

IEEE 802
LAN/MAN STANDARDS COMMITTEE (LMSC)
OPERATIONS MANUAL

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1. Introduction

The IEEE Project 802 (IEEE 802) LAN / MAN Standards Committee (LMSC) is the standards sponsor organization and focal point for IEEE Local and Metropolitan Area Network Standards Sponsor activities. It is referred to throughout this document as IEEE 802 LMSC. The IEEE 802 LMSC Executive Committee (EC) acts on behalf of IEEE 802 LMSC as a sponsor as defined and required by IEEE Standards Association (SA) governance. The IEEE 802 LMSC EC is referred to throughout this document as the Sponsor. Unless otherwise stated, when a signature is required on behalf of the Sponsor, the Sponsor Chair provides that signature when authorized by the Sponsor.

Unless otherwise stated, the term WG indicates both IEEE 802 LMSC Working Groups (WGs) as well as IEEE 802 LMSC Technical Advisory Groups (TAGs).

Unless otherwise stated, none of the rules or requirements in this Operations Manual (OM) may be suspended by vote of the Sponsor as would otherwise be allowed by Robert's Rules of Order Newly Revised (latest edition).

The operation of the IEEE 802 LMSC is subject to regulations contained in a number of documents, including this OM. The regulating documents are identified in the following list and are given in their order of precedence from highest to lowest. If any two documents in this list contain conflicting regulations, the conflict shall be resolved in favor of the document of higher precedence. Note that the IEEE 802 LMSC P&P references other precedence documents.

IEEE Project 802 LMSC Policies and Procedures (IEEE 802 LMSC P&P)

IEEE Project 802 LMSC Operations Manual (IEEE 802 LMSC OM)

IEEE Project 802 LMSC Working Group Policies and Procedures (IEEE 802 LMSC WG P&P)

IEEE 802 LMSC Chairs Guide

Robert's Rules of Order Newly Revised (latest edition) is the recommended guide for parliamentary procedures not covered in the documents identified above.

In order to maintain some consistency of operation, the Sponsor Chair may maintain a public document to be called the "IEEE 802 LMSC Chair's Guidelines and EC policy decisions". This document will give the reader a hint at how the Sponsor Chair will be expected to deal with situations described therein. This is considered useful for recurring situations and to avoid management which appears to be capricious. The scope of the document is to be limited to matters of decision that are within the powers of the Sponsor Chair or to record selected policy decisions decided by a vote of the Sponsor.

2. Common abbreviations

The following abbreviations are commonly used throughout this OM.

EC	IEEE 802 LMSC Executive Committee
ECSG	Executive Committee Study Group
IEEE	Institute of Electrical and Electronics Engineers
IEEE 802 LMSC	IEEE Project 802 LAN/MAN Standards Committee
IEEE-SA	IEEE Standards Association
LAN	local area network
LMSC	LAN/MAN Standards Committee
MAN	metropolitan area network
PAR	project authorization request
P&P	policies and procedures
SG	study group
TAG	technical advisory group
WG	working group
WGS	Working Group Study Group

3. IEEE 802 LMSC organization

The IEEE 802 LMSC has grown significantly from the original IEEE Project 802 that was its origin, but because of its roots and the family of standards it has developed; it is also widely known as “IEEE 802”. The terms “IEEE 802 LMSC” and “IEEE 802 LMSC Standards” will be used in this OM.

The Sponsor has reporting requirements to the Standards Activity Board of the IEEE Computer Society (see Figure 1). IEEE 802 LMSC is governed by the Sponsor and IEEE 802 LMSC rules are designed to minimize overlap and conflict between standards and to promote commonality and compatibility among the family of IEEE 802 LMSC standards. IEEE 802 LMSC standards and recommended practices are developed within a WG or technical advisory group (TAG) (see Figure 2).

Further details of the organization and officers of the IEEE 802 LMSC are provided in Clause 4 of this document.

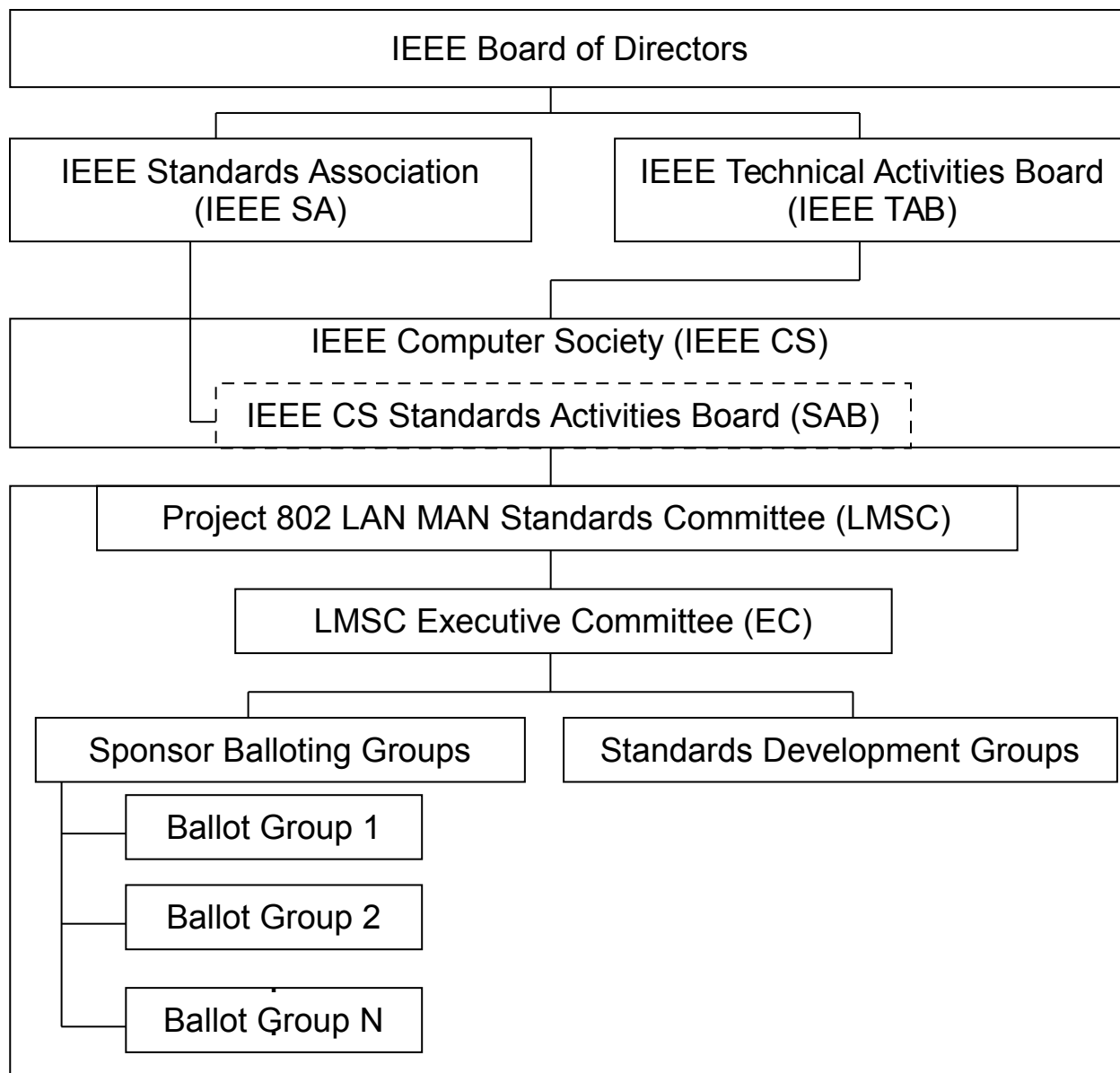


Figure 1 IEEE 802 LMSC REPORTING RELATIONSHIPS

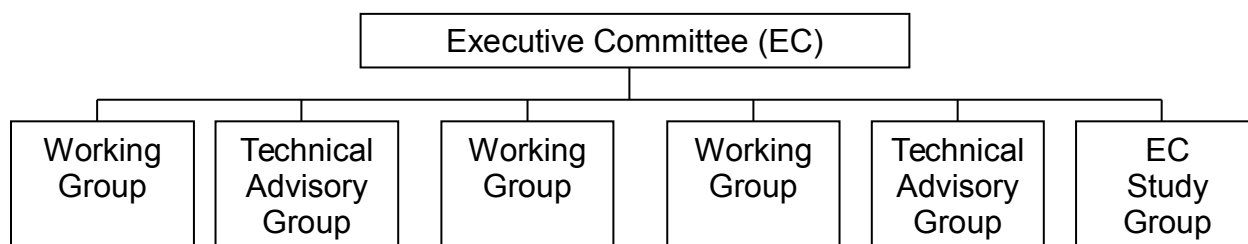


Figure 2 STANDARDS DEVELOPMENT GROUPS

4. Sponsor groups

All IEEE 802 WGs shall use the individual method, as defined in the IEEE 802 LMSC Policies and Procedures.

4.1 The IEEE 802 LMSC EC

4.1.1 Function

The function of the Sponsor is to oversee the operation of IEEE 802 LMSC in the following ways:

- a) Charter SGs, WGs, and TAGs.
- b) Provide procedural and, if necessary, technical guidance to the WGs and TAGs as it relates to their charters.
- c) Oversee WG and TAG operations to ensure that it is within the scope of IEEE 802 LMSC, and its established charter.
- d) Examine and approve WG draft standards for Sponsor ballot and submission to RevCom, and for conformance with the approved PAR and Five Criteria documents.
- e) Consider complaints of WG and TAG.
- f) Approve press releases and other external communications.
- g) Manage IEEE 802 LMSC logistics, e.g., concurrent WG and TAG meetings, finances, etc.
- h) Oversee formation of Sponsor ballot groups and Sponsor ballot process.

4.1.2 Voting rules

All EC approvals on motions to progress or establish a project or study group require explicit vote counts (Yes/No/Abstain) to be reported by the originating subgroup.

At times, it may become necessary for the Sponsor to render a decision that cannot be made prior to the close of one plenary but must be made prior to the opening of the following plenary. Such decisions may be made using electronic balloting. Provision shall be made for the IEEE 802 LMSC membership to observe and comment on Sponsor electronic ballots. All comments from those who are not members of the Sponsor shall be considered. Commenters who are not members of the Sponsor are urged to seek a Voting Member of the Sponsor (normally their WG or TAG Chair) to include the viewpoint of the commenter in their vote.

The Sponsor Chair, or a Sponsor member designated by the Sponsor Chair (usually a Vice Chair), shall determine the duration of the ballot, issue the ballot by e-mail and tally the votes after the ballot is closed. Sponsor Voting Members shall return their vote and comments by e-mail.

The minimum duration of an electronic ballot shall be 10 days¹. For urgent matters once sufficient response is received to clearly decide a matter, the ballot may be closed early. This allows a decision to be reached in less than 10 days. Ballots where the possibility of an early close exists must be clearly marked accordingly. Otherwise, the tally of votes shall not be made until at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.

¹Throughout this document, unless otherwise specified, the term “day” refers to a 24 hour period.

If at the end of the ballot insufficient votes have been received to pass the ballot, the ballot fails. The motion and tally of any email votes since the last EC meeting shall be included in the minutes of the next EC meeting.

4.1.3 Meetings

Sponsor meetings are open to observers. However, some meetings may occur in Executive, as described in the “Executive Session” subclause of the IEEE Project 802 LMSC Policies and Procedures. An open discussion or acknowledgement of a request to participate in a particular discussion is determined by the Sponsor Chair.

The Sponsor meets in-person during plenary sessions. At the discretion of the Chair, between plenary sessions, meetings via electronic means may be scheduled.

4.1.4 Procedure for limiting the length of the IEEE 802 sponsor meetings

- a) The reports from the WGs and TAGs should deal primarily with issues related to IEEE 802 LMSC as a whole or inter-group coordination. Reports of those items that will be covered in the plenary meeting should be minimized.
- b) The maker of the motion, after the motion has been seconded, has up to five minutes to explain the motion and to answer questions about it.
- c) Each Sponsor member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
- d) The opening Sponsor meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on Monday morning and the closing Sponsor meeting shall start at 1:00 p.m. and shall end no later than 6:00 p.m. on Friday of the plenary session.
- e) If the Sponsor so modifies a WG’s motion that the WG Chair believes the WG membership may no longer support the revised motion then the WG should be given the opportunity to reconsider what action it wishes to take and present it to the Sponsor at the next Sponsor meeting. This action can be accomplished by a Privileged Non-debatable “Request to Defer Action” made by the affected WG Chair which will automatically cause all action on the motion to be deferred until the next regular Sponsor meeting.

4.2 IEEE 802 LMSC WGs

The function and operation of WGs is described in the IEEE 802 LMSC Working Group Policies and Procedures (IEEE 802 LMSC WG P&P).

Revised drafts approved in subsequent WG letter ballot for forwarding to the Sponsor Ballot Group do not require Sponsor approval for forwarding.

The chair of a hibernating WG shall maintain a list of experts that are available to answer questions and provide clarification about the standards and/or recommended practices generated by the WG.

Inquiries concerning the standards and recommended practices of a hibernating WG shall be directed to the chair of the hibernating WG. The chair shall attempt to resolve the inquiry using the core of experts, as necessary. If the chair is unable to resolve the inquiry, the chair may petition the Sponsor to reactivate the WG.

4.3 Study groups

4.3.1 Study group operation

Progress of each Study Group shall be presented at the closing Sponsor meeting of each IEEE 802 LMSC plenary session by the appropriate WG, TAG, or ECSG Chair. Study Groups may elect officers other than the Chair, if necessary. Because of the limited time duration of a Study Group, no letter ballots are permitted.

The election of an ECSG Vice Chair is subject to confirmation by the Sponsor.

4.3.2 Voting at study group meetings

Any person attending a Study Group meeting may vote on all motions (including recommending approval of a PAR). A vote is carried by 75% of those present and voting Approve or Disapprove.

5. IEEE 802 LMSC sessions

There is no membership requirement for attendance at an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of this OM, a technical meeting is defined as, but is not limited to, any meeting of a IEEE 802 LMSC WG, TAG, ECSG, any of their subgroups, or any call for interest at an IEEE 802 LMSC session.

All active IEEE 802 WGs shall meet face-to-face during each IEEE 802 Plenary session. All WG meetings shall only be face-to-face, electronic meetings are not allowed. Additionally, IEEE 802 TAGs are allowed to have electronic meetings to make decisions between meetings, but such meetings do not count for participation credit.

The WG Chair may designate specific individual experts who are allowed to participate in WG discussions via electronic means during a face-to-face meeting for the benefit of the group. These individuals are not considered to be attending the meeting and so they are not required to pay meeting fees and they do not get participation credit. The participation of these individuals should be limited to specific technical topics. Such participation shall be documented in the minutes of the WG meeting.

5.1 Plenary sessions

Plenary sessions are the primary LMSC sessions. All active IEEE 802 LMSC WGs hold their plenary sessions during IEEE 802 LMSC plenary sessions.

IEEE 802 LMSC may collect fees, usually a registration fee, from all attendees of any portion of any technical meeting that is a part of an IEEE 802 LMSC plenary session to cover the expenses of the plenary session and the expenses of operating IEEE 802 LMSC.

5.1.1 IEEE 802 LMSC plenary

The IEEE 802 LMSC plenary session consists of optional IEEE 802 LMSC plenary meetings, Sponsor meetings, and WG meetings. The plenary session may also offer tutorial programs. If tutorials are offered on Monday, other meetings of IEEE 802 LMSC subgroups shall not be scheduled to overlap with the time of the tutorial programs. The plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the plenary meeting is information dissemination. The Sponsor Chair sets the agenda for IEEE 802 LMSC plenary meetings and may choose not to hold the meeting if there are no items for the agenda.

Each WG, TAG, and ECSG Chair shall provide a status report to the Recording Secretary no later than one week after the conclusion of the closing EC meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the IEEE 802 LMSC web page no later than two weeks after the close of the plenary session.

The plenary meeting is conducted by the Sponsor Chair or a designated delegate.

5.1.2 IEEE 802 LMSC plenary venue selection

The rules in this subclause may be suspended by 2/3 vote of the Sponsor.

The Executive Secretary presents proposed plenary venues to the Sponsor. Proposed plenary venues shall consist of different regions of the world. Each year there shall be at least one plenary that is both outside the United States and the North American continent.

The venue and date for each plenary session shall be approved by the Sponsor prior to signing venue-related commitments on behalf of the IEEE 802 LMSC.

Venue contracts are negotiated by the Executive Secretary or an individual selected by the Executive Secretary and affirmed by the Sponsor Chair. The venue contract summary is presented for approval to the EC. Upon approval of the EC, the EC Executive Secretary submits the venue contract(s) to the IEEE procurement office to formally execute the contract.

5.2 Interim sessions

In addition to plenary sessions, IEEE 802 LMSC WGs and WG subgroup may hold interim sessions. An interim session may be for a single WG or WG subgroup or it may be a joint interim session for any combination of WGs, and subgroups.

Interim sessions shall have:

- a) Reasonable notification (greater than 30 days) in addition to any announcement given at a Plenary session, and
- b) Few last minute shifts in location (much less than 1 per year).

5.2.1 Interim session hosts

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the financial and logistical planning, and preparation for and execution of the session.

An interim session or joint interim session may be hosted by the Sponsor, an IEEE 802 LMSC WG operating with treasury, several IEEE 802 LMSC WGs operating with a joint treasury, or a non-IEEE 802 LMSC entity. WGs and WG subgroups not authorized to operate with treasury and shall not host an interim session.

Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by any combination of WGs operating with treasury, WGs operating with a joint treasury, and a non-IEEE 802 LMSC entities. Each of the entities co-hosting an interim session (Co-hosts) shall have approved a written agreement stating the responsibilities and liabilities of each Co-host and the disposition of any surplus funds before any financial commitments are made for the co-hosted session. When an interim session is co-hosted, the term Host means all of the Co-hosts as a single entity.

The Host may contract with meeting planners and/or other entities to assist it in hosting the session.

The responsibilities, authorities, and liabilities of a Host are defined in the following list.

- a) The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.
- b) The Host will consult and coordinate with the Chair(s) of the WG(s) or WG subgroup(s) participating in the session on the financial and logistical planning, and preparation for and execution of the session.
- c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.
- d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.
- e) The Host is solely responsible for any session deficit and the disposition of any session surplus funds.

5.2.2 Interim session fees

The Host of an interim session may collect fees from all attendees of any part of any technical meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the direct expenses of the session and, in some cases, may also be used to cover other WG operating expenses. The “direct expenses” of a session are those expenses, including penalties, that are incurred for goods and/or services that are completely consumed by the planning, preparation for and/or execution of the session.

If a WG operating with treasury, or several WGs operating with a joint treasury, are the Host of an interim or joint interim session, any fees collected from attendees should be deposited respectively in the WG treasury or joint treasury. If several WGs operating with treasury and/or several groups of WGs operating with joint treasury co-host a joint interim session, any fees collected from attendees should be deposited in the bank account of one of the co-hosting WGs, as specified in the co-hosting agreement.

If a WG operating with treasury hosts or co-hosts an interim session for only itself, or several WGs operating with a single joint treasury host or co-host a joint interim session for only themselves, the collected fees, if any, may also be used to cover other operating expenses of the participating WG(s).

If a WG operating with treasury hosts or co-hosts a joint interim session for itself or its subgroups and organization units from other WG(s), or several WGs operating with a joint

treasury host or co-host a joint interim session for themselves or their subgroups and organization units from other WGs, the collected fees, if any, may also be used to cover other operating expenses of the hosting WG(s) if, and only if, the fees for the session are agreed to by the Chair(s) of all of the WG(s) with an organization unit participating in the session. An “organization unit” of a WG is defined as the WG itself or any of its subgroups.

5.2.3 Interim session financial reporting

A report is not required if the WG was not the Host of the session and the following requirements were met:

- a) The Host complied with the definition of a host in subclause 5.2.1 of this OM
- b) The WG its subgroups and its officers had no financial responsibility for the session including any deficit or penalties
- c) The WG its subgroups and its officers did not handle or exercise any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties
- d) The WG, its subgroups and its officers did not exercise any decision authority over the disposition of any surplus funds from the session
- e) The WG, its subgroups and its officers had no control over or beneficial interest in any surplus funds from the session

In all other cases where fees were collected for interim sessions, a WG shall prepare and submit all financial reports required by IEEE, IEEE-SA, Computer Society and Sponsor regulations.

5.3 Sponsor Administrative Policies

The Sponsor may hold meetings to decide administrative related issues. The following items are considered to be administrative:

- a) Approval of contacts for suppliers or meeting venues.
- b) Approval of expenditures

Except as indicated in this subclause, the same rules apply to administrative meetings as to meetings held to decide standards related issues.

Meetings to consider administrative issues shall be announced at least 1 week in advance.

5.4 Registration policy

In order for an individual to become registered for a given IEEE 802 LMSC plenary or interim session of an IEEE 802 LMSC subgroup, the individual shall:

- a) Have complied with the registration requirements for all previously attended IEEE 802 LMSC plenary sessions and interim sessions of IEEE 802 LMSC subgroups, including payment of any required registration fees, and
- b) Have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for that session.

An individual who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup but does not comply with the registration requirements for that session, and further has not complied with those requirements within 60 days after the end of the session, including payment of any required registration fees, shall be subject to the following sanctions:

- i. No participation credit will be granted for said session.
- ii. Any participation credit acquired before said session toward membership in any IEEE 802 LMSC group is revoked.
- iii. Membership in any IEEE 802 LMSC group is terminated.
- iv. No participation credit will be granted for attendance at any subsequent IEEE 802 LMSC session until the individual has complied with the registration requirements for all previously attended IEEE 802 LMSC sessions by the start of said subsequent session.

An individual who has lost membership in an IEEE 802 LMSC group due to failure to comply with the registration requirements for an IEEE 802 LMSC plenary or interim session of an IEEE 802 LMSC subgroup may again earn membership in an IEEE 802 LMSC group as follows:

First, comply with the registration requirements for all IEEE 802 LMSC plenary and interim sessions previously attended by the individual. An individual may not be granted membership in any IEEE 802 LMSC group until this requirement is fulfilled.

Second, acquire the participation credit required for group membership as required for an individual that had never previously attended an IEEE 802 LMSC session.

The interpretation and implementation of the registration policy for IEEE 802 LMSC plenary sessions and IEEE 802 LMSC hosted interim sessions shall be the responsibility of the Treasurer and the Executive Secretary. The interpretation and implementation of the registration policy for interim sessions of IEEE 802 LMSC subgroups not hosted by the IEEE 802 LMSC shall be the responsibility of the Chair and Treasurer (if any) of the IEEE 802 LMSC subgroup(s) holding the session.

6. Vote

6.1 Voting guidance

It is expected that Sponsor members will vote as both professionals and as individual experts, except under the Directed Position provisions, as defined in 6.2, and *not* as a member of any affiliate block (organization, alliance, company, consortium, special interest group, etc.). If substantive evidence is presented to the Sponsor Chair that this provision is violated, the Sponsor will meet to consider what, if any, action to take on the presented evidence up to and including suspension of the Sponsor members' voting rights and/or removal from office.

6.2 Procedure for establishing a directed position

Members of the Sponsor have a responsibility to act in the best interest of the IEEE 802 LMSC as a whole. WG Chairs have a responsibility to represent their WGs on the Sponsor. At times these responsibilities are in conflict with each other.

Decisions of a WG may be of such a nature that the WG members deem it necessary to “direct” the WG Chair to vote a specific way on Sponsor motions related to a WG decision. When directed, through the process described below, the WG Chair shall vote as mandated by the WG resolution for the specified subject on any formal vote(s) in the Sponsor. It would be anticipated that the use of a directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g., critical PAR votes, formation of new WGs and Study Groups.

WG developed positions are not to be considered as automatic Directed Positions. After a WG motion has been passed that establishes the WG’s position, a separate Directed Position (75% required to pass) motion is required to make that WG position a Directed Position. A Directed Position motion applies only to a specific, bounded, WG issue that is to be brought before the Sponsor. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a Directed Position.

The WG Chair, however, has the freedom to express other views in an attempt to persuade members of the Sponsor to consider them, however, such views shall be identified as distinct from and not the formal WG Directed Position. The WG Chair is required to disclose to the WG WG Chair's intent to offer a position contrary to a Directed Position. When presenting a Directed Position to the Sponsor, the WG Chair is obligated to present and support the WG’s Directed Position motion with voting results, along with pros and cons behind the motion.

6.3 Delegation of WG Chair duties to WG Vice Chair

A WG Chair who is unable to attend a Sponsor meeting may designate, by notification to the Sponsor Chair, a Vice Chair of that WG to act in place of the WG Chair.

In the absence of a WG Chair at a Sponsor meeting without prior notification, the Sponsor Chair should recognize a Vice Chair of that WG to act in place of the WG Chair.

Regardless of the above no individual may exercise more than one vote at Sponsor meetings.

7. Notice of meetings and ballots

The WG Chair or designee shall ensure that notification of WG meetings and ballots are issued to both the members of ballot groups, as well as, those working on the comment resolutions.

A subgroup of a WG shall schedule all electronic meetings at least 10 days in advance and all face to face meetings at least 30 days in advance.

8. Position statements for standards

All external communications shall comply with subclause [5.1.4](#) of the *IEEE-SA Standards Board Operations Manual*.

Incoming liaison letters to Sponsor members shall be forwarded to the Sponsor Chair and, as applicable, the relevant Sponsor subgroup chair.

Procedure for coordination with other standards bodies

The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.

These procedures apply to communications with other standards bodies or similar entities.

8.1.1 IEEE 802 LMSC communications with other standards bodies

- a) Communications from the IEEE 802 LMSC to external standards bodies shall not be released without prior approval by the Sponsor. Such approval indicates that the communication represents the position of IEEE 802 LMSC.
- b) All communications by IEEE 802 LMSC with external standards bodies shall be issued by the Sponsor Chair and shall be copied to the Sponsor.

8.1.2 Sponsor subgroup communications with other standards bodies

- a) Sponsor subgroup communications with external standards bodies that are not "Information Only" should be copied to affected members of the Sponsor.
- b) Sponsor subgroup communications with external standards bodies shall not imply that they represent the position of IEEE or IEEE 802 LMSC. They shall be issued by the Sponsor subgroup Chair(s) and the Sponsor Chair shall be included in the distribution list.

Sponsor members receiving incoming liaison letters from external standards bodies shall forward a copy to the Sponsor Chair, and, as applicable, the relevant Sponsor subgroup Chair.

8.2 Procedure for communication with government bodies

The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.

These procedures apply to communications with government and intergovernmental bodies. All interactions with the ITU will be treated as interactions with an intergovernmental body.

8.2.1 IEEE 802 LMSC communications with government bodies

- a) IEEE 802 LMSC communications to government bodies shall not be released without prior approval by 2/3 of the Sponsor.
- b) All IEEE 802 LMSC communications to government bodies shall be issued by the Sponsor Chair as the view of IEEE 802 LMSC (stated in the first paragraph of the statement). Such communications shall be copied to the Sponsor and the IEEE-SA Standards Board Secretary and shall be posted on the IEEE 802 LMSC web site. The IEEE 802 LMSC web site shall state that all such position statements shall expire five years after issue.

8.2.2 Sponsor subgroup communications with government bodies

- a) Sponsor subgroup communications with government bodies shall not be released without prior approval by 75% of the Sponsor subgroup. Such communications may proceed unless blocked by a Sponsor vote. For statements not presented for review in a sponsor meeting, Sponsor members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the statement will be withheld until a letter ballot of the Sponsor is held to determine if it is approved.
- b) Sponsor subgroup communications shall be identified in the first paragraph as the view of only the Sponsor subgroup and shall be issued by the Sponsor subgroup(s) Chair(s) and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or IEEE 802 LMSC logos.

9. Use of IEEE 802 LMSC funds

The purpose of the IEEE 802 LMSC treasury is to allow the IEEE 802 LMSC to collect and disburse funds for activities that are appropriate to the orderly development of IEEE 802 LMSC standards. Use of such funds includes:

- Payment for the expenses of conducting IEEE 802 LMSC hosted sessions and related meetings and for other IEEE 802 LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:
 - meeting rooms
 - document reproduction
 - meeting administration
 - food and beverages
 - computer networking and Internet connectivity
 - goods and services needed for the efficient conduct of business
 - insurance
 - audits
- Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

The primary source of funds for the IEEE 802 LMSC is the registration fees collected from attendees of IEEE 802 LMSC hosted sessions.

Specific policies regarding the treasury are as follows:

- a) The IEEE 802 LMSC shall open and maintain an IEEE 802 LMSC bank account that will be administered by the Treasurer.
- b) The IEEE 802 LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the Treasurer.
- c) All funds received by the IEEE 802 LMSC shall be promptly deposited in the IEEE 802 LMSC bank account. All funds retained by the IEEE 802 LMSC shall be held in the IEEE 802 LMSC bank account or, if appropriate, in investments approved by the IEEE.
- d) All IEEE 802 LMSC expenditures require the approval of the Sponsor with the sole exception that the Sponsor Chair, Vice Chairs, Secretaries, Treasurer, and each WG Chair whose group is not operating with treasury, may be reimbursed from the IEEE 802 LMSC treasury for up to \$200 of appropriate expenses incurred between IEEE 802 LMSC plenary sessions without specific approval of the Sponsor.

- e) The Treasurer will provide reports about IEEE 802 LMSC finances to the IEEE 802 LMSC membership at large at IEEE 802 LMSC plenary sessions and to the Sponsor. The Treasurer will provide additional reports and participate in audits as required by IEEE rules.
- f) The Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an IEEE 802 LMSC plenary session.
- g) Sponsor approval of the site for an IEEE 802 LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

10. Procedure for PARs

10.1 IEEE-SA standards board approval

Any standards activity whose aim is to produce a standard, recommended practice, or guide shall submit a PAR to the IEEE-SA Standards Board within six months of beginning work.

- a) Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form. (See <http://standards.ieee.org/guides/par/index.html>.)
- b) Add pages, as necessary, of more detailed information than is on the PAR form about the Scope, Purpose, and Coordination of the proposed project, but include summary text under Scope and Purpose.

10.2 IEEE 802 LMSC approval

A complete proposed PAR and, if applicable, the criteria for standards development (CSD) statement, as described in Clause 14, shall be submitted to the Sponsor via the Sponsor email reflector for review no less than 30 days prior to the day of the opening Sponsor meeting of an IEEE 802 LMSC plenary session. The submittal message should include Internet links to the required submittal documents. Presence of the submittal message in the reflector archive (with time stamp) is evidence of delivery.

Approval of the PAR by the EC is contingent on inclusion of accepted responses describing how the proposed PAR meets the CSD. PARs that which introduce no new functionality are exempt from the requirement to provide a CSD statement. Examples of such PARs are: Protocol Implementation Conformance Statements (PICS), Managed Object Conformance Statements (MOCS), PARs to correct errors, and PARs to consolidate documents. Such PAR packages shall provide a statement that the project is not intended to provide any new functionality.

At the discretion of the Sponsor Chair, PARs may be submitted in parallel to NesCom when the Sponsor Closing meeting date allows the PAR to be removed from consideration prior to NesCom recommendation to the Standards Board.

At the discretion of the Sponsor Chair, PARs for ordinary items (e.g., Maintenance PARs) and PAR changes essential to the orderly conduct of business (e.g., division of existing work items or name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the Sponsor agenda if delivered to Sponsor members 48 hours in advance.

All PARs must be accompanied by supporting documentation, which shall include:

- a) Explanatory technical background material

- b) Expository remarks on the status of the development of the PAR (e.g., approved by WG, Draft pending WG approval at next meeting, etc.)

The CSD statement shall be reviewed and approved by the WG and the Sponsor as part of the approval process for the following:

- Forwarding the PAR to NesCom
- As part of the WG ballot to assure the draft is consistent with the 5C
- Forwarding the draft to Sponsor ballot
- Forwarding the draft to RevCom

A project uses the same CSD requirements for the review process throughout the life of the project, even if the CSD are subsequently modified in the IEEE 802 LMSC Operations Manual.

Sponsor approval of changes to the CSD statement after its initial approval may occur either at plenary sessions or by electronic ballot, as described in 4.1.2.

10.3 Plenary review

In order to ensure wide consideration by IEEE 802 LMSC members, PARs for significant new work (those that will result in a new Standard/Recommended Practice/Guide or an addition to an existing one) shall pass through the following process during the IEEE 802 LMSC plenary session week in which Sponsor approval is sought:

Prior to the start of the IEEE 802 LMSC session, draft PARs and 5 criteria under consideration for approval by the Sponsor shall be available at a publicly accessible URL and an email sent to the Sponsor reflector should contain the URLs required for viewing the PAR and associated documentation. WG chairs should inform their WGs of the PARs that have been circulated to the Sponsor. Once approved / disapproved by the Sponsor, PARs and supporting material should be removed from the public URL. Supporting material shall be available in sufficient detail for members of other WGs to understand if they have an interest in the proposed PAR (i.e., if they would like to contribute to/participate in the proposed work, or identify if there is conflict with existing or anticipated work in their current WG).

It is highly recommended that a tutorial be given at a previous plenary session for major new work items.

WGs, other than the proposing WG, shall express concerns to the proposing WG as soon as possible and shall submit comments to the proposing WG and the Sponsor by e-mail not later than 6:30 p.m. on Tuesday of the plenary session.

The proposing WG shall post a response to commenting WG and to the Sponsor together with a Final PAR on a public website and circulate the relevant URL on the Sponsor reflector not later than 6:30 p.m. on Wednesday of the plenary session. It will be assumed that insufficient coordination and/or inter-WG consideration had occurred prior to the submission of the PAR if this deadline is not met, and the proposed PAR will not be considered by the Sponsor at the closing Sponsor meeting.

10.4 Chair responsibilities

The WG Chair shall sign the copyright acknowledgment.

The Sponsor Chair (or the Sponsor Chair's delegate) shall implement the NesCom procedures required to formally submit PARs to NesCom..

10.5 Withdrawn PARs

Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in consultation with the WG shall consider whether the most current draft has content that should be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific date of the withdrawal and the rationale for the withdrawal.

The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a period of 3 years after the time of withdrawal, after which it shall be removed from the list.

11. Policy for distribution of new IEEE 802 LMSC standards publications

All IEEE 802 LMSC standards will be distributed on an annual basis to registered attendees.

12. Procedure for conditional approval to forward a draft standard

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.

Conditional approval is only appropriate when ballot resolution efforts have been substantially completed and the approval ratio is sufficient. "Substantially complete" is when there is a very low likelihood of receiving valid new Disapprove comment(s)/vote(s) upon the next recirculation ballot. If the requirements for conditional approval have not been met at end of that recirculation ballot, then one subsequent recirculation ballot may be conducted in an attempt to meet the conditional approval conditions. If the conditions are not met by the subsequent recirculation ballot, the conditional approval terminates. Conditional approval expires at the opening of the next plenary.

Agenda Items and motions requesting conditional approval to forward when the prior ballot has closed shall be accompanied by:

- Date the ballot closed
- Vote tally including Approve, Disapprove and Abstain votes
- Comments that support the remaining disapprove votes and WG responses.
- Schedule for recirculation ballot and resolution meeting.

Where a voter has accepted some comment resolutions and rejected others, only the comments of which the voter has not accepted resolution should be presented.

When conditional forwarding to sponsor ballot has been approved, the conditions shall be met before initiating sponsor ballot. When conditional forwarding to RevCom has been approved by the Sponsor, the submittal may be forwarded to RevCom before the conditions have been fulfilled in order to meet the submittal requirements for the next RevCom meeting. However, the

submittal shall be withdrawn from the RevCom agenda if the conditions have not been met one week before the RevCom meeting.

Conditions:

- a) Recirculation ballot is completed. Generally, the recirculation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
- b) After resolution of the recirculation ballot is completed, the approval percentage is at least 75% and there are no new valid DISAPPROVE votes.
- c) No technical changes, as determined by the WG Chair, were made as a result of the recirculation ballot.
- d) No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
- e) If the WG Chair determines that there is a new invalid DISAPPROVE comment or vote, the WG Chair shall promptly provide details to the Sponsor.
- f) The WG Chair shall immediately report the results of the ballot to the Sponsor including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the WG responses and the rationale for ruling any vote invalid.

Submissions may be forwarded to RevCom without Sponsor Approval or Conditional Approval in order to meet the submittal requirements for the next RevCom meeting, provided that the Sponsor Chair first notifies the Sponsor email reflector that, in the Sponsor Chair's view based on the complete RevCom package, there is a reasonable expectation that the submittal will be approved by the Sponsor before the RevCom meeting. If it becomes apparent that approval will not be completed, the submittal shall be withdrawn from the RevCom agenda as early as possible.

NOTE: Withdrawal of an agenda item is a significant discourtesy to the volunteer members of RevCom.

13. Procedure for coexistence assurance

If indicated in the five criteria, the wireless WG shall produce a coexistence assurance (CA) document in the process of preparing for WG letter ballot and Sponsor ballot. The CA document shall accompany the draft on all wireless WG letter ballots.

The CA document shall address coexistence with all relevant approved IEEE 802 LMSC wireless standards specifying devices for unlicensed operation. The WG should consider other specifications in their identified target band(s) in the CA document.

The IEEE 802.19 WG shall have one vote in WG letter ballots that include CA documents. As part of its ballot comments, the IEEE 802.19 WG will verify the CA methodology was applied appropriately and reported correctly.

The ballot group makes the determination on whether the coexistence necessary for the standard or amendment has been met.

A representative of the IEEE 802.19 WG should vote in all wireless Sponsor ballots that are in the scope of the IEEE 802.19 coexistence WG.

14. IEEE 802 criteria for standards development (CSD)

The CSD documents an agreement between the WG and the Sponsor that provides a description of the project and the Sponsor's requirements more detailed than required in the PAR. The CSD consists of the project process requirements, 14.1, and the 5C requirements, 14.2.

14.1 Project process requirements

14.1.1 Managed objects

Describe the plan for developing a definition of managed objects. The plan shall specify one of the following:

- a) The definitions will be part of this project.
- b) The definitions will be part of a different project and provide the plan for that project or anticipated future project.
- c) The definitions will not be developed and explain why such definitions are not needed.

14.1.2 Coexistence

A WG proposing a wireless project shall demonstrate coexistence through the preparation of a Coexistence Assurance (CA) document unless it is not applicable.

- a) Will the WG create a CA document as part of the WG balloting process as described in Clause 13? (yes/no)
- b) If not, explain why the CA document is not applicable.

14.2 5C requirements

14.2.1 Broad market potential

Each proposed IEEE 802 LMSC standard shall have broad market potential. At a minimum, address the following areas:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.

14.2.2 Compatibility

Each proposed IEEE 802 LMSC standard should be in conformance with IEEE Std 802, IEEE 802.1AC, and IEEE 802.1Q. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with IEEE 802.1 WG prior to submitting a PAR to the Sponsor.

- a) Will the proposed standard comply with IEEE Std 802, IEEE Std 802.1AC and IEEE Std 802.1Q?
- b) If the answer to a) is no, supply the response from the IEEE 802.1 WG.

The review and response is not required if the proposed standard is an amendment or revision to an existing standard for which it has been previously determined that compliance with the above IEEE 802 standards is not possible. In this case, the CSD statement shall state that this is the case.

14.2.3 Distinct Identity

Each proposed IEEE 802 LMSC standard shall provide evidence of a distinct identity. Identify standards and standards projects with similar scopes and for each one describe why the proposed project is substantially different.

14.2.4 Technical Feasibility

Each proposed IEEE 802 LMSC standard shall provide evidence that the project is technically feasible within the time frame of the project. At a minimum, address the following items to demonstrate technical feasibility:

- a) Demonstrated system feasibility.
- b) Proven similar technology via testing, modeling, simulation, etc.

14.2.5 Economic Feasibility

Each proposed IEEE 802 LMSC standard shall provide evidence of economic feasibility. Demonstrate, as far as can reasonably be estimated, the economic feasibility of the proposed project for its intended applications. Among the areas that may be addressed in the cost for performance analysis are the following:

- a) Balanced costs (infrastructure versus attached stations).
- b) Known cost factors.
- c) Consideration of installation costs.
- d) Consideration of operational costs (e.g., energy consumption).
- e) Other areas, as appropriate.

15. **WG Financial operations**

A Working Group may wish or need to conduct financial operations in order for it to host interim sessions for itself or one or more of its sub groups or to acquire goods and/or services that it requires for its operation.

A Working Group that claims any beneficial interest in or control over any funds or financial accounts whose aggregate value is \$500 or more is determined to have a treasury and said to be “operating with treasury”.

A Working Group may operate with treasury only if it requests permission and is granted permission by the Sponsor to operate with treasury and thereafter complies with the rules of this subclause. The Working Group request to operate with treasury shall be supported by a motion that has been approved by the Working Group. The Working Group may, again by Working Group approved motion, surrender Sponsor granted permission to operate with treasury. The Sponsor may withdraw permission for a Working Group to operate with treasury for cause.

A Working Group subgroup shall not operate with treasury.

15.1 **Working Group financial operation with treasury**

The financial operations of a Working Group operating with treasury shall comply with the following rules.

- a) The Working Group shall conduct its financial operations in compliance with all IEEE, IEEE SA, and IEEE Computer Society rules that are applicable to the financial operations

of standards committees. As of January 2005, the documents containing these rules include, but are not limited to, the following:

1. IEEE Policies, Sections 11 IEEE Financial Matters and 12.6 Contracts with Exclusive Rights
 2. IEEE Financial Operations Manual, Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders
 3. Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts
 4. SASB OM 5.3 Standards development meetings
- b) The Working Group shall have a Treasurer who is responsible to the Chair and Sponsor Treasurer for the operation of the Working Group treasury, for ensuring that the operation of the Working Group treasury and the Working Group financial accounts complies with this P&P and follows prudent financial procedures. The Treasurer shall:
1. Maintain a budget
 2. Control all funds into and out of the Working Group's bank accounts
 3. Follow IEEE policies concerning standards meetings and finances
 4. Read the IEEE FOM
- c) The Working Group shall have an Executive Committee (Working Group EC) comprised of, at minimum, the Chair, Vice Chairs, Secretaries, and Treasurer of the Working Group. The Chair shall be the Chair of the Working Group EC.
- d) The Working Group shall open and maintain a Working Group bank account whose title shall begin with "IEEE" followed by the numerical identity of the Working Group (e.g., IEEE 802.1). The Sponsor Chair shall be an authorized signer for the account. The Sponsor Treasurer shall be notified within 30 days of the bank, account number, account title, and authorized signers for the account when the account is opened and whenever any of these items change.
- e) The Working Group may open and maintain one or more Working Group merchant accounts for the settlement of credit card transactions. The title of each merchant account shall begin with "IEEE" followed by the numerical identity of the Working Group (e.g., IEEE 802.1). Each Working Group merchant account shall be linked to the Working Group bank account. The Sponsor Treasurer shall be notified within 30 days of each merchant account, account number, and account title when the account is opened and whenever any of these items change.
- f) All funds collected and/or received by a Working Group shall be deposited in the Working Group bank account.
- g) All funds retained by a Working Group shall be held in the Working Group bank account or in IEEE approved investments.
- h) The Working Group may disburse and/or retain funds as appropriate to pay approved expenses and maintain an approved operating reserve.
- i) Signature authority for any Working Group financial account is restricted to those IEEE, IEEE SA, and Computer Society officers and/or staff that are required to have signature

authority by IEEE, IEEE SA, and Computer Society regulations; to Sponsor officers and to the officers of the Working Group owning the account, with the sole exception that, at most, two other individuals may be granted signature authority for the Working Group bank account for the sole purpose of assisting the Working Group in conducting its financial operations, provided that each such individual has provided agreements, indemnity, and/or bonding satisfactory to the IEEE. The granting of signature authority to any individual other than the Chair, Treasurer, Sponsor Chair, and Sponsor Treasurer and those required by IEEE, IEEE SA, Computer Society, or Sponsor regulations shall be by motion that is approved by the Working Group.

- j) The Working Group shall prepare and maintain its own accounting and financial records.
- k) The Treasurer shall prepare for each Working Group plenary session a financial report that summarizes all of the Working Group financial activity since the last such report. The report shall be submitted to the Sponsor Treasurer before the opening of the session, shall be presented to Working Group membership at the opening plenary meeting of the session, and shall be included in the session minutes. The format and minimum content of the report shall be as specified by the Sponsor Treasurer.
- l) The Treasurer shall prepare and submit an audit package for each calendar year during any portion of which the Working Group operated with treasury, as required by IEEE regulations. The package shall contain all material required by IEEE Audit Operations for an IEEE audit and shall be submitted to the IEEE for audit or to the Sponsor Chair for local audit, as required by IEEE audit regulations. If the package is submitted to the IEEE, a summary of the Working Group's financial operations for the audit year shall be submitted to the Sponsor Chair at the same time that the audit package is submitted to the IEEE. The format and minimum content of the summary shall be as specified by the Sponsor Treasurer.
- m) The maximum and minimum size of the Working Group operating reserve may be set by the Sponsor.
- n) All Working Group expenditures require the approval of the Working Group EC, with the sole exception that each Working Group EC member may be reimbursed from the Working Group treasury for up to \$200 of Working Group expenses incurred between Working Group sessions without specific approval of the Working Group EC.
- o) The location, date, and fees for each interim session hosted or co-hosted by the Working Group require the approval of the Working Group EC.
- p) For each interim session hosted or co-hosted by the Working Group, all reasonable and appropriate direct expenses for goods and/or services for the session that are provided under contract(s) and/or agreement(s) that are exclusively for that interim session are approved when the Working Group EC approves the location, date, and fees for the session.
- q) Any contract and/or agreement to which the Working Group is a party, whose total value is greater than \$5000 and that is not for goods and/or services exclusively for a single interim session hosted or co-hosted by the Working Group, requires the approval of the Working Group EC and the Sponsor before execution.
- r) The Working Group shall maintain an inventory of each item of equipment that it purchases that has a useful life of greater than 6 months and purchase price of greater

than \$50. A copy of the inventory shall be provided to the Sponsor Treasurer during December of each year.

15.2 Working Group financial operation with joint treasury

Two or more Working Groups with the approval of the Sponsor may operate with a single joint treasury. Working Groups that operate with a joint treasury shall have no other treasury. The merger of separate Working Group treasuries into a joint treasury or the splitting of a joint treasury into separate Working Group treasuries requires approval of the Sponsor. Each such action shall be supported by a motion from each of the involved Working Groups that requests the action and that has been approved by the Working Group.

The operation of a joint treasury is subject to the same rules as a Working Group 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 Working Groups 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 Working Groups.

16. Revision of the IEEE 802 LMSC OM and IEEE 802 LMSC WG P&P

The IEEE 802 LMSC OM and the IEEE 802 LMSC WG P&P may be revised as follows.

Revisions to these documents shall be submitted by a Sponsor member to the Sponsor no less than 30 day in advance of a Sponsor Vote to approve them. The Sponsor member proposing the revision may modify the proposed revision during the 30 days prior to a Sponsor Vote (in response to comments). Insufficient time to consider complex modifications is a valid reason to vote disapprove. A motion to revise these documents shall require a vote of approve by at least two thirds of all voting members of the Sponsor. Votes to approve revisions shall be taken at a plenary session. If approved, revisions become effective at the end of the plenary session where the votes were taken.

In some circumstances minor revisions may be made to the IEEE 802 LMSC OM and IEEE 802 LMSC WG P&P without a revision ballot. These circumstances are

- a) Basic layout/formatting that does not change the meaning of any of the text
- b) Correction of spelling and punctuation
- c) Error in implementing approved changes

All other revisions shall be balloted in, as described in this subclause. If any voting Sponsor member protests an editorial change of the OM within 30 days of its release (the date of notice on the Sponsor reflector constitutes the release date), that editorial change will be without effect.