

**Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot**  
**on**  
**WG Voting Procedures**

**From:** Matthew Sherman, LMSC 1<sup>st</sup> Vice Chair

**To:** LMSC Executive Committee

**Date:** 7/20/2006

**Duration:** 30 Days

**Purpose:** Clarify WG Chair Function and WG Voting procedures

**Rationale for proposed change:**

Numerous issues have been raised with our current WG Voting procedures including:

Numerical vote tallies are required for all matters brought before the EC

Clarification of what the WG Chair determines for voting issues

Clarification of the definition of what are “technical” issues.

Clarification of the ballot form for issues other than submission to letter ballot.

This ballot addresses those issues.

**Proposed Change:**

Revise the LMSC P&P according to the following revised text (based on the Jan 06 P&P):

**7.2**

**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 and other electronic 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.

### 7.2.4.3 Chair's Function

The Chair of the Working Group decides procedural-non-technical issues but may allow non-technical motions. Technical issues are those that can impact the substance of output documents of the Working Group. The Working Group members and the Chair decide technical issues by vote. The Working Group Chair decides what is procedural and what is which issues are 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 Meetings

A technical vote is carried by a 75% approval of those members voting “Approve” and “Do Not Approve”. Non-technical motions, when allowed, are determined in accordance with parliamentary procedure. 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 a majority of the Working Group members. Numerical vote tallies must be taken on all Working Group business that requires EC approval.

#### 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 ~~shall~~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 letter ballot shall contain three choices:

- Approve. ~~-(The voter m~~May attach non-binding comments.)
- Do Not Approve. ~~-(The Voter m~~Must attach specific comments on what must be done to the draft to change the vote to “Approve”.)
- Abstain. ~~-(The voter m~~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.

1 There is a recirculation requirement. For guidance on the recirculation process see sub clause 5.4.3.2  
2 Resolution of comments, objections, and negative votes in the *IEEE-SA Standards Board Operations*  
3 *Manual*.

4  
5 The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days.  
6 However, for recirculation ballots, ~~and for letter ballots not related to the submission of draft standards,~~  
7 the response time shall be at least fifteen days.

8  
9 Submission of a draft standard or a revised standard to the Executive Committee must be accompanied  
10 by any outstanding negative votes and a statement of why these unresolved negative votes could not be  
11 resolved.

#### 13 14 7.2.4.2.3 Voting by Electronic Ballots

15 Other matters may also be decided by an electronic ballot at the discretion of the Working Group Chair.  
16 The response time for these ballots shall be at least fifteen days.

#### 19 **7.2.4.3 Working Group Chair's Responsibilities**

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

- 24  
25 a) Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.  
26 b) Issue meeting minutes and important requested documents to members of the Working Group,  
27 the Executive Committee, and liaison groups.

28  
29 The meeting minutes are to include:

- 30
  - List of participants
  - Next meeting schedule
  - Agenda as revised at the start of the meeting
  - Voting record (Resolution, Mover / Second, Numeric results)

34  
35 Minutes shall be made available within 45 days of the meeting to the attendees of the meeting,  
36 all members, and all liaisons.

- 37 c) Maintain liaison with other organizations at the direction of the Executive Committee or at the  
38 discretion of the Working Group Chair with the approval of the Executive Committee.
- 39 d) Ensure that any financial operations of the WG comply with the requirements of Section 7.2.6 of  
40 these Policies and Procedures.
- 41 e) Speak on behalf of the Working Group to the Executive Committee and, in the case of a  
42 "Directed Position", vote the will of the Working Group in accordance with the Directed  
43 Position Procedure of this P&P (See subclause 9.1 Procedure for Establishing a Directed  
44 Position).
- 45 f) Establish Working Group rules beyond the Working Group rules set down by the Executive  
46 Committee. These rules must be written and all Working Group members must be made aware of  
47 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 letter ballot~~ing 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, ~~by~~ by 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.