f) assist in identification of future site choices/locations
  - g) facilities/services tabulate site choice selections and maintain calendar for plenary meetings
  - h) coordinate with Conference Service Provider and LMSC Chair on major decisions
- 2) Conference Service Provider (CSP)
  - a) maintain the CSP duties requirements document
  - b) oversee CSP performance at meetings
  - c) serve as primary resource for planning and problem resolution both at meetings and between as necessary
  - d) participate in letter of agreement between 802 and CSP
  - e) present summary recommendations on future CSP contracts to executive committee
  - f) execute (sign) approved CSP agreement on behalf of 802
- 3) Note this is a non-voting EC position.

**802 ADVISOR, MEMBER EMERITUS RESPONSIBILITIES**

- 1) Provide advice and guidance to the EC chair and all EC members on all matters before the EC (especially on controversial and difficult topics)
- 2) Fulfill assignments from the EC chair based on need covering a wide scope of activities: LMSC items, the IEEE SA Staff, Standards Board and Board of Governor's items; and international standards development items.
- 3) Act as a mentor to WG/TAG members and leaders, especially for new Groups
- 4) Note this is a non-voting EC position.

## **3.0 Chair's interpretations**

The interpretations below stand unless superseded by other rules, or later motions of the EC.

### **3.1 Chair's interpretation on term limits (11/12/2007)**

The IEEE 802 LMSC WG P&P subclause 9.3 requires WG approval to “Permit officer to run for election who has held the office 5 or more partial terms”. The LMSC Chair has interpreted this to mean that WG chair must have 75% approval of the members voting (Y/(Y+N)) to seek reelection, if they have been in office for more than 8 years plus one day. The LMSC Chair has further ruled that this policy applies only to an office, individually, i.e., time served in one office (such as WG Vice Chair) does not count against time served in another office (such as WG Chair).

### **3.2 Chair's interpretation on “substantially complete” (11/11/2010)**

IEEE 802 LMSC Operations Manual Section 14. Procedure for Conditional Approval to Forward a Draft Standard states:

“This procedure is to be used when approval to forward a draft standard to sponsor ballot or to RevCom is conditional on successful completion of a WG or sponsor recirculation ballot, respectively. Seeking conditional approval is only appropriate when ballot resolution efforts have been substantially completed and the approval ratio is sufficient.

The Chair’s interpretation of 'substantially complete' is when there is a very low likelihood of receiving valid new disapprove comment(s)/vote(s) upon the next recirculation ballot, in the judgment of the WG Chair. If a new valid disapprove comment/vote is received as a result of the 'initial conditional recirculation ballot', the WG Chair may issue one 'subsequent conditional recirculation ballot' in an attempt to meet the conditional approval conditions. If the conditions are not met by the 'subsequent recirculation ballot', the 'conditional approval' terminates. Upon request the EC may grant either an unconditional approval or grant another conditional approval (this may be done via EC email ballot).