

Project	IEEE 802.20 Working Group on Mobile Broadband Wireless Access < http://grouper.ieee.org/groups/802/mbwa >	
Title	Proposed Operating Rules for IEEE 802.20 – Overview Presentation	
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Re:	802.20 Operating Rules	
Abstract		
Purpose	For information	
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Proposed Operating Rules for 802.20

Mark Klerer

Interim – Chair 802.20

General Approach

- Use LMSC Rules
 - Modify only if required
- Additional Clarification as Required
 - Base clarification on other WGs, e.g. 802.11

Organizational Structure

- Working Group
 - Chair
 - Vice-Chair(s)
 - Secretary
 - Technical Editors

- Task Group
 - Chair
 - Vice-Chair
 - Secretary
 - Technical Editors

- Study Group
 - Chair
 - Secretary
 - Editor

802.20 Working Group Responsibility

- The 802.20 WG's charter is to develop Physical layer and MAC layer specifications for a Mobile Broadband Wireless Access network supporting full vehicular mobility in the licensed bands below 3.5 GHz. Individual standards activities within 802.20 WG are, at the discretion of the 802.20 WG, carried out by Task Groups (TG) operating under, and reporting to, the 802.20 WG.
 - 802.20 WG is chartered to:
 - Develop, maintain and revise the 802.20 standards
 - Maintain liaisons with other groups within 802 LMSC, and other relevant standards setting bodies and Radio Spectrum regulatory bodies.

Working Group Officers

- Chair

- Responsible for presiding over WG Plenary sessions.
- Only votes on matters before the WG in cases where a deciding vote must be cast.
- Terms shall end at the end of the first Plenary session of the next even numbered year.
- An individual who has served as Chair or Vice Chair of a given Working Group for a total of more than eight years in that office may not be elected to that office again.
- A Working Group may elect a new Chair at any Plenary session, subject to confirmation by the LMSC Executive Committee. A motion to hold an election must be passed by 75% of the voting members of the Working Group present.

Working Group Officers

- Vice Chair(s)
 - Vice Chairs may have various responsibilities, including substituting for the chair in conducting meetings.
 - In the event that there are multiple WG Vice-Chairs, specific responsibilities of each WG Vice-Chair are designated by the WG Chair.
 - Vice Chair(s), except when acting in the capacity of the Chair, may normally vote and comment on issues with the same rights as all other voting members.

Working Group Officers

- **Secretary**
 - The WG Secretary is appointed by the WG Chair and confirmed by the WG.
 - The minutes of meetings taken by the Secretary (or designee) are to be provided to the WG Chair in time to be available to the membership two weeks after close of each session.
 - Sufficient detail shall be presented in the minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why. (LMSC)
- **Technical Editor**
 - The WG Technical Editor is responsible for:
 - Organizing, maintaining the draft standards in the format used by the IEEE standards department
 - Prepare an update of the draft standard as soon after a session as possible.
 - Proof read and coordinates changes of documents edited by IEEE staff.

Election of WG Chair and Vice-Chair

- The election of the IEEE 802.20 WG Officers (Chair and Vice-Chairs) is held in March of each even-numbered year. The nominations for the election shall be held at the WG Opening Plenary meeting. The WG Chair shall designate one of the WG Vice-Chairs as an Acting Chair Pro Tem if the WG Chair is running for re-election. If not running for re-election, the WG Chair shall conduct the election process. This election process shall be used for each WG officer election.
 1. The Acting Chair shall open the floor for nominations.
 2. The Acting Chair shall close nominations after the nominations have been made.
 3. Each candidate shall be given a short time (nominally, two minutes) for an introductory statement of acceptance that should nominally contain the candidate's:
 - a) Summary of qualifications
 - b) Commitment to participate and accept duties and responsibilities
 - c) Vision for the WG.
 4. The floor shall be opened for discussion (nominally for five-ten minutes total).
 5. In order to be elected, any candidate must receive a simple majority (over 50%) of the votes cast in the election for the respective position.
 6. Should no candidate receive a majority in the election, a runoff election shall be held. The nominated candidate having received the fewest votes in the previous election round shall not be an eligible candidate.

Working Group Membership

- Establishment
 - All persons **participating** in the initial meeting of the Working Group become members of the Working Group
 - Thereafter, membership in a Working Group is established by **participating** in the meetings of the Working Group at two out of the last four Plenary sessions, and (optionally) a letter of intent to the Chair of the Working Group. Membership starts at the third Plenary session attended by the participant.
 - One duly constituted interim Working Group or task group meeting may be substituted for the Working Group meetings at one of the two Plenary sessions
 - Membership may be declared at the discretion of the Working Group Chair (e.g. for contributors by correspondence or other significant contributions to the Working Group).
 - Membership belongs to the individual, not an organization, and may not be transferred.
 - **Participation is defined as at least 75% presence at a meeting.**

Working Group Membership, Contd.

- Retention
 - Membership is retained by participating in at least two of the last four Plenary session meetings.
 - One duly constituted interim Working Group or task group meeting may be substituted for the Working Group meetings at one of the two Plenary sessions
- Loss
 - Membership may be lost if two of the last three Working Group letter ballots are not returned, or are returned with an abstention other than “lack of technical expertise.”
 - This rule may be excused by the Working Group Chair if the individual is otherwise an active participant.
 - **Participation is defined as at least 75% presence at a meeting.**

Working Group Member Rights

- To receive a notice of the next meeting.
- To receive a copy of the minutes.
- To vote at meetings **if and only** if present.
- To vote in Working Group Letter Ballots.
- To examine all Working Draft documents.
- To lodge complaints about Working Group operation with the Executive Committee.
- To petition the Executive Committee in writing.
- Only members have the right to participate in the discussions.
 - The privilege of observers to participate in discussions may be granted by the Working Group Chair.

Meetings and Participation

- Working Group meetings are open to anyone who has complied with the registration requirements for the meeting.
- Only members have the right to participate in the discussions.
- The privilege of observers to participate in discussions may be granted by the Working Group Chair.
- Interim Working Group or Technical Advisory Group meetings are to have as a goal: 1) Reasonable notification (>4 weeks) in addition to any announcement given at a plenary, and 2) Few last minute shifts in location (<< 1 per year).

Voting at Meetings

- The Working Group Chair decides what is procedural and what is technical.
- The Chair of the Working Group decides procedural issues.
- The Working Group members and the Chair decide technical issues by vote.
 - A vote is carried by a 75% approval of those members voting “Approve” and “Do Not Approve”.
 - 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

Voting by Letter Ballot

- The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group 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 ballot shall contain three choices:
 - Approve. (May attach non-binding comments.)
 - Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to “Approve”.)
 - Abstain. (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.
- The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days.

Ballot Comment Resolution

- The Working Group meets to resolve the negatives or assigns the task to a ballot resolution group.
- Submission of a draft standard or a revised standard to the Executive Committee must be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

Task Group Responsibility

- The function of a Task Group (TG) is to produce a draft standard, recommended practice, guideline, supplement, **or portion of a draft standard** for the WG.
- All business brought to the floor of the WG that deals with a topic assigned to a TG shall be automatically referred to the TG by the WG Chair, without discussion on the floor of the WG.

Task Group Officers

- Task Group Chair
 - The TG Chair is elected by a WG majority approval.
- Task Group Vice-Chair
 - TG Vice-Chair is elected by a WG majority approval.
- Task Group Secretary
 - The TG Secretary shall be appointed by the TG Chair and confirmed by a TG motion that is approved with a minimum 50% majority.
- Task Group Technical Editor
 - The TG Technical Editor shall be appointed by the TG Chair and confirmed by a TG majority approval.

Task Group Membership and Operation

- Members from WG 802.20 make up the TG membership.
- Only TG members can make and vote on motions.
- On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve".
- The decision by the TG to request the WG to submit a draft standard or a revised standard to the WG ballot group must be ratified by the TG as a technical vote.

Public Relations and Marketing Communications

- The Chair and Vice-Chairs shall be the sole point of contact for all official IEEE 802.20 marketing communications and public relations with industry technical journals, editors, press, other industry media bodies, and government bodies.

Liaisons

- Liaison relationships are established with other groups within 802 LMSC, other relevant standards setting bodies, industry promotional bodies, Special Interest Groups (SIGs), and Radio Spectrum regulatory bodies (liaison groups). Liaisons shall be recommended by the WG Liaison Vice Chair or WG Chair and confirmed by the vote of the WG.
- The Liaison Vice Chair shall coordinate the 802.20 Liaison activities.
 - Liaisons are responsible for providing updates and status reports to the WG at plenary and interim sessions.
 - Liaisons cannot pass on responsibilities, nor have other individuals represent their post without having the Liaison Vice Chair or WG Chair approval.
 - Liaisons are given 802.20 WG attendance credit for attending liaison group meetings that are concurrent with 802.20 WG sessions.