

Procedures of IEEE P802.11

This document defines the procedures followed in Standards Working Group IEEE P802.11.

These procedures concur with the Operating rules of IEEE P802 itself (doc: IEEE P802.0-91/170), which gives the Chairman the full authority to decide procedural issues, the Working Group to decide technical issues and the requirement to have a 75 % approval of those voting on technical matters to pass.

0. Introduction

The preferred procedure to develop the end-product, the standard, is by organizing our committee studies and discussions by processing "Issues" and maintaining an "Issues-list" for documentation. "Issues" are questions the committee raise to itself regarding the material they have decided upon in the process of developing a standard. All alternatives visited are documented under each "issue" along with the argumentation pro and con each alternative. An "issue" is closed when the committee decides the adoption of an alternative as answer to the question.

In addition the full working group can add or change text by a motion with 75 % approval of those voting at the full working group.

In both cases the closed issue and the motion must be accompanied by the actual text to be added or changed, or by clear editor's instructions

The editor(s) for the draft standard may only add or change text in the draft standard as result of committee closure of an "Issue" or to implement a passed motion

This document defines the following procedures:

1. The editing of the draft standard
2. The maintenance of the Issues list
3. The resolution of issues
4. Submissions and
5. Document distribution.

1. Procedure for the editing of the draft standard

IEEE P802.11 maintains a working draft standard to document the text agreed through the issue process and working group actions. The working draft standard grows from an outline of chapters towards a first draft standard.

Document numbering

When the committee decides to send a draft standard out for ballot, the editor prepares a "draft standard" with a related Dx number.

In the meantime the editor will make updates to a "working draft standard" by making papers with 802.11 document numbers, where the revision level is given by a suffix an, where a is a letter and n is a sequence number.

Entries in the documents

The editor(s) can make entries in the working document (and later draft standard) as result of either the closure of an issue or by passing of a motion; both issue and motion should include editor's instructions and text to be available at the time of vote.

Changes in the documents

The committee can make changes in the working document (and later draft standard) by either re-opening and closing the related issue or passing a motion with 75 % approval of those voting; both closure of the issue and the motion should include editor's instructions and text to be available at the time of vote.

When a closed issue is re-opened, and is still open at time of publishing a (working) draft, the editor will mark the related text in the working document (and later draft standard) with editor's warning notes.

2. Procedure for the maintenance of the issues list

The issues list editor maintains the issues list. After each meeting he will prepare a paper with all the new pages to update the existing issues list. The updates are identified by a document number consisting of the document number of the issues list with a suffix "an", where a is a letter and n is the sequence number of the update.

The editor will always have the current version available at meetings.

The chair will also make the current version available at the IEEE document order centre.

At each meeting the full Working Group will review the issues ready for closure.

3. Procedure for resolution of issues

The following is the procedure for resolution of issues:

General rules for an Issue (Question or Study Item):

- 1) All issues must be phrased as a question.
- 2) Issues and their status are logged by the issues editor.

To open an issue:

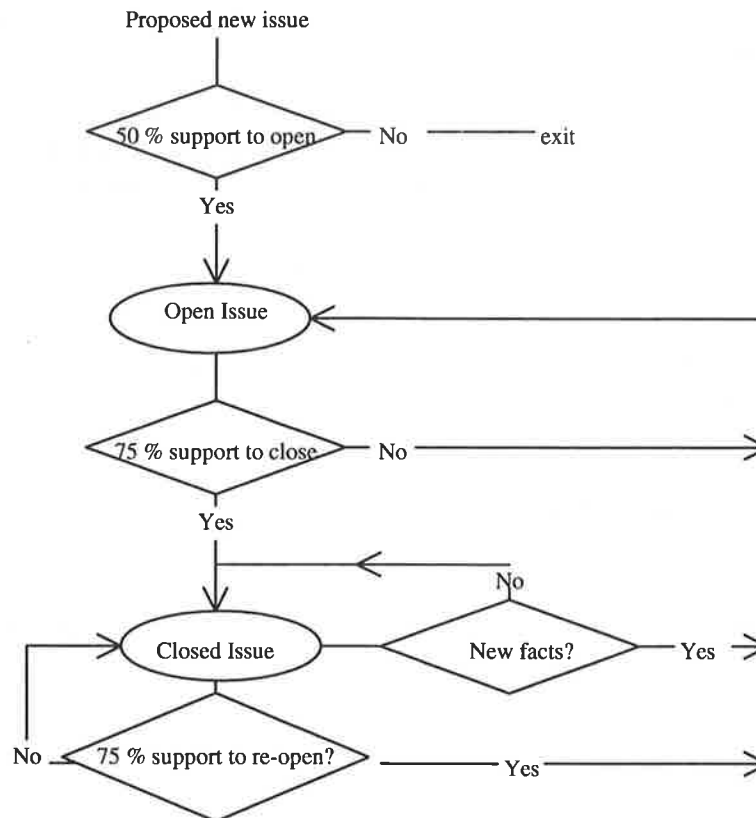
- 1) Anyone can propose to open a new issue. It requires a 50 % support of those voting to activate a new issue. The proposer is requested to identify the issue to the secretary and/or issue librarian and provide the phrasing for the question.

To add argumentation to an open issue:

- 1) Members can add argumentation to an issue by:
 - a) Submitting a paper supporting a position, or
 - b) Submitting arguments during discussion of the issue.

To close an issue:

- 1) An issue is closed when the committee adopts an answer to the question posed within the issue.
- 2) An issue can be closed on both plenary and interim meetings, provided that at an interim meeting 33 % of the voting membership is present (other motions require compliance with the official quorum rules).
- 3) It requires a 75 % approval of those voting to adopt a position and close an issue.
- 4) A closed issue represents a position that the committee has taken. It therefore guides subsequent work by the committee.

**To reopen an issue:**

There are two ways to reopen an issue:

- 1) A closed issue can be changed to open status if new argumentation is presented which has not been previously considered and recorded.

(This allows the correction of decisions which may turn out to have been faulty due to new facts change the findings of the original decision or lack of information.)

- 2) A closed issue can be changed to open status if 75 % of the voting members of the committee voting supports the reopening of the issue.

(This allows the committee to re-examine closed issues that may be interrelated to other, open issues, even though there may be no new arguments presented for the closed issue. The 75 % vote requirement is intended to prevent the committee from thrashing. It is intentionally symmetrical to the 75 % vote which was required to close the issue.)

4. Procedure for submissions

Members are urged to submit papers in a format suited for updating the issues list.

If you want to submit a document during the meeting, you are requested to adhere to the style of the committee (see style of documents) and to number each copy with the document number.

Document numbers are obtained from the person in charge to document collection and maintenance. He will take care of making copies and providing the copies to the person in charge of the pigeonholes.

However, you are requested to submit documents as early as possible and in accordance with the style of the committee and including the document number on each page. We prefer that you make the submission available to the chair before the "latest mailing date"; this is a date established at the prior meeting so as to make sure that members receive the documents one week before the meeting.

If you can not meet that date, you are required to bring at least 120 copies (140 copies to plenary sessions), in accordance with the style of the committee and including the document number on each page, to the meeting and hand the pack to the chair if you are early or to the person in charge to document collection and maintenance.

In the latter two cases, document numbers can be obtained via e-mail or fax from the chair.

NOTE: in addition to a paper copy, you are requested to submit an electronic copy on a 3.5" floppy, DOS format, in either Word-for-Windows v2, WordPerfect format or PowerPoint; alternatively a copy in postscript is accepted.

Style of documents

Documents submitted to IEEE P802.11 should:

- be on 8.5 x 11" paper,
- margins: top: 1", bottom 1", Left .75", Right .75". Print with gutter of .5"
- contain a header and a footer on each page
- the header is as follows:

Times (New) Roman, 14 point, bold, line below:

Left: the month and year of issue

Right: the text "doc: IEEE P802.11-yy/nn", where yy are the last two digit of the year and nn are the digits of the document number

- The footer is as follows:

Times (New) Roman, 12 point, line above

Left: the text "submission"

Centre: "page n", where n is the page number

Right: optionally your name and/or company name

5. Document Distribution

The chair will send the minutes of the meeting, meeting announcements and drafts to:

1. the voting members, until they lose voting membership;
2. the nearly voting members (those that have participated in at least 2 out of 4 consecutively held plenary meetings, where one plenary may be substituted by an interim), until they lose that status;
3. the aspirant members (those that have participated in one interim or plenary meeting out of 3 consecutively held plenary meetings) and,
4. people attending at least 33% of a session, until the next plenary session.

The chair will honour requests for voluntary removal from the document list.

